

## STEPS IN OBTAINING A COMMERCIAL LICENSE

The Yosemite Community College District owns and operates certain vehicle types that require a commercial Class A or Class B operator's license. The license needed will have certain endorsements and/or restrictions, depending on the vehicle type being operated. The District no longer administers the DMV Class A or Class B Road Test; however, we will assist you in obtaining the license that is required for the vehicle you will be operating. Please have your manager contact YCCD Transportation Services for prior approval.

Operators of vans designed to transport 10-15 passengers must possess a commercial class B license with a Passenger Transport endorsement. The vehicle is not considered to be a commercial vehicle; however, you are legally required to hold a valid commercial license regardless of the number of passengers being transported. The Driver's time record keeping (Driver's Daily Log) as well as drug and alcohol testing are not required.

The first step is receiving a Medical Examination specifically for professional drivers. If your position at the District **requires** you to operate a commercial vehicle, or an 11-passenger van, District funds will cover the expense. Transportation Services will forward to you a Medical Examination Report and a form that authorizes the medical facility we use to invoice the District. When the medical has been completed, you must provide our office a copy of the medical report for your Driver's File. The original will be submitted to DMV by you when your application is accepted at DMV.

Make an appointment for a DMV Office visit (800-777-0133). You will be applying for an original commercial license. Make sure to bring the following with you:

- \$70 cash for the application fee;
- Current Driver's License (or an acceptable birth date or Legal Presence (BD/LP) document);
- Social Security Card; and,
- Your completed Medical Examination Report

At DMV, you will complete an Application for Original Driver License (DL44C). The license you are applying for is a Commercial Class A or Class B, depending on the type of vehicle you will be operating. **NOTE: You will not be driving a Tour Bus, Transit, GPPV, SPAB or a School Bus.**

The endorsement(s) you want to add are (depending on the vehicle you will be operating):

- Passenger Transport Endorsement (P) authorizes the driver to operate any commercial passenger vehicle, including the 11-15 passenger vans.
- Tank Endorsement (N) is for tanker trucks and fire apparatus.

You will be taking at least two written tests. The General Knowledge Test is a 45-50 question test that covers all aspects of driving a commercial vehicle. There will be an additional test for each endorsement you add. If the vehicle you will be operating is equipped with Air Brakes, there will be a test for that.

**NOTE: THE WRITTEN TESTS REQUIRE KNOWING INFORMATION IN THE "CALIFORNIA COMMERCIAL DRIVERS HANDBOOK".** This handout is online on the DMV site.

<http://www/dmv.ca.gov> under "Publications". The Table of Contents identifies what chapters you will need to study based on the type of license you are applying for (i.e., "All Commercial Drivers" and "Passenger Transportation").

You will also provide a thumb print and pass a vision test.

Upon successful passing of the written tests, you will be issued a Commercial Instruction Permit. It is valid for one-year, and during this time, we will train and prepare you for the actual drive test at DMV.

Certain types of vehicles require that you be enrolled in the YCCD Drug & Alcohol Testing Program. Before any behind-the-wheel training can be administered, you will be directed the YCCD Risk Management Office to complete these requirements. After verification is received from the Risk Management Office, training may commence.

Training may take several visits. Training consists of basic vehicle operation and controlling the vehicle, pre-trip inspections, skills training and actual on-the-road training. A large amount of the time spent in the vehicle will allow you to be more comfortable driving the vehicle. The amount of time required depends on the individual and the type of vehicle. The trainer will critique in a way that will benefit you while taking the drive test with DMV personnel.

When you are ready, you may call a DMV CDL office and make an appointment for a drive test (Modesto, Stockton, Fresno or Sacramento are the only local CDL offices.) The drive test consist of performing an actual Pre-trip Inspection. When that is successfully completed, you will drive with the examiner to their skills testing site. When you get to the skills site, you will be required to perform at least four of the six skills. When successfully completed, the road test resumes.

During the road test, the examiner will be watching how you control the vehicle and how you observe the traffic and surroundings around your vehicle. The California Commercial Drivers Handbook on the DMV web site has a chapter on the drive test, pre-trip inspection as well as the different skills you might have to perform.

It is your responsibility to maintain your license and medical certification. Medical certification may be given for a 3-month, one-year, or a two-year period. After your initial medical report, all subsequent medical reports must be taken to DMV where it will be scanned and your license will be updated. Securing an appointment with DMV will save you several hours of waiting in line.