

Certified and Classified Staff Commercial Driver Training Procedure (TRN-P042)

1.0 SCOPE:

1.1 This procedure outlines the process for the Commercial Driver's License (CDL) training for Classified and Certified Staff.

2.0 RESPONSIBILITY:

- 2.1 Driver Safety Supervisor
- 2.2 Assistant Student Transportation / Driver Safety Manager
- 2.3 Student Transportation Manager
- 2.4 Fleet Supervisor

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITION:

- 4.1 DOT: Department of Transportation
- 4.2 CDL: Commercial Driver's License
- 4.3 MVR: Motor Vehicle Report
- 4.4 CMCSS: Clarksville Montgomery County School System
- 4.5 DMV: Department of Motor Vehicles

5.0 PROCEDURE:

- 5.1 Certified and Classified Staff must submit approval by their Department Head to the Driver Safety Supervisor in writing prior to beginning training.
- 5.2 Driver Safety Supervisor will review the Motor Vehicle Report to validate eligibility.
- 5.3 Driver Training Coordinator will schedule selected staff for the next Orientation session. Employee must agree to submit to pre-employment drug testing as well as random drug/alcohol testing.

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- 5.3.1 DOT physicals are required in accordance with CMCSS & DOT Requirements for Commercial Drivers Policy (TRN-A017) and must be renewed annually within 30 days of expiration.
- 5.3.2. CDL training websites will be provided to the applicant to study for CDL Permit tests. Training coordinator will schedule the DMV written test on the following: General Knowledge, Air Brakes, Passenger Endorsement and School Bus Endorsement.
- 5.3.3. Driver Training Coordinator will assign a Trainer at the nearest training location to schedule and provide training.
- 5.4. CDL Prep classes are available if needed.
- 5.4.1. Once training is completed a CDL road test is schedule by a CMCSS 3rd party examiner.
- 5.4.2. Certified and Classified Staff will receive a one-time payment of \$275.00 following the completion of training.
- 5.5 Fleet Supervisors will add employee to the Substitute Driver Roster according to their availability and work assignment. Certified and Classified Staff are required to drive students to or from school in support of the Transportation Department.
- 5.5.1. All Certified/ Classified must drive a minimum of once a week, based on availability.
- 5.5.2. All Certified/Classified staff are ineligible to drive field trips. *Coaches are exempt from running routes on athletic events days.
- 5.5.3. All Driver's must complete the Annual Mandatory State In-Service Training on-line during their assigned month. Compensated 3 hours upon completion.
- 5.5.4. All employees agree to participate in conducting school bus emergency evacuation drills when conducted by the district.
- 5.6 Certified and Classified Staff will be paid the current Bus Driver rate of pay. Driving the school bus is a classified position.
- 5.6.1. Certified staff will be paid at Bus Driver rate of pay and a \$10 stipend per route.
- 5.6.2. Classified staff will be paid at Bus Driver rate of pay with time and a half if over 40 hrs. per week.
- 5.7. Certified and Classified will use paper time sheets (PAY-F005). Time sheets must be faxed or e-mailed to the Fleet Supervisor in charge of substitute payroll by the Monday following each pay period.
- 5.8. Any customer concern that occurs on the school bus will be investigated, and if founded, any disciple will be administered by the Student Transportation Manager

or designee and reported to the employee's Department Head. All employees are expected to follow the policies and guidelines of the CMCSS Transportation Department while safely transporting students to and from school.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 MVR – STATE
- 6.2 DOT Paperwork (Secured and maintain in the Safety office)
- 6.3 Drug results (Secured and maintain in the Safety office)
- 6.4 Training Documents
- 6.5 PAY-F005 Bus Driver Timesheet
- 6.6 Driver Training Manual

7.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/29/22		Initial Release

***** End of Policy *****