

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

5.3

**Effective Date:** 11/12/15

**Revised Date:** 07/14/16 \*Denotes Revision

**Section:** *Personnel*

**Subject:** *Commercial Driver's License (CDL) test/fee*

**Related Policy:** *5.106 Application and Employment*

**I. DEFINITIONS**

**II. PROCEDURES**

An individual desiring a position with the Marshall County School System's Transportation Department as a school bus driver shall make application to the Human Resources Department. Following a clear background check, the applicant will study for and take four written tests, which will be paid for by the applicant. Once the applicant successfully passes the four written tests, he/she will receive a permit to drive with a licensed driver on an empty bus, which is considered the training period.

Once the training is complete, an appointment will be made with a certified tester, and the applicant will take a road test in order to get a Commercial Driver's License (CDL). The Board will pay the \*fee for the CDL test. If the employee does not complete a six (6) month employment period, the cost of the CDL test will be deducted from the last paycheck. If the employee does not work long enough to earn the amount of the test, he/she will reimburse the school system the \*test fee.

**III. ATTACHMENTS**

Signature on File

*Jacob Sorrells, Director of Schools*