

## CHAPTER 2

### APPLICATION PROCESS FOR SCHOOL BUS, SCHOOL PUPIL ACTIVITY BUS, YOUTH BUS, GENERAL PUBLIC PARATRANSIT VEHICLE, AND FARM LABOR VEHICLE DRIVER CERTIFICATES

#### TABLE OF CONTENTS

<u>INTRODUCTION</u> .....	2-1
<u>DRIVER CERTIFICATION PROCESS</u> .....	2-1
Interview and Test Location.....	2-1
Initial CHP Interview .....	2-1
Testing.....	2-2
<u>MEDICAL EXAMINATION REQUIREMENTS - 12517.2 VC</u> .....	2-2
<u>FINGERPRINT REQUIREMENTS - 12517.3 VC</u> .....	2-2
<u>FEDERAL BUREAU OF INVESTIGATION (FBI) FINGERPRINTS</u> .....	2-3
<u>FIRST AID EXAM FOR SCHOOL BUS AND YOUTH BUS DRIVERS - 12522 VC</u> ....	2-3
<u>VEHICLES USED TO TRANSPORT PERSONS WITH DEVELOPMENTAL DISABILITIES (VEHICLES FOR DEVELOPMENTALLY DISABLED PERSONS [VDDP])</u> .....	2-4
<u>APPLICATION PROCESS</u> .....	2-6
Original Applicants .....	2-6
Renewal Applicants .....	2-8j
Applicant Testing .....	2-10
Canceled Applicants.....	2-12
Up-Grade Applicants .....	2-12
<u>CERTIFICATES: ISSUANCE AND RESTRICTIONS - 12517.4 VC</u> .....	2-13
<u>DEFINITION OF CONVICTION - 13375 VC</u> .....	2-14
<u>REFUSAL TO ISSUE OR RENEW, SUSPENSION, OR REVOCATION OF CERTIFICATE - 13369 VC</u> .....	2-14
<u>DENIAL, SUSPENSION, OR REVOCATION OF CERTIFICATES - 13370 VC</u> .....	2-16
<u>DENIAL, SUSPENSION, OR REVOCATION: REQUEST AND SCOPE OF HEARING - 13371 VC</u> .....	2-17
<u>DENIAL, REVOCATION, AND OR SUSPENSION OF DRIVER CERTIFICATES – 13376 VC</u> .....	2-18
 <u>ANNEXES</u>	
<u>A</u> - SAMPLE MEDICAL EXAMINATION REPORT, DL 51 .....	2-23
<u>B</u> - SAMPLE FINGERPRINT CARD, BID-7.....	2-27

C - EMERGENCY MEDICAL SERVICES AUTHORITY (EMSA) APPROVED SCHOOL BUS OR YOUTH BUS DRIVER FIRST AID TRAINING PROGRAMS ..... 2-29

D - SPECIAL CERTIFICATE APPLICATION, CHP 295..... 2-30

E - APPLICANT DISCREPANCY IDENTIFIER - CHP 295D..... 2-32

F - PRETRIP BUS INSPECTION AND DRIVING TEST GUIDE ..... 2-33

INSPECTION APPROVAL CERTIFICATE - CHP 292..... 2-33

VEHICLE INSPECTION CERTIFICATE (VARIABLE SEATING) - CHP 292A ..... 2-33

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REVISED MARCH 2005

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1. INTRODUCTION. This chapter includes excerpts from the California Vehicle Code (VC) and provides information pertaining to the application process and general provisions related to drivers of school buses, school pupil activity buses (SPAB), youth buses, general public paratransit vehicles (GPPV), farm labor vehicles (FLV) and a vehicle for the transportation of persons with developmental disabilities (VDDP). A driver desiring a special certificate to drive any of these vehicles should review the material contained in this chapter.

#### 2. DRIVER CERTIFICATION PROCESS.

a. Interview and Test Location. Applicants should be interviewed and tested at the California Highway Patrol (CHP) office located within the area where they will be doing the majority of their driving. Exceptions can be made for unusual circumstances with the concurrence of the involved CHP areas. This restriction is necessary for record-keeping and monitoring drivers for compliance with pupil transportation laws and regulations. Applicants should contact the CHP office to ascertain times when the initial CHP interview, testing, and certification can be accomplished.

b. Initial CHP Interview. School Bus Officers/Coordinators (SBOCs) will conduct an initial interview with each original applicant. The purpose of the interview is to ensure that the applicant is aware of the minimum requirements for the certificate, and to identify and eliminate applicants who may be unqualified. This informational interview will be conducted prior to accepting the certificate fee or fingerprinting the applicant. The following items will be discussed:

- (1) The minimum physical and medical requirements;
- (2) The specifics of the criminal background check, complete driving record check, certificate testing process, and work history;

(3) The importance of being thorough and accurate on all preemployment documents, as well as the consequences of knowingly providing false information on the certificate application forms.

c. Testing. Applicants will have three opportunities to pass the written, driving, and, if applicable, first aid tests. The pretrip inspection is part of the driving test, and the first aid examination is independent of both the written and driving tests. The SBOC may recommend an applicant for remedial training after failing the written or driving test after the first or second attempt. The SBOC will return the applicant's California Department of Education Training Certificate, T-01 form, for the instructor to document any remedial training. The duration of such training will be at the discretion of the instructor or employer after consulting with the SBOC. Applicants will be retested after seven calendar days have elapsed from the date of the failure. Instructors must return the T-01 training certificate indicating any remedial training prior to a retest. A third failure will disqualify the applicant. Disqualified applicants may reapply for a certificate after a period of not less than 45 days from the date of the third failure.

3. MEDICAL EXAMINATION REQUIREMENTS - 12517.2 VC. The following section is quoted from the VC:

12517.2. (a) Applicants for an original or renewal certificate to drive a school bus, school pupil activity bus, youth bus, general public paratransit vehicle, or farm labor vehicle shall submit a report of a medical examination of the applicant given not more than two years prior to the date of the application by a physician licensed to practice medicine. The report shall be on a form approved by the department, the Federal Highway Administration, or the Federal Aviation Administration.

(b) School bus drivers, within the same month of reaching the age of 65 and each 12th month thereafter, shall undergo a physical examination, pursuant to Section 12804.9, and submit a report of medical examination on a form as specified in subdivision (a).

(Ch. 272, Stats. 1993. Effective August 8, 1993.)

NOTE: See Annex E for example of medical form, DL-51.

4. FINGERPRINT REQUIREMENTS - 12517.3 VC. The following section is quoted from the VC:

12517.3. (a) (1) Applicants for an original certificate to drive a schoolbus, school pupil activity bus, youth bus, or general public paratransit vehicle shall be fingerprinted by the Department of the California Highway Patrol, on a form provided or approved by the Department of the California Highway Patrol for submission to the Department of Justice, utilizing the Applicant Expedite Service or

an electronic fingerprinting system.

(2) Applicant fingerprint forms shall be processed and returned to the office of the Department of the California Highway Patrol from which they originated not later than 15 working days from the date on which the fingerprint forms were received by the Department of Justice, unless circumstances, other than the administrative duties of the Department of Justice, warrant further investigation.

(3) Applicant fingerprints that are submitted by utilizing an electronic fingerprinting system shall be processed and returned to the appropriate office of the Department of the California Highway Patrol within three working days.

(b) (1) Notwithstanding subdivision (a), an applicant for an original certificate to drive a schoolbus, school pupil activity bus, youth bus, or general public paratransit vehicle may be fingerprinted by a public law enforcement agency, a school district, or a county office of education utilizing an electronic fingerprinting system with terminals managed by the Department of Justice.

(2) The Department of Justice shall provide the fingerprint information processed pursuant to this subdivision to the appropriate office of the Department of the California Highway Patrol within three working days of receipt of the information.

(3) Applicants for an original certificate to drive an ambulance shall submit a completed fingerprint card to the department.

NOTE: See Annex D for example of fingerprint card, BID-7.

5. FEDERAL BUREAU OF INVESTIGATION (FBI) FINGERPRINTS. Applicants who cannot establish seven continuous years of California residency are required to submit a second set of fingerprints. This second set will be submitted to the Department of Justice (DOJ), who will forward it to the FBI for a background investigation of the applicant.

6. FIRST AID EXAM FOR SCHOOL BUS AND YOUTH BUS DRIVERS - 12522 VC.  
The following section is quoted from the VC:

12522. (a) Every person who operates a school bus or youth bus in the transportation of school pupils shall, in addition to any other requirement for a school bus or youth bus driver's certificate, qualify by an examination on first aid practices deemed necessary for school bus operators or youth bus operators. Standards for examination shall be determined by the Emergency Medical Services Authority after consultation with the State Department of Education, the Department of Motor Vehicles, and the Department of the California Highway Patrol. The local school authority employing the applicant shall provide a course of instruction concerning necessary first aid practices.

(b) The Department of the California Highway Patrol shall conduct the first aid examination as part of the examination of applicants for a school bus or youth bus driver's certificate and shall certify to the Department of Motor Vehicles that the applicant has satisfactorily demonstrated his or her qualifications in first aid practices, knowledge of school bus or youth bus laws and regulations, and ability to operate a school bus or youth bus. The first aid certifications shall be valid for the term of the school bus or youth bus driver's certificate.

(c) The first aid examination may be waived if the applicant possesses either of the following minimum qualifications:

(1) A current first aid certificate issued by the American Red Cross or by an organization whose first aid training program is at least equivalent to the American Red Cross first aid training program, as determined by the Emergency Medical Services Authority. The Emergency Medical Services Authority may charge a fee, sufficient to cover its administrative costs of approval, to an organization that applies to have its first aid training program approved for purposes of this paragraph.

(2) A current license as a physician and surgeon, osteopathic physician and surgeon, or registered nurse, or a current certificate as a physician's assistant or emergency medical technician. The first aid certificate or license shall be maintained throughout the term of the school bus or youth bus driver's certificate and shall be presented upon demand of any traffic officer. The school bus or youth bus driver's certificate shall not be valid during any time that the driver fails to maintain and possess that license or certificate after the first aid examination has been waived.

(Ch. 226, Stats. 1993. Effective January 1, 1994.)

**7. VEHICLES USED TO TRANSPORT PERSONS WITH DEVELOPMENTAL DISABILITIES (VEHICLES FOR DEVELOPMENTALLY DISABLED PERSONS [VDDP]).** The following section is quoted from the VC:

12523.6. (a) (1) On and after March 1, 1998, no person who is employed primarily as a driver of a motor vehicle that is used for the transportation of persons with developmental disabilities, as defined in subdivision (a) of Section 4512 of the Welfare and Institutions Code, shall operate that motor vehicle unless that person has in his or her possession a valid driver's license of the appropriate class and a valid special driver certificate issued by the department.

(2) This subdivision only applies to a person who is employed by a business, a nonprofit organization, or a state or local public agency.

(b) The special driver certificate shall be issued only to an applicant who has cleared a criminal history background check by the Department of Justice and, if applicable, by the Federal Bureau of Investigation.

(1) In order to determine the applicant's suitability as the driver of a vehicle used for the transportation of persons with developmental disabilities, the

Department of the California Highway Patrol shall require the applicant to furnish to that department, on a form provided or approved by that department for submission to the Department of Justice, a full set of fingerprints sufficient to enable a criminal background investigation.

(2) Except as provided in paragraph (3), an applicant shall furnish to the Department of the California Highway Patrol evidence of having resided in this state for seven consecutive years immediately prior to the date of application for the certificate.

(3) If an applicant is unable to furnish the evidence required under paragraph (2), the Department of the California Highway Patrol shall require the applicant to furnish an additional full set of fingerprints. That department shall submit those fingerprint cards to the Department of Justice. The Department of Justice shall, in turn, submit the additional full set of fingerprints required under this paragraph to the Federal Bureau of Investigation for a national criminal history record check.

(4) Applicant fingerprint forms shall be processed and returned to the Area office of the Department of the California Highway Patrol from which they originated not later than 15 working days from the date on which the fingerprint forms were received by the Department of Justice, unless circumstances, other than the administrative duties of the Department of Justice, warrant further investigation. Upon implementation of an electronic fingerprinting system with terminals located statewide and managed by the Department of Justice, the Department of Justice shall ascertain the information required pursuant to this subdivision within three working days.

(5) The applicant shall pay, in addition to the fees authorized in Section 2427, a fee of twenty-five dollars (\$25) for an original certificate and twelve dollars (\$12) for the renewal of that certificate to the Department of the California Highway Patrol.

(c) A certificate issued under this section shall not be deemed a certification to operate a particular vehicle that otherwise requires a driver's license or endorsement for a particular class under this code.

(d) On or after March 1, 1998, no person who operates a business or a nonprofit organization or agency shall employ a person who is employed primarily as a driver of a motor vehicle for hire that is used for the transportation of persons with developmental disabilities unless the employed person operates the motor vehicle in compliance with subdivision (a).

(e) Nothing in this section precludes an employer of persons who are occasionally used as drivers of motor vehicles for the transportation of persons with developmental disabilities from requiring those persons, as a condition of employment, to obtain a special driver certificate pursuant to this section or precludes any volunteer driver from applying for a special driver certificate.

(f) As used in this section, a person is employed primarily as a driver if that person performs at least 50 percent of his or her time worked including, but not

limited to, time spent assisting persons onto and out of the vehicle, or at least 20 hours a week, whichever is less, as a compensated driver of a motor vehicle for hire for the transportation of persons with developmental disabilities.

(g) This section does not apply to any person who has successfully completed a background investigation prescribed by law, including, but not limited to, health care transport vehicle operators, or to the operator of a taxicab regulated pursuant to Section 21100. This section does not apply to a person who holds a valid certificate, other than a farm labor vehicle driver certificate, issued under Section 12517.4 or 12527. This section does not apply to a driver who provides transportation on a noncommercial basis to persons with developmental disabilities.

## 8. APPLICATION PROCESS.

### a. Original Applicants.

(1) An "original applicant" is one who:

(a) Has never been issued a driver certificate for the type of vehicle (school bus, youth bus, GPPV, SPAB, or FLV) to be driven; or,

(b) Has a driver certificate that has been expired for more than one year; or

(c) Has had a driver certificate denied or revoked pursuant to Section 13370 VC, but now is eligible to apply for a certificate; or

(d) Returns to California after relinquishing his/her California driver license.

(2) Original applicants need the following when reporting initially to the CHP:

(a) A valid class A, B, or C driver license

(b) A Department of Motor Vehicles (DMV) H6-printout

(c) A \$57 fee. (Break down of fee: \$25 for the certificate; \$32 for fingerprints).

(3) To facilitate the certificate process, it is also desirable that the applicant initially present:

(a) Driver license. All applicants shall possess a valid class A or B driver license with a passenger endorsement (Section 15250 VC). An interim, temporary driver license or instruction permit of the appropriate class is acceptable. GPPV and VDDP applicants shall have a valid class A, B, or C license with the proper endorsements. All school bus applicants and all

applicants employed for compensation by another for the purpose of driving a motor vehicle on the highway shall be at least 18 years old (Sections 12515 and 12516 VC).

(b) Out-of-State License. A valid out-of-state driver license for a nonresident is acceptable if the requirements of Sections 12502 and 12505 VC are met. The license must be issued by a U. S. jurisdiction and be valid for driving in California.

(c) Special Certificate Application - CHP 295.

NOTE: This form should be completed but not signed. See ANNEX F for an example of CHP 295.

(d) A current medical report DL-51, [Section 12517.2(a) VC]. Applicants shall present their current medical report to the officers or coordinators. "Current" for an original applicant means that the examination was within the past two years.

(e) DMV Printout. Each applicant will provide a DMV printout (H6). If the printout provided does not cover a 10-year period, the SBOC will obtain a 10-year driver history record from DMV.

(f) Training Verification. Once the applicant has completed the required training and is scheduled for testing, the applicant shall present proper verification of the training he or she received.

(4) Original applicants will accomplish the following at the CHP office:

(a) Complete the CHP 295. Original applicants shall complete the front of the application to provide information needed to prepare and process the California Special Driver Certificate – DL-45. Applicants may complete the CHP 295 prior to reporting to the CHP office, but shall sign the form in the presence of the SBOC. If the SBOC identifies a potential problem, the SBOC will complete an Applicant Discrepancy Identifier, CHP 295D (ANNEX G). The applicant shall sign the card, and the employer shall receive a copy. This will alert the applicant and the employer to problems requiring correction prior to issuance of a temporary certificate.

(b) Complete the application portion of the SPECIAL DRIVER CERTIFICATE and pay a \$57 fee.

(c) The SBOC will fingerprint all original applicants except for FLV applicants utilizing a fingerprinting card or a CHP electronic fingerprinting system. If

an applicant is unable to establish seven continuous years of California residency, the applicant will be fingerprinted twice. The second set of fingerprints will be submitted to the FBI. The FBI background investigation will significantly increase the length of the certification process. Only applicants for an original certificate to drive a school bus, SPAB, youth bus, or GPPV may be fingerprinted by a public law enforcement agency, a school district, or a county office of education utilizing an electronic fingerprinting system with terminals managed by the Department of Justice.

(d) CHP Notification. Employers must immediately notify the SBOC when an applicant has withdrawn from the certification process. Applicants who subsequently wish to resume the process after 1 year has elapsed from the application date will be refingerprinted.

(e) Resubmission of Fingerprints. If, for any reason, the DOJ or the FBI returns a set of fingerprints because they are unacceptable, the SBOC will schedule the applicant for reprinting.

(5) Criminal History Review.

(a) SBOCs will critically review the criminal history record received from the DOJ and, if applicable, the FBI, for any disqualifying information. If the applicant's record is clear, the local SBOC will contact the prospective employer so the applicant may be scheduled for testing.

(b) If, after the review, it is learned the applicant *may* be disqualified, the applicant may be scheduled for testing. However, no temporary certificate will be issued. SBOCs will complete and forward the applicant file to DMV for review pending a final decision on issuance of the permanent certificate.

(c) If, after this review, it is learned the applicant *will* be disqualified, he/she shall not be scheduled for testing. The SBOC will notify the applicant's prospective employer of the situation, and forward the applicant file to DMV.

b. Renewal Applicants.

(1) A "renewal applicant" is one who:

(a) Has a driver certificate that will expire within six months; or,

(b) Has a driver certificate that has expired by not more than 12 months. The renewal period for a special driver certificate will remain open for a period of 12 months from the date the applicant's special certificate expires. This date should be the applicant's birthday. During this 12-month period, the applicant

must complete all required testing and be issued a temporary (renewal) special driver certificate. A driver failing to complete the testing process before the end of the 12th month will be considered an original applicant.

(c) An original or renewal VDDP applicant is a person who is employed by a business or a non profit organization or agency, and who is primarily employed as a driver of a motor vehicle for hire used for the transportation of persons with developmental disabilities, as defined in Section 4512 of the Welfare and Institutions Code. A person who is primarily employed as a driver is that person who performs at least 50 percent of his or her time worked including, but not limited to, time spent assisting persons onto and out of the vehicle, or at least 20 hours a week, whichever is less, as a compensated driver of a motor vehicle for hire for the transportation of persons with developmental disabilities. For complete statutory text, see Section 12523.6 VC.

(2) Applicants seeking to renew a special driver certificate need the following when reporting to the CHP office:

(a) A valid class A or B commercial driver license (except GPPV or VDDP drivers must possess a valid class A, B, or C driver license);

(b) A current medical report, DL-51, [Section 12517.2(a) VC];

(c) School bus, SPAB, and FLV drivers must present a state Department of Education T-O1 Training Certificate properly documenting successful completion of the required renewal training. Youth bus and GPPV drivers must present a letter from their employer documenting successful completion of the required renewal training. There are no training requirements for a VDDP applicant.

(d) A \$12 fee (exact amount).

(3) Renewal applicants will accomplish the following at the CHP office:

(a) Complete a CHP 295;

(b) Complete the application portion of the special driver certificate and pay a \$12 fee.

(c) Renewal applicants must renew the special driver certificate within six months before or 12 months after the certificate expiration date. If a renewal applicant renews his/her certificate after 12 months have elapsed from the

expiration date of the certificate, he/she will be considered an original applicant.

c. Applicant Testing.

(1) Applicants, except applicants for a VDDP special driver certificate, must pass a written examination on laws and regulations governing pupil and farm labor transportation safety, and all applicable requirements of Sections 12517, 12519, and 31401 VC. Applicants will have three opportunities to pass the written exam.

(2) Applicants for a school bus or youth bus special driver certificate must pass a written examination on first aid practices or obtain a first aid certificate from the American Red Cross or from an organization whose first aid training program is at least equivalent to the American Red Cross first aid training program, as determined by the Emergency Medical Services Authority. Applicants will have three opportunities to pass the first aid written examination. Applicants who have failed the written CHP First Aid Examination twice should consider taking a first aid course. A third failure will disqualify the applicant, and the applicant may not waive the exam by obtaining a first aid certificate. See Annex C for a list of approved first aid courses. Applicants who obtain a first aid certificate to waive the exam must maintain that certificate valid. Failure to do so will invalidate the special driver certificate (Section 12522 VC). Once the CHP has waived the driver's first aid test, the first aid restriction cannot be removed until the driver renews his or her school bus or youth bus special driver certificate.

(3) Applicants, except applicants for a VDDP certificate, must pass a driving test to demonstrate their knowledge of applicable laws and regulations, and their ability to operate a school bus, SPAB, youth bus, GPPV, or FLV (Sections 12517.4 and 12804.9 VC). Applicants will have three opportunities to pass the driving test.

(a) The driving test includes a pre-trip vehicle inspection and the demonstration of a driver's familiarity with all gauges, instruments, and controls on the bus or FLV. An applicant's knowledge of brake systems and their operation is critical.

(b) Applicants shall bring the vehicle requiring the highest level of driver skill. Certificates are restricted based upon the type of vehicle used in the driving test. Applicants wishing an unrestricted certificate may use more than one vehicle to test their driving skills.

(c) It is unlawful for the holder of a certificate to violate any restriction placed on a special driver certificate. Depending upon the type of vehicle used in the driving test, and the abilities and physical condition of the applicant, the CHP and DMV may place restrictions on a certificate to ensure the safe operation of a motor vehicle and the safe transportation of passengers. Such restrictions may include, but shall not be limited to, the following:

- 1 Automatic transmission only;
- 2 Hydraulic brakes only;
- 3 Type 2 bus only;
- 4 Conventional or type 2 bus only;
- 5 Two-axle motor truck or passenger vehicle only;
- 6 First aid test waived; must comply with Section 12522(c) VC;
- 7 The driver certificate must be endorsed "may drive vehicle with two-speed rear axle" if the applicant wishes to drive a vehicle so equipped [Section 12517.4(e) VC].

(4) Renewal applicants may receive an abbreviated driving test at the discretion of the SBOC if the applicant has not been involved in any preventable accidents and has not received any citations or school bus-related driving complaints since the issuance of the current certificate. Participation in a local school bus "roadeo" within the 12 months preceding the renewal application date will satisfy the driving test requirements if the "roadeo" included a driving test given or directed by an attending SBOC. The driving test requirements may also be satisfied if the SBOC rode with the renewal applicant on a regular school bus run within the 12 months preceding the renewal application date and completed a CHP 295A.

NOTE: Any area not having an established "roadeo" may conduct a local school bus "roadeo" program using the Annual California School Bus Safety Rodeo Program, sponsored by the California Association of School Transportation Officials (CASTO).

d. Canceled Applicants.

(1) Applicants seeking reinstatement after cancellation of a certificate need the following when reporting to the CHP office:

- (a) A valid class A or B commercial driver license (except GPPV or VDDP drivers must possess a valid class A, B, or C driver license);
- (b) A current medical certificate, DL-51A;
- (c) A \$12 fee if any permanent or temporary certificate is lost by the applicant/driver during the cancellation period;
- (d) Evidence that the deficiency that resulted in cancellation has been corrected.

(2) Canceled applicants will accomplish the following at the CHP office:

- (a) Complete a CHP 295;
- (b) Provide evidence to the CHP SBOC that the deficiency that resulted in cancellation has been corrected.

e. Up-Grade Applicants.

(1) Applicants seeking to eliminate a restriction on their special driver certificate need the following when reporting to the CHP office:

- (a) A valid class A or B commercial driver license (except GPPV or VDDP drivers shall possess a valid class A, B, or C driver license);
- (b) A current medical certificate, DL-51A;
- (c) A \$12 fee (exact amount);
- (d) A valid special driver certificate.

(2) Applicants will accomplish the following at the CHP office:

- (a) Complete a CHP 295;
- (b) Complete the application portion of the special driver certificate and pay a \$12 fee;
- (c) Pass a driving test to demonstrate their knowledge of applicable laws and regulations, and their ability to operate the appropriate vehicle. The driving test includes a pre-trip vehicle inspection and a demonstration of

the driver's familiarity with all gauges, instruments, and controls on the bus or FLV. Special emphasis is placed on brake systems and their operation.

9. CERTIFICATES: ISSUANCE AND RESTRICTIONS - 12517.4 VC. The following section is quoted from the VC:

12517.4. This section governs the issuance of a certificate to drive a school bus, school pupil activity bus, youth bus, general public paratransit vehicle, or farm labor vehicle.

(a) The driver certificate shall be issued only to applicants meeting all applicable provisions of this code and passing the examinations prescribed by the department and the Department of the California Highway Patrol. The examinations shall be conducted by the Department of the California Highway Patrol, pursuant to Sections 12517, 12519, 12522, 12523, and 12523.5.

(b) A temporary driver certificate shall be issued by the Department of the California Highway Patrol after an applicant has cleared a criminal history background check by the Department of Justice and, if applicable, the Federal Bureau of Investigation, and has passed the examinations and meets all other applicable provisions of this code.

(c) A permanent driver's certificate shall be issued by the department after an applicant has passed all tests and met all applicable provisions of this code. Certificates are valid for a maximum of five years and shall expire on the same date as the applicant's driver's license.

(d) No holder of a certificate shall violate any restriction placed on the certificate. Depending upon the type of vehicle used in the driving test and the abilities and physical condition of the applicant, the Department of the California Highway Patrol and the department may place restrictions on a certificate to assure the safe operation of a motor vehicle and safe transportation of passengers. These restrictions may include, but are not limited to, all of the following:

- (1) Automatic transmission only.
- (2) Hydraulic brakes only.
- (3) Type 2 bus only.
- (4) Conventional or type 2 bus only.
- (5) Two-axle motor truck or passenger vehicle only.

(e) No holder of a certificate shall drive any motor vehicle equipped with a two-speed rear axle unless the certificate is endorsed: "May drive vehicle with two-speed rear axle."

(Amended Sec. 1, Ch. 1043, Stats. 1996. Effective January 1, 1997.)

10. DEFINITION OF CONVICTION - 13375 VC. The following section is quoted from the VC:

13375. For the purpose of this article, any plea or verdict of guilty, plea of nolo contendere, or court finding of guilt in a trial without a jury, or forfeiture of bail, is deemed a conviction, notwithstanding subsequent action under Section 1203.4 or 1203.4a of the Penal Code allowing withdrawal of the plea of guilty and entering a plea of not guilty, setting aside the verdict of guilty, or dismissing the accusation or information.

(Ch. 1360, Stats. 1990. Effective January 1, 1991.)

11. REFUSAL TO ISSUE OR RENEW, SUSPENSION, OR REVOCATION OF CERTIFICATE - 13369 VC. The following section is quoted from the VC:

13369. This section applies to the following endorsements and certificates: passenger transport vehicle, hazardous materials, school bus, school pupil activity bus, youth bus, general public paratransit vehicle, and farm labor vehicle.

(a) The department shall refuse to issue or renew, or shall revoke for any of the following causes, the certificate or endorsement of any person who:

(1) Within the preceding three years, has committed any violation which results in a conviction assigned a violation point count of two or more, as defined in Section 12810 and 12810.5. The department shall not refuse to issue or renew, nor shall it revoke a person's hazardous materials or passenger transportation vehicle endorsement if the violation leading to the conviction occurred in the person's private vehicle and not in a commercial motor vehicle, as defined in Section 15210.

(2) Within the preceding three years, has had his or her driving privilege suspended, revoked, or on probation for any reason involving unsafe operation of a motor vehicle. The department shall not refuse to issue or renew, nor shall it revoke, a person's hazardous materials or passenger transportation vehicle endorsement if the person's driving privilege has, within the preceding three years, been placed on probation only for any reason involving unsafe operation of a motor vehicle, or if Section 13353.6 applies.

(b) The department may refuse to issue or renew, or may suspend or revoke the certificate or endorsement of any person who:

(1) Within the preceding 12 months, has been involved as a driver in

three accidents in which the driver caused or contributed to the causes of the accidents.

(2) Within the preceding 24 months, as a driver, caused or contributed to the cause of an accident resulting in a fatality or serious injury or serious

property damage in excess of five hundred dollars (\$500).

(3) Has violated any provision of this code, or any rule or regulation pertaining to the safe operation of a vehicle for which the certificate or endorsement was issued.

(4) Has violated any restriction of the certificate, endorsement, or commercial drivers license.

(5) Has knowingly made a false statement or concealed a material fact on an application for a certificate or endorsement.

(6) Has been determined by the department to be a negligent or incompetent operator.

(7) Has demonstrated irrational behavior to the extent that a reasonable and prudent person would have reasonable cause to believe that the applicant's ability to perform the duties of a driver may be impaired.

(8) Excessively or habitually uses, or is addicted to, alcoholic beverages, narcotics, or dangerous drugs.

(9) Does not meet the minimum medical standards established or approved by the department.

(c) The department may cancel the certificate or endorsement of 13369. This section applies to the following endorsements and certificates any driver who:

(1) Does not have a valid license of the appropriate class.

(2) Has requested cancellation of the certificate or endorsement.

(3) Has failed to meet any of the requirements for issuance or retention of the certificate or endorsement, including, but not limited to, payment of the proper fee, submission of an acceptable medical report and fingerprint cards, and failure to meet prescribed training requirements.

(4) Has had his or her driving privilege suspended or revoked for a cause involving other than the safe operation of a motor vehicle.

(d) With regard to a violation, accident, or departmental action which occurred prior to January 1, 1991, subdivision (a) and paragraphs (1), (2), and (3) of subdivision (b) do not apply to a driver holding a valid passenger transport or hazardous materials endorsement, or a valid class 1 or class 2 license who is applying to convert that license to a class A or class B license with a passenger transport or hazardous materials endorsement, if the driver submits proof that he or she is currently employed operating vehicles requiring the endorsement, or a valid class 3 license who is applying for a class C license with a hazardous materials endorsement if the driver submits proof that he or she is currently employed operating vehicles requiring the endorsement.

(e) Subdivision (d) does not apply to drivers applying for a school bus, school pupil activity bus, youth bus, general public paratransit vehicle, or farm labor vehicle certificate.

(f) (1) Reapplication following denial or revocation under subdivision (a) or (b) may be made after a period of not less than one year from the effective date of denial or revocation, except in cases where a longer period of suspension or revocation is required by law.

(2) Reapplication following cancellation under subdivision (d) may be made any time without prejudice.

(Ch. 206, Stats. 1993. Effective January 1, 1994.)

12. DENIAL, SUSPENSION, OR REVOCATION OF CERTIFICATES - 13370 VC. The following section is quoted from the VC:

13370. (a) The department shall deny or revoke a schoolbus, school pupil activity bus, general public paratransit vehicle, youth bus driver certificate, or a certificate for a vehicle used for the transportation of developmentally disabled persons if any of the following causes apply to the applicant or certificate holder:

(1) Has been convicted of any sex offense as defined in Section 44010 of the Education Code.

(2) Has been convicted, within the two years preceding the application date, of any offense specified in Section 11361.5 of the Health and Safety Code.

(3) Has failed to meet prescribed training requirements for certificate issuance.

(4) Has failed to meet prescribed testing requirements for certificate issuance.

(b) The department may deny, suspend, or revoke a schoolbus, school pupil activity bus, general public paratransit vehicle, or youth bus driver certificate, or a certificate for a vehicle used for the transportation of developmentally disabled persons if any of the following causes apply to the applicant or certificate holder:

(1) Has been convicted of any crime specified in Section 44424 of the Education Code within the seven years preceding the application date. This paragraph does not apply if denial is mandatory.

(2) Has committed any act involving moral turpitude.

(3) Has been convicted of any offense, not specified in this section and other than a sex offense, that is punishable as a felony, within the seven years preceding the application date.

(4) Has been dismissed as a driver for a cause relating to pupil transportation safety.

(5) Has been convicted, within the seven years preceding the application date, of any offense relating to the use, sale, possession, or transportation of narcotics, habit-forming drugs, or dangerous drugs, except as provided in paragraph (3) of subdivision (a).

(c) (1) Reapplication following denial or revocation under paragraph (1), (2), or (3) of subdivision (a) or (b) may be made after a period of not less than one year from the effective date of denial or revocation.

(2) Reapplication following denial or revocation under paragraph (4) of subdivision (a) may be made after a period of not less than 45 days from the date of the applicant's third testing failure.

(3) An applicant or holder of a certificate may reapply for a certificate whenever a felony or misdemeanor conviction is reversed or dismissed. A termination of probation and dismissal of charges pursuant to Section 1203.4 of the Penal Code or a dismissal of charges pursuant to Section 1203.4a of the Penal Code is not a dismissal for purposes of this section.

(Ch. 594, Stats. 2003.)

**13. DENIAL, SUSPENSION, OR REVOCATION: REQUEST AND SCOPE OF HEARING - 13371 VC.** The following section is quoted from the VC:

13371. This section applies to school bus, school pupil activity bus, youth bus, and general public paratransit vehicle certificates.

(a) Any driver or applicant who has received a notice of denial, suspension, or revocation, may, within 15 days of the mailing date, submit to the department a written request for a hearing. Failure to demand a hearing within 15 days is a waiver of the right to a hearing.

(1) Upon receipt by the department of the hearing request, the department may stay the action until a hearing is conducted and the final decision has been rendered by the Certificate Action Review Board pursuant to paragraph (2) of subdivision (d). The department shall not stay an action when there is reasonable cause to believe the stay would pose a significant risk to the safety of pupils being transported in a school bus, school pupil activity bus, youth bus, or persons being transported in a general public paratransit vehicle.

(2) An applicant or driver is not entitled to a hearing whenever the action by the department is made mandatory by this article or any other applicable law or regulation except where the cause for denial is based on failure to meet medical standards or excessive and habitual use of or addiction to alcoholic beverages, narcotics, or dangerous drugs.

(b) The department shall appoint a hearing officer to conduct the hearing in accordance with Section 14112. After the hearing, the hearing officer shall prepare and submit findings and recommendations to the department.

(c) The department shall mail, as specified in Section 22, a copy of the hearing officer's findings and recommendations to the driver or applicant and to the driver or applicant's hearing representative, either of whom may file a statement of exception to the findings and recommendations within 24 days after the mailing date.

(d) (1) The Certificate Action Review Board consists of the following three members: a chairperson appointed by the director of the department, a

member appointed by the Commissioner of the California Highway Patrol, and a member appointed by the Superintendent of Public Instruction.

(2) After a hearing, the board shall review the findings and recommendations of the hearing officer, and any statement of exception, and make a decision concerning disposition of the action taken by the department, which decision shall be final. At this stage, no evidence shall be heard that was not presented at the hearing, unless the person wishing to present the new evidence establishes, to the satisfaction of the board, that it could not have been obtained with due diligence prior to the hearing.

(Ch. 731, Stats. 1992. Effective January 1, 1993.)

14. DENIAL, REVOCATION, AND OR SUSPENSION OF DRIVER CERTIFICATES - 13376 VC. The following section is quoted from the VC:

13376. (a) The department shall revoke a schoolbus, school pupil activity bus, youth bus, or general public paratransit driver certificate, and shall deny an application for that certificate, for any of the following causes:

(1) The applicant or certificate holder has been convicted of any sex offense as defined in Section 44010 of the Education Code.

(2) The applicant has, within the three years preceding the application date, either been convicted of a violation of Section 20001, 23103, 23104, 23152, or 23153, or has his or her driving privilege suspended, revoked, or placed on probation by the department for a cause involving the safe operation of a motor vehicle.

(3) The applicant has, within the two years preceding the application date, been convicted of any offense specified in Section 11361.5 of the Health and Safety Code.

(4) The applicant has failed to meet the prescribed testing requirements for issuance of the certificate.

(b) (1) The department shall revoke a certificate listed in subdivision (a), following an opportunity to challenge the validity of the testing described in this paragraph, for three years if the certificate holder has received a positive test result for a controlled substance, as specified in Part 382 (commencing with Section 382.101) of Title 49 of the Code of Federal Regulations and Section 34520. However, the department shall not revoke a certificate under this paragraph if the certificate holder is in compliance with any rehabilitation or return to duty program that is imposed by the employer that meets the controlled substances and alcohol use and testing requirements set forth in Part 382 (commencing with Section 382.101) of Title 49 of the Code of Federal Regulations.

(2) If an applicant receives a positive test result and has been provided an opportunity to challenge the validity of the test, the department shall deny

the application for a certificate listed in subdivision (a) for three years from the date of the confirmed positive test result.

(3) The carrier that requested the test shall report the positive test result to the department not later than five days after receiving notification of the test result on a form approved by the department.

(4) The department shall maintain a positive test result reported under paragraph (3) in the driving record of the applicant or certificate holder for three years from the date the department receives the report.

(c) (1) The department may temporarily suspend a schoolbus, school pupil activity bus, youth bus, or general public paratransit driver certificate, or temporarily withhold issuance of a certificate to an applicant, if the holder or applicant is arrested for or charged with any sex offense, as defined in Section 44010 of the Education Code.

(2) Upon receipt of a notice of temporary suspension, or of the department's intent to withhold issuance, of a certificate, the certificate holder or applicant may request a hearing within 10 days of the effective date of the department's action.

(3) The department shall, upon request of the holder of, or applicant for, a certificate, within 10 working days of the receipt of the request, conduct a hearing on whether the public interest requires suspension or withholding of the certificate pursuant to paragraph (1).

(4) If the charge is dismissed or results in a finding of not guilty, the department shall immediately terminate the suspension or resume the application process, and shall expunge the suspension action taken pursuant to this subdivision from the record of the applicant or certificate holder.


(d) An applicant or holder of a certificate may reapply for a certificate whenever a felony or misdemeanor conviction is reversed or dismissed. A termination of probation and dismissal of charges pursuant to Section 1203.4 of the Penal Code or a dismissal of charges pursuant to Section 1203.4a of the Penal Code is not a dismissal for purposes of this section.

(e) The determination of the facts pursuant to this section is a civil matter which is independent of the determination of the person's guilt or innocence, has no collateral estoppel effect on a subsequent criminal prosecution, and does not preclude the litigation of the same or similar facts in a criminal proceeding.

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# ANNEX A

## SAMPLE MEDICAL EXAMINATION REPORT, DL 51 (FRONT)

 <b>MEDICAL EXAMINATION REPORT</b>																																																																			
<b>DRIVER COMPLETES THIS SECTION</b>																																																																			
NAME (FIRST, MIDDLE, LAST) _____ ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____	SOCIAL SECURITY NO. _____ <input type="checkbox"/> Original Certification <input type="checkbox"/> Renewal DRIVER LICENSE NO. _____ CLASS _____ BIRTHDATE (MO., DAY, YR.) _____ HEIGHT _____ WEIGHT _____ EYES _____ SEX _____ HAIR _____ WORK TELEPHONE NO. _____ HOME TELEPHONE NO. _____																																																																		
<b>HEALTH HISTORY (Please explain any "YES" answers)</b>																																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">YES</th> <th style="width: 5%;">NO</th> <th style="width: 70%;">EXPLANATION: (Include onset date, diagnosis, medication, physician's name and address and any current condition or limitation. Attach additional sheet, if needed).</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Head, neck, or spinal injury</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Seizure, convulsions of fainting</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Dizziness or frequent headaches</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Eye problem (except corrective lenses)</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Cardiovascular (heart or blood vessel) disease</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Lung disease (include TB and asthma)</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Nervous stomach or ulcer</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Diabetes</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Kidney disease (including stones or blood in urine)</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Muscular disease</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Extensive confinement by illness or injury</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Permanent defect</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Psychiatric disorder</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Any other nervous disorder</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Problems with the use of alcohol or drugs</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Syphilis or gonorrhea</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Rheumatic fever</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Suffering from any other disease</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Any major illness last 5 years</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Any operations last 5 years</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Currently taking medicine</td></tr> </tbody> </table>	YES	NO	EXPLANATION: (Include onset date, diagnosis, medication, physician's name and address and any current condition or limitation. Attach additional sheet, if needed).	<input type="checkbox"/>	<input type="checkbox"/>	Head, neck, or spinal injury	<input type="checkbox"/>	<input type="checkbox"/>	Seizure, convulsions of fainting	<input type="checkbox"/>	<input type="checkbox"/>	Dizziness or frequent headaches	<input type="checkbox"/>	<input type="checkbox"/>	Eye problem (except corrective lenses)	<input type="checkbox"/>	<input type="checkbox"/>	Cardiovascular (heart or blood vessel) disease	<input type="checkbox"/>	<input type="checkbox"/>	Lung disease (include TB and asthma)	<input type="checkbox"/>	<input type="checkbox"/>	Nervous stomach or ulcer	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Kidney disease (including stones or blood in urine)	<input type="checkbox"/>	<input type="checkbox"/>	Muscular disease	<input type="checkbox"/>	<input type="checkbox"/>	Extensive confinement by illness or injury	<input type="checkbox"/>	<input type="checkbox"/>	Permanent defect	<input type="checkbox"/>	<input type="checkbox"/>	Psychiatric disorder	<input type="checkbox"/>	<input type="checkbox"/>	Any other nervous disorder	<input type="checkbox"/>	<input type="checkbox"/>	Problems with the use of alcohol or drugs	<input type="checkbox"/>	<input type="checkbox"/>	Syphilis or gonorrhea	<input type="checkbox"/>	<input type="checkbox"/>	Rheumatic fever	<input type="checkbox"/>	<input type="checkbox"/>	Suffering from any other disease	<input type="checkbox"/>	<input type="checkbox"/>	Any major illness last 5 years	<input type="checkbox"/>	<input type="checkbox"/>	Any operations last 5 years	<input type="checkbox"/>	<input type="checkbox"/>	Currently taking medicine	
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<input type="checkbox"/>	<input type="checkbox"/>	Currently taking medicine																																																																	
I certify under penalty of perjury under the laws of the State of California that I have provided true and complete information concerning my health. Date _____ Driver's Signature: <b>X</b> _____																																																																			
<b>PHYSICIAN, PHYSICIAN'S ASSISTANT, OR NURSE PRACTITIONER COMPLETES THIS SECTION</b>																																																																			
DRIVER'S IDENTITY VERIFIED BY: <input type="checkbox"/> Driver License No.: _____ <input type="checkbox"/> Other/Photo ID (Specify ID used): _____																																																																			
I certify under penalty of perjury under the laws of the State of California that I have examined: <span style="float: right;">PLACE DOCTOR'S OFFICE STAMP IN THIS SPACE.</span>																																																																			
Driver's Name (Print) _____  Date of Exam _____ In accordance with the Motor Carrier Safety Regulations (49 CFR 391.41--391.49) and with knowledge of the driving duties, I find this person: <input type="checkbox"/> is qualified until _____ <input type="checkbox"/> is qualified only when wearing: <input type="checkbox"/> Corrective lenses <input type="checkbox"/> Hearing aid <input type="checkbox"/> <b>IS NOT QUALIFIED.</b> A completed examination form is on file in my office. SIGNATURE OF EXAMINING PHYSICIAN, PHYSICIAN'S ASSISTANT, OR NURSE PRACTITIONER _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">DMV COMPLETES THIS SECTION</th> </tr> <tr> <td style="width: 50%;">REVIEWED BY _____</td> <td style="width: 50%;">DATE _____</td> </tr> <tr> <td>FIELD OFFICE _____</td> <td>APP. DATE _____</td> </tr> <tr> <td colspan="2">HEADQUARTERS REVIEW _____</td> </tr> </table>	DMV COMPLETES THIS SECTION		REVIEWED BY _____	DATE _____	FIELD OFFICE _____	APP. DATE _____	HEADQUARTERS REVIEW _____																																																											
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NAME (PRINT) _____ TITLE Physician <input type="checkbox"/> Physician's Assistant <input type="checkbox"/> Nurse Practitioner <input type="checkbox"/> ADDRESS _____ LICENSE OR CERTIFICATE NO. /ISSUING STATE _____ CITY _____ STATE _____ ZIP CODE _____ TELEPHONE NO. _____																																																																			
DL 51 (REV. 5/94)																																																																			

# ANNEX A

## SAMPLE MEDICAL EXAMINATION REPORT, DL 51 (REVERSE)

PHYSICIAN, PHYSICIAN'S ASSISTANT, OR NURSE PRACTITIONER COMPLETES THIS SECTION														
QUALIFIED	NOT QUALIFIED													
		2. <b>General Appearance and Development.</b> Note marked overweight and any defects that could be caused by alcoholism, thyroid intoxication, or other illnesses.												
		3. <b>Visual Acuity:</b> Must be at least 20/40 in worse eye with/without corrective lenses. <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">UNCORRECTED</td> <td style="text-align: center;">CORRECTED</td> <td style="text-align: center;">CONTACTS?</td> </tr> <tr> <td>Both <u>20/20</u></td> <td>20/ <u>  </u></td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Left <u>20/20</u></td> <td>20/ <u>  </u></td> <td>Are the lenses well-adapted and tolerated? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Right <u>20/20</u></td> <td>20/ <u>  </u></td> <td></td> </tr> </table>	UNCORRECTED	CORRECTED	CONTACTS?	Both <u>20/20</u>	20/ <u>  </u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Left <u>20/20</u>	20/ <u>  </u>	Are the lenses well-adapted and tolerated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Right <u>20/20</u>	20/ <u>  </u>	
UNCORRECTED	CORRECTED	CONTACTS?												
Both <u>20/20</u>	20/ <u>  </u>	<input type="checkbox"/> Yes <input type="checkbox"/> No												
Left <u>20/20</u>	20/ <u>  </u>	Are the lenses well-adapted and tolerated? <input type="checkbox"/> Yes <input type="checkbox"/> No												
Right <u>20/20</u>	20/ <u>  </u>													
		4. <b>Peripheral Vision:</b> Express in degrees. (Must be greater than 70.) See instructions for peripheral vision diagram. Left: <u>  </u> Right: <u>  </u>												
		5. <b>Color Vision:</b> Can distinguish red, amber, green as used in traffic signals.												
		6. <b>Pupillary Reflex.</b> Light Check both eyes.												
		7. <b>Accommodation:</b> Check both eyes.												
		8. <b>Eyes.</b> Note any evidence of disease or injury.												
		9. <b>Hearing:</b> can perceive forced whispered voice in the better ear at not less than five feet with or without hearing aid. Forced whisper heard in right ear <u>  </u> ft., left ear <u>  </u> ft. If audiometer used, hearing loss in decibels: Right ear: <u>  </u> at 500 Hz <u>  </u> 1,000 Hz <u>  </u> 2,000 Hz Left ear: <u>  </u> at 500 Hz <u>  </u> 1,000 Hz <u>  </u> 2,000 Hz												
		10. <b>Ears.</b> Note any evidence of disease or injury.												
		11. <b>Romberg.</b> <input type="checkbox"/> Normal <input type="checkbox"/> Abnormal												
		12. <b>Lungs/chest</b>												
		13. <b>X-ray Results:</b> If indicated. Check qualified if x-rays not necessary.												
		14. <b>Heart.</b> Stethoscope exam required. Note murmurs, arrhythmias, and any evidence of cardiovascular disease. Electrocardiogram results, if indicated:  If organic disease is present, is it fully compensated? <input type="checkbox"/> Yes <input type="checkbox"/> No												
		15. <b>Blood Pressure:</b> If consistently above 160/90 mm. Hg., further tests may be necessary to determine if driver is qualified. (See instructions.) Systolic <u>  </u> Diastolic <u>  </u>												
		16. <b>Pulse:</b> Before exercise <u>  </u> Immediately after 2 min. exercise <u>  </u>												
		17. <b>Abdomen.</b> Note any defects or injuries that could interfere with normal function. Note scars, abnormal masses, tenderness. Hernia <input type="checkbox"/> Yes <input type="checkbox"/> No If so, where? <u>  </u> Is truss worn? <input type="checkbox"/> Yes <input type="checkbox"/> No												
		18. <b>Gastrointestinal.</b> Ulceration or other disease. <input type="checkbox"/> Yes <input type="checkbox"/> No												
		19. <b>Genitourinary.</b> Note scars, urethral discharge. Urinalysis is required. Urine: Spec. Gr. <u>  </u> Alb <u>  </u> Sugar <u>  </u>												
		20. <b>Upper and lower extremities.</b> Record the loss or impairment of leg, foot, toe, arm, hand, or fingers.												
		21. <b>Spine:</b> Note any disease or injury.												
		22. <b>Knee jerk reflex:</b> Right: <u>  </u> Normal <u>  </u> Increased <u>  </u> Absent Left: <u>  </u> Normal <u>  </u> Increased <u>  </u> Absent												
		23. <b>Results of any other laboratory tests.</b> Note any evidence of disease or injury indicated. (Attach extra sheets, if needed.)												
		24. <b>Mental condition.</b> Note any condition requiring medication or therapy.												
25. <b>CONTROLLED SUBSTANCES TESTING:</b> <input type="checkbox"/> Controlled substances test performed: <input type="checkbox"/> In accordance with subpart H. <input type="checkbox"/> Not in accordance with subpart H <input type="checkbox"/> Controlled substances test <b>NOT</b> performed. (This box may be checked if you collect urine sample only and will not have access to test results.)														

DL 51 (REV. 5-94)

# ANNEX A

## SAMPLE MEDICAL EXAMINATION REPORT, DL 51 (FRONT)



### MEDICAL EXAMINATION REPORT

A Public Service Agency

#### INSTRUCTIONS TO THE DRIVER

You may use this medical examination report when applying for a Commercial California Driver License or certificates that require a medical examination. This medical report form also meets United States Department of Transportation (DOT) requirements. A driver who does not meet DOT's medical standards may, after evaluation by the Department of Motor Vehicles, be issued a restricted license if the department determines the driver's condition will not affect his or her ability to drive safely.

- Drivers applying for a Restricted Firefighter's License may use DMV's Health Questionnaire (DL 546), rather than this medical report form.
- The Health Questionnaire (DL 546) may also be used by drivers applying for a Non-Commercial Class A license and those drivers who need the Agricultural Hazardous Materials or Waste Transportation Verification of Training.

#### Class A or B License

The law says you must have a valid medical certificate (dated within two years) with you whenever you drive a class A or B or commercial vehicle. This law also requires you to give a medical report to DMV when you first apply for the license and every two years thereafter. If the medical report is incomplete, your license application will be delayed or denied.

If you qualify by using a hearing aid, you must wear the hearing aid and use it whenever you are driving. Also, you must keep with you a spare power source to use in the hearing aid.

Your social security number is now required by law. Please bring your social security card or payroll receipt which includes this number with you to the DMV office.

#### Information of DOT Drug Testing Program

A federal regulation established minimum standards for interstate motor carriers' antidrug programs including testing for the use of controlled substances. This testing requirement applies to drivers operating in interstate commerce if:

- GVWR or GCWR of the vehicle is greater than 26,000 pounds.
- Vehicle is designed to transport more than 15 persons including the driver.
- Vehicle is transporting hazardous materials or wastes requiring placarding.

Your employer will tell you whether or not your medical exam should include a drug test.

#### INSTRUCTIONS FOR THE PHYSICIAN, PHYSICIAN'S ASSISTANT, AND NURSE PRACTITIONER

Review these instructions before examining the driver. If you are a licensed Physician's Assistant or Nurse Practitioner, you must be under a physician's supervision to perform this exam. Before issuing a medical certificate to the driver, you are required to certify that the driver has no physical, mental or organic defect that affects the driver's ability to drive a commercial vehicle safely. The physical qualification requirements for commercial drivers have been shaded for your convenience throughout these instructions. The complete text of these requirements can be found in Subpart E of Part 391 of Title 49, Federal Motor Carrier Safety Regulations, which may be purchased from:

Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402  
Phone # (202) 783-3238.

State and federal laws require this exam.

#### GENERAL INFORMATION

- In the space provided on the medical form, indicate how the driver's identification was verified.
- Review the driver's health history. If the driver checks any "yes" answers, ask about them. A history of certain conditions may indicate the need for a more thorough examination and/or laboratory tests before determining if the driver qualifies. Even if a condition does not disqualify a driver, advise the driver to take the necessary steps to correct the condition. This advice is especially needed when a condition, if neglected, could develop into a serious illness that could affect driving.

The numbers below correspond to the numbers on the medical report form. As you complete items 2-24, you will find some items that have no clearly defined measures to indicate a driver is "qualified" or "not qualified". For such items, please check "qualified" if the driver's condition appears within normal limits. Please explain in the space provided any abnormal findings or conditions.

1. **Doctor's Office Stamp.** Place your office stamp in this section. If you do not use an office stamp, your business letterhead/business card can be used. Please do not leave this section blank.

2. **General Appearance and Development.** Note if the driver is markedly overweight. Also note any posture defect, perceptible limp, tremor, or any other defect that would be caused by alcoholism, thyroid intoxication, or other illnesses. **A driver who has a current clinical diagnosis of alcoholism is not qualified. A driver is not qualified if he or she has an established medical history or clinical diagnosis of any:**

- rheumatic disease
- arthritic disease
- orthopedic disease
- muscular disease
- neuromuscular disease, or
- vascular disease

which interferes with the driver's ability to control and operate a motor vehicle safely. A driver also is not qualified if he or she has an established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a motor vehicle.

3. **Visual Acuity.** To qualify, visual acuity must be at least 20/40 in each eye. Distance binocular acuity must be at least 20/40 (Snellen) in both eyes. Monocular drivers are not qualified to drive commercial motor vehicles. If the driver wears glasses or contact lenses, test each eye with and without correction. If the driver needs lenses to meet the 20/40 standard, check the box on the medical certificate "Qualified only when wearing corrective lenses." If the driver will wear contact lenses while driving, check that he or she has adapted well to using them.

4. **Peripheral Vision.** To qualify, the driver's field of vision must be at least 70 degrees or greater in the horizontal meridian in each eye. (See diagram.)

5. **Color Vision.** Even though the driver may have a color perception deficiency, to qualify, the driver

must be able to recognize the colors of traffic signals and devices showing "signal red, green, and amber." If color perception test findings are doubtful, you may give the driver a controlled test using signal red, green, and amber to see if the driver can recognize these colors.

6. **Pupillary Reflex.** Note whether pupillary reflex of each eye to light is normal and abnormal.

7. **Accommodation.** Note if accommodation in each eye is normal.

8. **Eyes.** Note ptosis, discharge, visual field defects, ocular muscle imbalance, corneal scar, exophthalmos or strabismus, uncorrected by lenses. Note any evidence of disease or injury.

9. **Hearing.** Note hearing test results. If the first ear tested meets the standard, the other ear need not be tested. To qualify, a driver must be able to perceive a forced whispered voice in the better ear at not less than 5 feet with or without the use of a hearing aid. If you test the driver using an audiometric device, the average hearing loss in the better ear can not be greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the testing device is calibrated to American National Standard (Formerly ASA Standard) Z24.5-1951.

If the testing device used is the International Standards Organization (ISO) Calibration Standards, you must convert the audiometric results from the ISO standards to the American National Standards (ANSI) as follows:

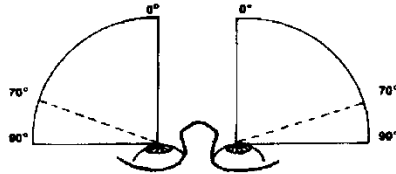
- (1) at 500 Hz subtract 14 dB from the ISO reading to get the ANSI reading,
- (2) at 1,000 Hz subtract 10 dB from the ISO reading, and
- (3) at 2,000 Hz subtract 8.5 dB from the ISO reading. The final figure is derived by averaging the readings to the three frequencies (i.e., if the loss reading at 500 Hz is 30 dB, at 1,000 Hz is 30 dB, and at 2,000 Hz is 52 dB, the average of the three readings is 34 dB. The driver is qualified.)

10. **Ears.** Note evidence of mastoid or middle ear disease, discharge, symptoms of aural vertigo or Meniere's Syndrome.

11. **Romberg.** If abnormal Romberg is reported, explain degree of impairment in the comments.

12. **Lungs/Chest.** To qualify, a driver must not have an established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with safe driving. If any lung disease is found, state whether the disease is active or arrested. If arrested, give your opinion about how long it has been arrested. Even the slightest impairment in respiratory function under

VISION: PERIPHERAL ON HORIZONTAL MERIDIAN



DL 51 (REV 5/94)

## ANNEX A

### SAMPLE MEDICAL EXAMINATION REPORT, DL 51 (REVERSE)

emergency conditions (when greater oxygen supply is necessary for performance) may be detrimental to safe driving. Conditions that can incapacitate include emphysema, chronic asthma, carcinoma, tuberculosis, chronic bronchitis, and fibrotic pleurisy. Prolonged or chronic hypoxia, which may accompany certain respiratory dysfunctions, will produce drowsiness, lassitude, depressed mental activity, euphoria, dyspnea, cyanosis, and may eventually lead to convulsions and coma. Since a driver must be alert at all times, any change in his or her mental state is in direct conflict with highway safety. If you determine that a respiratory condition is, in any way, likely to interfere with the driver's ability to safely drive a motor vehicle, then you must not certify that the driver is qualified.

**13. X-ray Results.** Show the results of any x-rays taken. Attach additional sheets, if needed.

**14. Heart. To qualify,** a driver must not have a current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure.

A stethoscopic examination is required. Note murmurs and arrhythmias, and any past or present history of cardiovascular disease that is disqualifying. Require an electrocardiogram, if indicated.

It is the intent of the Federal Motor Carrier Safety Regulations to disqualify a driver who has a current cardiovascular disease which is accompanied by and/or likely to cause symptoms of syncope, dyspnea, collapse, or congestive cardiac failure, but the subjective decision whether the nature and severity of an individual's condition will likely cause symptoms of cardiovascular insufficiency is on an individual basis and qualification rests with the medical examiner and the motor carrier. In those cases where there is occurrence of cardiovascular insufficiency (myocardial infarction, thrombosis, etc.) it is suggested, before a driver is certified, that she/he have a normal resting and stress EKG, no residual complications, no physical limitations, and is taking no medication likely to interfere with safe driving.

Coronary artery bypass surgery is a remedial procedure and not a cardiovascular condition. Thus, while the operation itself does not disqualify the driver, the underlying condition which necessitated the operation may be disqualifying, but the final determination must be made on an individual basis by the doctor.

Pacemaker implantation is not a cardiovascular condition; however, the underlying condition which necessitated the operation may be disqualifying. The final determination must be made on an individual basis by the doctor.

**15. Blood Pressure.** A driver is disqualified if he or she has a clinical diagnosis of high blood pressure likely to interfere with the driver's ability to drive safely. Normal blood pressure is 160 or less, systolic, and 90 or less, diastolic.

Readings of 161-180 systolic and/or 91-104 diastolic show mild hypertension. You may find such a driver medically qualified for a three-month period while treatment is instituted. Place a three-month expiration date on the medical certificate and note this in the explanation section of the medical report. If the driver's blood pressure is reduced to 160/90, or below, you may issue the medical certificate for one year, but the driver's blood pressure must be rechecked within the first three months of the year. After that, the driver must be recertified annually. The medical certificate must show this expiration date.

Blood pressure greater than 180 systolic, and/or 104 diastolic is considered moderate to severe hypertension. The driver is unqualified until his or

her blood pressure is reduced to below 181/105. Documentation of continued control should be made every six months and the driver should be recertified every six months.

Evaluation of the hypertensive commercial driver should consist of a search for additional risk factors and evidence of target organ damage. Ask about smoking, cardiovascular disease in relatives, and immoderate use of alcohol. Complete an electrocardiogram (ECG) and blood profile, including glucose, cholesterol, HDL cholesterol, creatinine and potassium. An echocardiogram and chest x-ray should be done for drivers with moderate or severe hypertension.

Since the presence of target organ damage increases the risk of sudden collapse, group 3 or 4 hypertensive retinopathy, left ventricular hypertrophy not otherwise explained (echocardiographic or ECG by Estes criteria), evidence of severely reduced left ventricular function, or serum creatinine of greater than 2.5 warrants the driver being found unqualified to operate a commercial motor vehicle in interstate commerce.

Most anti-hypertensive medications also have side effects, the importance of which must be judged on an individual basis. Side effects of somnolence or syncope are particularly undesirable in commercial drivers. Commercial drivers should be told the side effects of drug therapy and the interaction of their drugs with other prescription drugs, nonprescription drugs, and alcohol.

A commercial driver who has normal blood pressure three or more months after a successful operation for pheochromocytoma, primary aldosteronism (unless bilateral adrenalectomy has been performed), renovascular disease, or unilateral renal parenchymal disease and who shows no evidence of target organ damage should be qualified. If residual hypertension is present and can be controlled with acceptable drugs and there is no target organ disease, the driver should be qualified on the same basis as those with essential hypertension.

**16. Pulse.** Show pulse before exercise and immediately after two minutes of exercise. Explain any unusual pulse rate such as that of a conditioned athlete.

**17. Abdomen.** Note any wounds, injuries, scars, or weakness of abdominal wall muscles that could interfere with normal function. Note any hernia. Note any abnormal masses, note location if tender, and indicate if driver knows how long they have been present. If your diagnosis suggests the condition may interfere with safe driving, more stringent tests must be made before certifying the driver is qualified.

**18. Gastrointestinal.** Note any diseases of the gastrointestinal system.

**19. Genitourinary. Urinalysis is required.** A driver is disqualified by an acute infection of the genitourinary tract (as defined by local and state public health laws), indications of uncontrolled diabetes, symptomatic albuminuria in the urine or other findings indicating conditions likely to interfere with safe driving.

A diabetic who uses insulin for control does not meet the minimum physical qualification. If the condition can be controlled through oral medication and diet, then an individual may be qualified.

**20. Upper and Lower Extremities.** Carefully examine upper and lower extremities. Note any deformities/atrophy, semiparalysis, paralysis, or varicose veins. If the driver's hand or finger is deformed, see if the driver's grasp would allow him or her to hold and maintain a grip on the steering wheel. If the driver's leg is deformed, is it strong and mobile enough to use foot pedals properly?

A driver is not qualified to drive commercial vehicles if he or she has lost a foot, a leg, a hand, or an arm (unless the driver has been granted a waiver under federal regulations). A driver is not qualified if the driver's hand or finger is impaired enough to interfere with prehension or grasping power. A driver is not qualified if the driver's arm, foot, or leg is impaired enough to interfere with the ability to perform normal tasks associated with operating a motor vehicle, or if the driver has any other significant limb defect or limitation which interferes with safe driving.

**21. Spine.** Note any deformities, limitation of motion, or any current or past history of pain, injuries, or disease in the cervical or lumbar spine region. If needed, use radiologic or other examinations to diagnose congenital or acquired defects, or spondylolisthesis and scoliosis.

**22. Knee Jerk Reflex.** Report knee jerks "absent" only when not obtainable upon reinforcement and as "increased" when foot is actually lifted from the floor following a light blow on the patella. Sensory, vibratory, and positional abnormalities should be noted.

**23. Results of Any Other Laboratory Tests.** If the medical history or examination results show other tests are necessary, they are required before the driver may be considered qualified. A serological test is required if the driver has a history of ketotic infection or findings that indicate the driver may have latent syphilis. You may order other studies you consider advisable. Additional sheets may be attached.

**24. Mental Condition.** A driver is not qualified if he or she has a mental, nervous, organic, or functional disease or psychiatric disorder likely to interfere with safe driving.

Explore somatic and psychosomatic complaints thoroughly. Disorders of a periodically incapacitating nature, even in the early stages of development, warrant disqualification. The degree to which an individual is able to appraise, evaluate, and adequately respond to environmental strain and emotional stress is critical when assessing and individual's mental alertness and flexibility to cope with the stresses of driving commercial vehicles.

Excessively antagonistic, instinctive, impulsive, openly aggressive, paranoid or severely depressed behavior greatly interferes with the driver's ability to drive safely. Those drivers who are highly susceptible to frequent states of emotional instability (schizophrenia, affective psychoses, paranoia, anxiety or depressive neuroses) may warrant disqualification.

**25. Controlled Substances Testing.** A driver is not qualified if he or she uses a Schedule I drug or other substance identified in Appendix D of Parts 383, 390-397, 399 of Title 49 (see first paragraph of these instructions for where to obtain a copy) or an amphetamine, narcotic, or any other habit-forming drug. If a drug test is done as part of the medical examination, check the box next to the statement "Controlled substances test performed" on the medical examination form. If a drug test is not done, check the box next to the statement, "Controlled substances test not performed". If a drug test is done under the requirements of Subpart H of 49 CFR Part 391, then you must also check the box next to the statement "in accordance with Subpart H", and must obtain information that the results of the test were negative prior to certifying that the driver is otherwise medically qualified. If a drug test is done, but not in accordance with Subpart H, you must also check the box next to the statement "not in accordance with Subpart H", and ensure that the results of the test were negative prior to certifying that the driver is otherwise medically qualified.

DL 51 (REV 11/92)



**ANNEX B**

**SAMPLE FINGERPRINT CARD, BID-7 (REVERSE)**

<p><b>TYPE OR PRINT ALL INFORMATION DO NOT FOLD APPLICATION FOR EMPLOYMENT</b></p>	<p><b>APPLICATION FOR LICENSE, PERMIT OR CERTIFICATION</b></p>
<p><input type="checkbox"/> PEACE OFFICER (830 PC) <input type="checkbox"/> CRIMINAL JUSTICE EMPLOYEE <input type="checkbox"/> STATE EMPLOYEE <input type="checkbox"/> CITY/COUNTY EMPLOYEE <input type="checkbox"/> SCHOOL EMPLOYEE <input type="checkbox"/> OTHER EMPLOYEE</p> <p><input type="checkbox"/> THIS EMPLOYMENT TITLE IS EXEMPT FROM THE PROVISIONS OF SECTION 432.7 OF THE CALIF. LABOR CODE PLEASE CITE STATUTE OR OTHER REASON FOR EXEMPTION.</p> <p>POSITION TITLE: _____</p>	<p><b>APPLICATION FOR:</b></p> <p><input type="checkbox"/> LICENSE <input type="checkbox"/> PERMIT <input type="checkbox"/> CERTIFICATION <input type="checkbox"/> CCW LICENSE <input type="checkbox"/> OTHER (SPECIFY)</p> <p>LICENSE-PERMIT-CERTIFICATION TITLE: _____</p>
<p>AGENCY AND ADDRESS:</p>	
<p>(NOTE: TO INSURE CORRECT MAILING, THE ABOVE INFORMATION MUST BE COMPLETED)</p>	
<p>State of California Department of Justice Bureau of Criminal Identification P.O. Box 903417 Sacramento, CA 94203-4170</p>	<p><b>PERSONAL INFORMATION</b></p> <p>APPLICANT'S RESIDENCE ADDRESS:</p>

BID-7 (11-87)

## ANNEX C

### EMERGENCY MEDICAL SERVICES AUTHORITY (EMSA) APPROVED SCHOOL BUS OR YOUTH BUS DRIVER FIRST AID TRAINING PROGRAMS

The EMSA has approved the following first aid training programs, pursuant to California Vehicle Code Section 12522. The first aid examination may be waived if the applicant possesses a current first aid card issued by the American Red Cross or by any of the following organizations.

<b>Organization</b>	<b>Address and Phone Number</b>	<b>Approval Date</b>	<b>Exp. Date</b>
<b>National Safety Council - Advanced First Aid and CPR</b> <i>Ms. Donna Siegfried</i>	1121 Spring Lake Drive Itasca, IL 60143 (800) 848-5588	May 1997	May 2001
<b>EMP America Medic First Aid Pediatric</b> <i>Ms. Maryl Barker</i>	500 S. Danebo Ave. Eugene, OR 97402 (541) 344-7099 (800) 800-7099	June 1997	June 2001
<b>EMS Safety Services First Aid &amp; CPR</b> <i>Mr. Paul Lepore</i>	18281 Gothard St., #103 Huntington Beach, CA 92648 (714) 842-0527	September 1994	September 2002
<b>Safety &amp; Emergency Educators</b> <i>Bonnie R. Wagner</i> <i>Wikler M.A., PhD</i> <i>Mr. Philip J. Wikler</i>	P. O. Box 2442 El Cajon, CA 92021 (619) 440-8836	July 1999	July 2003
<b>Save-A-Life Educators</b> <i>Ms. Vicki L. I. Igou</i>	3359 Ashley Park Drive Jamul, CA 91935 (619) 588-1504	January 28, 1997	January 28, 2001
<b>University Training Center</b> <i>Ms. Ann Lipscomb</i>	19742 MacArthur Blvd., Ste. 150 Irvine, CA 92612 (714) 251-9085	June 5, 1997	June 5, 2001
<b>Kare 4 Kids</b> <i>Ms. Cathy How</i>	5581 Grandview Avenue Yorba Linda, CA 92886 (714) 779-5959	September 11, 1997	September 30, 2001
<b>American Safety &amp; Health Institute</b> <i>Mr. Gregg A. Rich</i>	8324 Corporate Way Suite A New Port Richey, FL 34653	December 9, 1999	December 31, 2003

The first aid examination may also be waived if the applicant possesses a current license as a physician and surgeon, osteopathic physician and surgeon, or registered nurse, or a current certificate as a physician's assistant or emergency medical technician.

# ANNEX D

## SPECIAL CERTIFICATE APPLICATION, CHP 295 (FRONT)

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL <b>SPECIAL CERTIFICATE APPLICATION</b> CHP 295 (Rev. 11-98) OPI 062		<b>CERTIFICATE TYPE</b> <input type="checkbox"/> School Bus <input type="checkbox"/> Youth Bus <input type="checkbox"/> SPAB <input type="checkbox"/> Original <input type="checkbox"/> Renewal <input type="checkbox"/> Duplicate <input type="checkbox"/> Farm Labor <input type="checkbox"/> GPPV <input type="checkbox"/> VDDP <input type="checkbox"/> Upgrade <input type="checkbox"/> Downgrade	
Information on this form pertains to the issuance of a certificate to operate a motor vehicle under Division 6 of the California Vehicle Code. Failure to provide information or providing false information on this and/or associated forms is cause for refusal, suspension, or revocation of the certificate sought. Except as made confidential by law or exempted under the Freedom of Information Act, this information is a public record. It is regularly used by law enforcement agencies, other state agencies, and insurance companies, and it is open to inspection by the public. You are entitled to inspect or obtain copies of information in your record		during regular office hours. By law, the information from this form is transferred to the Department of Motor Vehicles, Commercial Driver License Unit, P. O. Box 944278, Sacramento, CA 94290-001, telephone (916) 657-5771, and it is maintained as part of your driving record. This form, and related documents, are maintained by the California Highway Patrol office where you applied, were tested for the certificate, or the CHP office in the area where you work. Your Social Security Number (SSN) is required to ensure positive identification for the personal background check required by the California Vehicle Code.	
<b>PLEASE PRINT CAREFULLY</b>			
NAME (FIRST, MIDDLE, LAST)		SSN	HOME TELEPHONE NUMBER
HOME ADDRESS (NUMBER AND STREET)		CITY	ZIP CODE
EMPLOYER		WORK TELEPHONE NUMBER	
EMPLOYER'S ADDRESS (NUMBER AND STREET)		CITY	ZIP CODE
CHP OFFICE WHERE YOU LAST APPLIED FOR A CERTIFICATE		PLACE OF BIRTH (CITY AND STATE)	
<b>DRIVER LICENSE INFORMATION</b>			
SEX <input type="checkbox"/> M <input type="checkbox"/> F	HAIR	EYES	RESTRICTIONS
STATE	NUMBER	CLASS	CORRECTIVE LENSES REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No
ENDORSEMENTS	EXPIRES	MEDICAL CARD EXPIRES	
<b>CHP USE ONLY</b>			
FINGERPRINTS		DATE SENT TO: DOJ   FBI	
DATE RETURNED: DOJ		FBI	
TESTS	RULES AND REGULATIONS		FIRST AID
DATE	TEST	ANSWERS MISSED	ANSWERS MISSED
1	1		1
2	2		2
3	3		3
<b>CERTIFICATE INFORMATION</b>			
ISSUE DATE		DATE FILE SENT FOR DMV REVIEW	
RESTRICTIONS <input type="checkbox"/> NONE <input type="checkbox"/> AUTOMATIC TRANSMISSION ONLY <input type="checkbox"/> HYDRAULIC BRAKES ONLY <input type="checkbox"/> TYPE 2 BUS ONLY <input type="checkbox"/> CONVENTIONAL OR TYPE 2 BUS ONLY <input type="checkbox"/> TWO-AXLE MOTOR TRUCK OR PASSENGER VEHICLE ONLY <input type="checkbox"/> FIRST AID TEST WAIVED		APPLICANT FOR A SCHOOL BUS, SPAB, FLV, YOUTH BUS, GPPV, OR VDDP CERTIFICATE (ACCIDENT INCIDENT DATA - ATTACH ADDITIONAL PAGE IF NEEDED). <input type="checkbox"/> DRIVER LICENSE AND CERTIFICATE - 12517(a), 12519(a), 12523(a), 12523.5(a), 12523.6(a) VC <input type="checkbox"/> TRAINING REQUIREMENTS VERIFICATION DATE: <input type="checkbox"/> MEDICAL - DL-S1A (CURRENT 2 YEARS), 12517.2 VC <input type="checkbox"/> LICENSING ELIGIBILITY DOCUMENT <input type="checkbox"/> WRITTEN TEST - 12517.4 VC <input type="checkbox"/> FIRST AID TEST - 12522 VC (SCHOOL/YOUTH BUS ONLY) <input type="checkbox"/> DRIVE TEST - 12517.4 VC <input type="checkbox"/> FINGERPRINTS - 12517.3(a)(1) VC <input type="checkbox"/> FIRST AID CARD ISSUE DATE:	
ENDORSEMENT <input type="checkbox"/> MAY DRIVE VEHICLE WITH TWO-SPEED REAR AXLE <input type="checkbox"/> MAY TRANSPORT FROM PLACE OF RESIDENCE (YOUTH BUS ONLY)			
I hereby certify, under penalty of perjury, that all statements on this application are true. (Perjury is punishable by imprisonment, fine, or both.)			
APPLICANT'S SIGNATURE	DATE:	CHP EMPLOYEE'S SIGNATURE	AREA   DATE
DESTROY PREVIOUS EDITIONS.			

## ANNEX D

### SPECIAL CERTIFICATE APPLICATION, CHP 295 (REVERSE)

Please read each item carefully and sign at the bottom of the page.

#### APPLICANT'S REQUIREMENTS - ORIGINAL

1. A valid driver license.
2. Current medical certificate (DL-51A).
3. DMV complete driving history printout.
4. \$67 (\$25 for certificate and \$42 for fingerprints).
5. Licensing eligibility document
6. The applicant will be fingerprinted by the CHP. The fingerprints will be sent to the Department of Justice and, if applicable, to the Federal Bureau of Investigation for a criminal background review.

#### APPLICANT'S REQUIREMENTS - RENEWAL

1. A valid driver license.
2. Current medical certificate (DL-51A).
3. Documentation of required training.
4. \$12.

#### APPLICANT'S REQUIREMENTS - CERTIFICATE UPGRADE OR DOWNGRADE

1. A valid driver license.
2. Current medical certificate (DL-51A).
3. \$12.

#### REQUIRED TESTS

1. An applicant must pass a written test on the laws and regulations governing passenger transportation safety and safe driving practices. The test may be taken prior to the return of the criminal background review. A written test is not required for a VDDP certificate.
2. An applicant must pass a drive test using a vehicle comparable to those to be driven by the applicant. The drive test includes a pre-trip inspection of all gauges, instruments, and controls, with critical emphasis on brake systems and their operation. The drive test shall not be taken prior to the return of the criminal background review. Restrictions may be placed on the certificate depending on the type of vehicle used during the drive test. A drive test is not required for a VDDP certificate.
3. An applicant for a school or youth bus driver certificate must pass a written first aid test. This test may be waived if the applicant possesses a current first aid certificate issued by the American Red Cross or by an organization approved by the Emergency Medical Services Authority, or possesses a current license as a physician and surgeon, osteopathic physician and surgeon, or registered nurse, or a current certificate as a physician's assistant or emergency medical technician.
4. Tests for certificate upgrades may be required.

#### MANDATORY DISQUALIFYING CRITERIA

DMV shall deny or revoke the certificate if the applicant:

1. Has been convicted of a sex offense defined in Section 44010 of the Education Code.
2. Has been convicted, within the preceding two years, of an offense involving the use, possession, or sale of drugs.
3. Has been convicted, within the preceding three years, of hit and run, reckless driving, or driving under the influence.
4. Fails to pass the written test(s) or drive test.
5. Within the preceding three years, has had driving privileges revoked or suspended, or has been placed on probation.

#### DISCRETIONARY DISQUALIFYING CRITERIA

DMV may deny, suspend, or revoke the certificate if the applicant:

1. Has committed any act involving moral turpitude.
2. Has been the cause of three accidents within the last 12 months.

3. Has been the cause of an accident resulting in a fatality, serious injury, or \$500 damage within the preceding 24 months.
4. Has violated any law, rule, or regulation for the safe operation of a vehicle for which the certificate was issued.
5. Has violated any restriction of the certificate.
6. Has made a false statement on the application.
7. Is a negligent or incompetent operator.
8. Habitually uses or is addicted to alcohol or drugs.
9. Does not meet minimum medical standards.
10. Has been convicted of specific crimes within the past seven years.
11. Has been convicted of an offense, other than a sex offense, that is punishable as a felony within the past seven years.
12. Has been dismissed for a cause related to pupil transportation safety.
13. Has been convicted, within the preceding seven years, of any offense related to the use, sale, possession, or transportation of drugs.
14. Has been arrested for or charged with any sex offense, as defined in Section 44010 of the Education Code.

#### PHYSICAL QUALIFICATIONS

An applicant is physically qualified to drive a vehicle if the person:

1. Has no loss of a foot, a leg, a hand, or an arm, or has been granted a waiver pursuant to Sec. 391.49 FMCSR.
2. Has no impairment of a hand or finger which interferes with prehension or power grasping; or, an arm, foot, or leg which interferes with the ability to perform normal tasks associated with operating a motor vehicle; or any other significant limb defect or limitation which interferes with the ability to perform normal tasks associated with operating a motor vehicle; or has been granted a waiver pursuant to Sec. 391.49 FMCSR.
3. Has no diabetes currently requiring insulin for control.
4. Has no myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure.
5. Has no respiratory dysfunction likely to interfere with the ability to control and drive a motor vehicle safely.
6. Does not have high blood pressure in excess of 160/90.
7. Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease which interferes with the ability to control and operate a motor vehicle safely.
8. Has no established medical history or clinical diagnosis of epilepsy or loss of consciousness.
9. Has no mental, nervous, organic or functional disease or psychiatric disorder likely to interfere with the ability to drive a motor vehicle safely.
10. Has distant visual acuity of at least 20/40 (*Snellen*) in each eye with or without corrective lenses and at least 70 degrees in the horizontal meridian in each eye, and the ability to recognize the colors red, green, and amber.
11. First perceives a forced whispered voice at not less than 5 feet in the better ear with or without the use of a hearing aid.
12. Does not use an amphetamine, narcotic, or any habit-forming drug.
13. Has no current clinical diagnosis of alcoholism.

I hereby certify that I have read, or had read to me, and that I understand all of the above.

\_\_\_\_\_  
Applicant's Signature

ANNEX E

APPLICANT DISCREPANCY IDENTIFIER - CHP 295D

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**APPLICANT DISCREPANCY IDENTIFIER**  
CHP 295D (5-99) OPI 062

APPLICANT'S NAME	DATE
------------------	------

DRIVER'S LICENSE NUMBER

Training                       Medical

Driving history/license         Criminal history

Other

COMMENTS

APPLICANT'S SIGNATURE

SCHOOL BUS OFFICER/COORDINATOR'S SIGNATURE

*Once the above checked items have been corrected return to CHP when scheduled for testing.*

80 8074a

## ANNEX F

### PRETRIP BUS INSPECTION AND DRIVING TEST GUIDE

1. **INTRODUCTION.** This annex provides a list of the minimum skills evaluated during the pretrip inspection and driving test. Some items listed are not applicable to youth buses, general public paratransit vehicles (GPPV), school pupil activity buses (SPAB), farm labor vehicles (FLV) and their drivers, and some of the requirements are different.
  
2. **PRETRIP INSPECTION.** All school bus, youth bus, GPPV, SPAB, and FLV drivers are required to inspect their vehicles before driving, pursuant to 13 CCR 1215(a).
  - a. **Required Certificates.** Ensure that CHP 292 (Inspection Approval Certificate), registration and insurance documents are valid and current.
  
  - b. **Fuel Cap.** Ensure that fuel cap is present and secure.
  
  - c. **Controls.** Can identify each operational control. Example: driver seat, seat belt, steering wheel, shift levers, turn indicators, and pedals. The driver needs to know the functions and operation of these controls.
  
  - d. **Gauges.** With the engine running, can identify each gauge, give its present reading and explain the meanings of other readings pointed out by the officer or coordinator. This is a critical item. Failure to explain and understand the proper operation or function of any gauge constitutes failure of the pre-trip inspection.
  
  - e. **Dash/Panel Warning and Indicator Lights.** Can identify each dash warning and indicator light and explain its function.
  
  - f. **Horn, Wipers, Washers, Mirrors.** Sounds horns and operates washers and wipers. Checks mirrors for cracks, cleanliness, proper adjustment and securement.
  
  - g. **Ventilating System.** Operates the heater, defroster, and fans.
  
  - h. **First Aid Kit.** (NOTE: This requirement does not apply to SPAB vehicles.) Locates and opens first aid kit to determine that it is of the proper type and has all units. Ensures that gasket on container is in place.
  
  - i. **Fire Extinguisher.** (NOTE: Minimum requirement for school buses 8B:C, all others 4B:C.) Checks fire extinguisher by removing it from its holder, inspects rating label, inspection tag, pin and seal. Determines that it is sufficiently charged and describes its operation.
  
  - j. **Reflectors.** (NOTE: This requirement applies to school buses and vehicles described in Section 25100 VC.) Locates the emergency warning reflectors, confirms the required three reflectors and describes their operation.
  
  - k. **All Doors, Glass, and Windows.** Checks entrance door for proper operation. Checks all glass for cleanliness and damage, checks windows for proper operation.

- l. Interior/Exterior Lighting. Checks operation of all interior and exterior lighting required by law.
  - m. Interior. Checks interior for cleanliness and checks seats, handrails, and modesty panels for securement. Can indicate obvious damage.
  - n. Emergency Exits. (NOTE: The requirements in this category apply to school buses, refer to 13 CCR 1268 and 1269 for all other vehicles.) Checks operation of all emergency exits by opening and closing each exit. Can activate and check emergency exit warning devices; inspects lettering marking of exit and operating instructions.
  - o. Exterior. Checks exterior for cleanliness of the lights, signs, windows (if not done on interior inspection), lettering, and body damage.
  - p. Tires, Wheels, and Lug Nuts. Checks all tires for proper tread depth (minimum 4/32" front, 2/32" rear), sidewalls for cracks and bulges. Checks all wheels and lug nuts for cracks, missing and/or loose lug nuts. Inspects for indication of grease or oil seal leaks.
  - q. Brakes. Can demonstrate and/or explain thorough understanding of the proper operation of the service brakes, governor cut-in and cut-out pressures, static and applied pressure losses, warning devices, emergency stopping system, parking brake and indicators. NOTE: This is a critical item. Lack of knowledge or thorough understanding of any component in the braking system constitutes a failure of the pre-trip inspection.
  - r. Two Brake Test Stops. Makes a stop to test the service brakes and a second stop to test the parking brake/emergency system control before picking up passengers. (It is best to do this before leaving the bus compound.) This task may be verbally explained or demonstrated.
  - s. Engine Compartment. (NOTE: This task is recommended but is not required.) Visually inspects and verbally explains fluid level access; wear, cracks, adjustment, leaks, swelling, and overall condition of all belts and hoses. Knows location of battery.
  - t. Hand-Held Stop Sign. Demonstrates knowledge of when and how to use the hand-held stop sign.
3. DRIVING SKILLS. The following criteria provides guidelines for conducting a driving skills test. Failure in any test category will be considered an immediate failure of the driving test.
- a. Backing.
    - (1) Sharp Backing Crossover Maneuver. Align vehicle parallel and within 12 inches of a straight line. Use dead or minimum throttle start and turn the steering wheel to full lock position to crossover the line. At the proper time, the driver must turn the steering wheel to the opposite full lock position and realign the vehicle again parallel and within 12 inches of the line.

(2) Gradual Backing Crossover Maneuver. Align vehicle parallel and within 12 inches of a straight line. Use dead or minimum throttle start and turn the steering wheel to crossover the line. At the proper time, the driver must turn the steering wheel to the opposite turn position and realign the vehicle parallel and within 12 inches of the line.

(3) Backing Around the Corner Maneuver. Align vehicle parallel and within 18 inches of the curb line or edge of the roadway. Use dead or minimum throttle start and back vehicle around corner ensuring that vehicle does not contact the curb or edge line. After completing the turn the driver must realign the vehicle parallel and within 18 inches of the curb or edge line.

(4) Parallel Parking. Align the vehicle parallel to and approximately one vehicle width (six to eight feet from a straight or curb line, or edge of the roadway. Using dead or minimum throttle start, the driver must turn the steering wheel toward the line or edge of the roadway. The driver must turn the steering wheel in the opposite direction and realign the vehicle parallel to and within 18 inches of the straight or curb line, or edge of the roadway.

b. Turning Point Comprehension. Steer the vehicle through the turn without contacting any problem objects. The driver must be able to verbally explain how to determine the proper turning point for the vehicle he/she is driving. He/she must align the vehicle parallel and within 18 to 36 inches from the curb line or edge of the roadway. The driver must complete a turn missing the closest problem object by no more than 48 inches.

4. DRIVING TEST. The driver must follow these criteria and guidelines when demonstrating and performing the driving test:

a. Fasten Seat Belt. Fasten his or her seat belt before driving.

b. Headlights. (NOTE: This applies to school buses with passengers only.) Turn on the headlights.

c. Transmission Control.

(1) Manual Transmission. Make smooth shifts, select the proper gears for conditions, know when to shift, can show throttle control, and complete a mid-range shift. A mid-range shift is a shift made between the top and bottom road speeds for a gear. May bring a shifting graph or chart to assist during the evaluation. The driver shall explain the proper use of the manual transmission in mountain driving.

(2) Automatic Transmission. Select the proper gear or range for conditions and make appropriate gear changes demanded by the terrain. He/she explains the use and characteristics of the automatic transmission during mountain driving conditions (e.g., up-shifting automatically if the engine rpm exceeds governor maximum).

d. Starts/Stops. Make smooth vehicle starts and stops. He/she stops the vehicle in a safe location or position and makes sure it is safe before starting.

- e. Starts/Stops on Grade. Stop and start the vehicle without rolling backward or forward.
- f. Turn Signals. Use turn signals adequately and when required.
- g. Right/Left Turns. Assume proper lane position during a turning movement. He/she demonstrates understanding of proper use of two way and double left turn lanes, designated turning lanes, and right-of-way requirements.
- h. Lane Changes. Properly prepare for and make smooth and safe lane changes. Do not interfere with any other vehicle's right-of-way.
- i. Mirror Use. Five-Count Mirror System. Make adequate use of the mirrors by checking for traffic and passengers in and around the vehicle. School bus drivers should demonstrate the "five-count mirror system," and the vehicle's blind spots. The five-count mirror system is an effective method of using mirrors to recognize and avoid problem objects. The system consists of five steps in specific rotation of the driver's eyes, looking at and identifying hazards through the school bus mirrors. This system is a guide and it may be modified to adjust to new or unusual mirror placements.
- j. The basic rotation is:
  - (1) Right Turns
    - (a) Right mirror or mirrors
    - (b) Inside flat mirror
    - (c) Crossview mirror
    - (d) Left mirror or mirrors
    - (e) Right mirror or mirrors
  - (2) Left Turns
    - (a) Left mirror or mirrors
    - (b) Crossview mirror
    - (c) Inside flat mirror
    - (d) Right mirror or mirrors
    - (e) Left mirror or mirrors
- k. Loading/Unloading. Familiarity with the provisions of 13 CCR 1238. The driver uses proper caution when approaching a loading zone, stops parallel to and within 18 inches from the curb, and positions the vehicle no closer than six feet from a waiting passenger. The

driver makes proper use of turn signals, mirrors, and is constantly aware of traffic and/or people around the vehicle. Upon departure, the driver is aware of traffic and people that are or could be near the vehicle. The driver should check and recheck both the left and right side mirrors prior to leaving.

l. Red Light Crossing/Escorts. (NOTE: This section applies to school bus drivers only.) The driver shall perform at least one escorted red light crossing in a loading or unloading situation. If time and conditions permit, both crossing situations may be evaluated.

Knowledge of the provisions of 13 CCR 1226 and Section 22112 VC. He/she demonstrates the proper procedures for escorting a student across a street during a loading or unloading situation. If the bus is equipped with the amber light warning system, the driver shall activate this set of lights 200 feet before the stop. The driver secures the bus properly by stopping the engine, effectively setting the parking brake, placing the transmission in first or reverse gear or park position, and removes the keys. On vehicles with automatic transmissions, which do not have a park position, the transmission shall be placed in neutral. The driver gives clear and concise instructions to the students. Before entering the roadway, the driver ensures it is safe to exit the school bus and ascertains that the flashing red signal lights are activated. He/she uses an approved hand held stop sign and positions him/herself in the center of the roadway, requiring all pupils to cross the highway or private road in front of the bus, between the vehicle and the driver.

m. Passenger Management. During a daily route or an emergency situation, the driver does not allow smoking, and any passenger to stand, and/or leave the bus while enroute.

Familiarity with the requirements of 13 CCR 1217 and 5 CCR 14103. The driver displays confidence, authority and concern in both actions and attitude. A calming but authoritative voice and demeanor will be a driver's best tool. The officer/coordinator may describe situations that will cause the driver to take action to maintain discipline while adhering to proper procedures and safety. The driver should explain actions that describe the use of good judgment and common sense.

n. Railroad Crossing. (NOTE: If a railroad crossing is not readily accessible, one should be simulated.) Stop the vehicle no less than 15 nor more than 50 feet from the nearest rail of the track, and while stopped listen and look in both directions along the track for approaching trains and signals indicating the approach of a train, and do not proceed until it is safe. Upon proceeding, the gears are not shifted manually while crossing the tracks. In addition, the driver of a school bus shall stop the school bus parallel to and as close as practical to the appropriate edge of the highway; fully open the door of a type 1 bus or window of a type 2 bus and then look and listen to ensure that the tracks are clear of an approaching train, and proceed only when the tracks are safe to cross and the door is closed.

- o. Freeway/Highway Skills. Demonstrate how to enter and exit a freeway or highway. He/she is aware of signs, markings, traffic, available and restricted lane for travel, and is able to safely merge into or out of traffic. The driver also maintains a safe following distance from other vehicles, and demonstrates awareness of possible hazardous conditions.
- p. Traffic Laws. Obey all traffic laws, regulations, signs, signals and markings.
- q. Defensive Driving. Use good defensive driving skills. For example, he/she does not demand or assume the right-of-way.

## ANNEX F

### INSPECTION APPROVAL CERTIFICATE - CHP 292

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL <b>INSPECTION APPROVAL CERTIFICATE</b>					
CHP 292 (Rev 6-89) OPI 062					
<input type="checkbox"/> School Bus <input type="checkbox"/> School Pupil Activity Bus <input type="checkbox"/> Farm labor vehicle <input type="checkbox"/> Wheelchair School Bus <input type="checkbox"/> Youth Bus <input type="checkbox"/> General Public Paratransit Vehicle					
YEAR	MAKE	VEHICLE IDENTIFICATION NUMBER	VEN. LICENSE NO.	COMPANY I.D. NO.	
OWNER'S NAME		ADDRESS		CONTRACTOR/TCP NO.	
<i>This certifies that on the date entered below, an authorized employee of the California Highway Patrol inspected the vehicle described herein and found it complied with applicable laws and regulations relating to construction, design, and equipment.</i>					
<b>SIGNATURE</b>	<b>I.D. NUMBER</b>	<b>LOC. CODE</b>	<b>DATE CERTIFIED</b>	<b>STICKER NO.</b>	<b>ODOMETER READ.</b>
1. NOTICE: The passenger capacity of the vehicle described when used as a school bus, school pupil activity bus, youth bus, or farm labor vehicle is _____ passengers in installed seating and _____ passengers in wheelchairs and driver.			1. NOTICIA: La capacidad de pasajeros del vehículo descrito aquí dentro cuando es usado como autobús de escuela, autobús de actividad estudiantil, autobús de jóvenes, o vehículo de trabajadores agrícolas es _____ pasajeros en sillas instaladas y _____ pasajeros en sillas de ruedas y manejero.		
2. It is unlawful to drive this vehicle unless this certificate has been validated within the preceding 13 months.			2. Es contra la ley de manejar este vehículo a menos que este certificado se haya validado dentro de los 13 meses precedados.		
3. This certificate shall be posted in plain sight in the driver's compartment of the vehicle.			3. Este certificado debe ser postado a vista en el compartimiento del manejero del vehículo.		
<i>This certificate is the property of the Department of California Highway Patrol.</i>					
Use previous editions except for Youth Bus, Wheelchair Bus and G.P.P.V.					

# ANNEX F

## VEHICLE INSPECTION CERTIFICATE (VARIABLE SEATING) - CHP 292A

STATE OF CALIFORNIA  
 DEPARTMENT OF CALIFORNIA HIGHWAY PATROL  
**VEHICLE INSPECTION CERTIFICATE (Variable Seating)**     Wheelchair School Bus     Youth Bus  
 CHP 292A (Rev 11-94) OPI 062     School Pupil Activity Bus     General Public Paratransit Vehicle

<b>YEAR</b>	<b>MAKE</b>	<b>VEHICLE IDENTIFICATION NUMBER</b>	<b>VEHICLE LICENSE NO.</b>	<b>COMPANY I.D. NUMBER</b>
<b>OWNER'S NAME</b>		<b>ADDRESS</b>		<b>CONTRACTOR/TCP NO.</b>

*This certifies that on the date entered below, an authorized employee of the California Highway Patrol inspected the vehicle described herein and found it complied with applicable laws and regulations relating to construction, design, and equipment.*

SIGNATURE	I.D. NUMBER	LOC. CODE	DATE CERTIFIED	STICKER NO.	ODOMETER READING

1. NOTICE: In addition to the driver, the passenger capacity of the vehicle described when used as a school bus, school pupil activity bus, youth bus or general public paratransit vehicle shall not exceed \_\_\_\_\_ passengers with all seats installed or \_\_\_\_\_ passengers in wheelchairs with all seats removed. Combinations of seated and wheelchair passengers shall not exceed the seated passenger capacity.
2. Wheelchair size used to compute the wheelchair capacity: \_\_\_\_\_ inches wide and \_\_\_\_\_ inches in length.
3. It is unlawful to drive this vehicle unless this certificate has been signed by an authorized employee of the California Highway Patrol within the preceding 13 months.
4. This certificate shall be posted in plain sight in the driver's compartment of the vehicle.

**This certificate is the property of the Department of California Highway Patrol.**  
 Use previous editions until depleted.