

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #:	02-ALL-ALL-0299 (VH)	Subject:	Reimbursement for Cost Associated with Commercial Drivers Licenses and Board Required Physicals
Effective Date:	03-26-90	Last Revision:	12-19-17
Person Responsible:	Health & Safety Coordinator		
Approvals/Date:	<u>Brent Chan 1-4-18</u> Superintendent, WCBDD	Date	Department Director
			Date

The following definitions will apply:

CDL - Commercial Drivers License can be a Class A, B, or C license as established by the State of Ohio.

Class A - Any combination of vehicles with a GVWR of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.

Class B - Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.

Class C - Any single vehicle or combination of vehicles, not defined under Class A or B, but either is designed to transport 16 or more passengers, including driver, or is placarded for Hazardous Materials and any school bus less than 26,001 pounds GVWR, designed to transport less than 16 passengers, including the driver.

1. Every vehicle operator/substitute driver and new driver of a Class B vehicle shall have the physician's fee paid for a physical exam by the Board Hired physician every year or more often if needed due to a significant change in the employee's state of health. The Ohio Department of Education T-8 School Bus Driver Examination Form will be used by vehicle operators for the physical examination and will be obtained from the Bus Transportation Supervisor. Each employee seeking a CDL will receive directions on obtaining a Board Hire Physician's physical examination from the Human Resources Department. The employee must advise the physician's office that they are a Board Hire Employee. If the employee does not pass the physical, it will be their responsibility to pay the fee.
2. New hires and substitutes in the position of bus drivers or Class B vehicle operator shall be reimbursed the cost of the skills test after successful completion of the Skills Test and completion of twelve (12) months of service to the Board as a vehicle operator or vehicle operator substitute, and submission of a paid receipt for the exam.
3. New hires and substitutes in the position of bus drivers or Class B vehicle operator will have their Pre-Service class paid by the Board. There will be no reimbursement for mileage for driving to/from training. Should the employee fail to fulfill the agreement, 03-ALL-ALL-0091, the employee will reimburse the Board for costs of the Pre-Service class.
4. Non-certified Bus Drivers – Employee's time spent in Pre-Service class and while on bus with OBI (On-Bus Instructor), will be paid at the base hourly rate. Upon receiving the required endorsements on their CDL, the employee shall begin receiving compensation at the Vehicle Operator hourly rate. New hire bus drivers that are already certified shall be paid at the full hourly rate for all training hours.
5. Cost for the CDL permit packet and issuance of a new CDL License will be the responsibility of the employee. No reimbursement for these costs will be made.
6. Cost to maintain CDL re-certification will be paid by the Board as long as the holder remains an employee of the Board w/CDL being a part of their job duties. This may include certification classes and time spent in driving evaluations, and other approved re-certification programs.

References: OAC 3301:83-07

Forms: 03-ALL-ALL-0091

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