

**CHAPTER 2**  
**CALIFORNIA SPECIAL DRIVER CERTIFICATE PROCESSING**  
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## CHAPTER 2

### CALIFORNIA SPECIAL DRIVER CERTIFICATE PROCESSING

1. CERTIFICATION PROCESS AND RESPONSIBILITY. Processing applicants for a certificate to drive a school bus, youth bus, general public paratransit vehicle (GPPV), school pupil activity bus (SPAB), farm labor vehicle (FLV), or vehicle for developmentally disabled persons (VDDP) is the responsibility of the California Highway Patrol (CHP) and requires the actions and forms specified in this chapter (Sections 12517.4, 12519[b], 12522[b], 12523[b], 12523.5, and 12523.6 of the California Vehicle Code [CVC]).
  
2. INTERCHANGEABLE TERMS. The terms DL-45, California Special Driver Certificate, special driver certificate, and certificate are used interchangeably in this chapter. Additionally, the terms School Pupil and Farm Labor Transportation Safety Program and School Bus Program are used interchangeably and, when used, encompass categories of vehicles and/or drivers listed in this chapter.
  
3. APPLICANTS DEFINED.
  - a. Original Applicant. An original applicant is one who:
    - (1) Has never been issued a special driver certificate for any of the vehicles listed in paragraph 1 above. This includes an applicant who begins the certification process but fails to complete the process before the end of the application period (12th month from the date of application); or
    - (2) Has a special driver certificate that has been expired by more than 365 days; or
    - (3) Has had a special driver certificate denied or revoked pursuant to Section 13370 CVC, but is now eligible to apply for a certificate; or
    - (4) Returns to California after relinquishing their California driver's license. (When a driver [whose special driver certificate was still valid when they left California] relinquishes their California driver's license to another state or entity, the special driver certificate associated with the California license becomes invalid. Therefore, when the applicant returns to California and applies to drive one of the vehicles listed in paragraph 1. above, the applicant must reapply as an original applicant.)
  - b. Renewal Applicant. A renewal applicant is one who:

- (1) Has a driver certificate that will expire within six months from the date of expiration on the current certificate; or
  - (2) Has a special driver certificate that has expired by not more than 365 days from the date of expiration on the current certificate. (The renewal period for a special driver certificate will remain open for a period of 365 days from the date the applicant's [current] special driver certificate expires).
- c. Upgrade Applicant. An upgrade applicant is one who:
- (1) Has a current, valid special driver certificate and desires to upgrade to eliminate a restriction(s) (e.g., upgrade from an automatic transmission [Restriction 1] to a manual transmission). An applicant is not permitted to upgrade in order to remove Restriction 6, waiver of the first aid examination); or
  - (2) Has a current, valid special driver certificate and desires to obtain a higher category certificate. An applicant may upgrade from a SPAB certificate to a school bus certificate only. All other applicants must apply as an original applicant to obtain a higher category certificate.
  - (3) Has a special certificate that has expired by not more than 365 days and desires to accomplish paragraph 3.c.(1) and/or (2) above.
- d. Downgrade Applicant. A downgrade applicant is one who:
- (1) Has a current, valid special driver certificate and desires to downgrade to add a restriction(s) (e.g., add Restriction 1, Automatic Transmission Only); or
  - (2) Has a current, valid special driver certificate and desires to downgrade to a lower category vehicle (e.g., from a school bus to a GPPV); or
  - (3) Has a special driver certificate that is expired by not more than 365 days and desires to accomplish paragraph 3.d.(1) and/or (2) above.
- e. Vehicle for Developmentally Disabled Persons Applicant. An original or renewal VDDP applicant is a person who is employed by a business or a nonprofit 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. This person must perform, at least, 50 percent of their time worked assisting persons into and out of the vehicle, or the person must work, at least, 20 hours a week, whichever is less, as a compensated driver for the transportation of persons with developmental disabilities. (Refer to Section 12523.6 CVC.)

f. Out-of-State Applicant. Chapter 11 of the Department of Motor Vehicles' (DMV) Driver's License Manual authorizes residents of Arizona, Nevada, and Oregon to apply for a California Special Driver Certificate. The driver must possess a valid class A or B driver's license with a passenger (P) endorsement and a current medical examination recorded on a DMV's DL-51, Medical Examination Report. In order to receive a special driver certificate, the out-of-state-applicant must meet all other California special driver certificate requirements.

#### 4. INTERVIEWS AND SCHEDULING TESTS.

##### a. Scheduling Interviews.

(1) The School Bus Officer/Coordinator (SBO/C) shall conduct an initial interview with each original applicant. The interview is to ensure the applicant is made aware of the minimum requirements for a certificate and to identify and eliminate applicants who may be unqualified. This informational interview shall be conducted prior to accepting the certificate fee or fingerprinting the applicant. The criteria for refusal or denial of a special certificate are found in Sections 13369, 13370, and 13376 CVC. The criteria for denial of a certificate to drive a school bus, youth bus, GPPV, or SPAB are found in Sections 13370 and 13376 CVC. The SBO/C shall advise the applicant the following methods of payment for certificate fees are acceptable:

- (a) Cash
- (b) Money Order
- (c) Cashier's Check
- (d) Personal Check
- (e) Coupon (Refer to paragraph 9.c.[8] of this chapter.)

(2) The minimum physical and medical requirements shall be discussed with each applicant. This information is listed on pages 3 and 4 of the DL-51, as well as on the reverse side of the CHP 295, Special Certificate Application.

(3) During the interview, the SBO/C shall stress the importance of providing thorough and accurate preemployment information. Knowingly providing false information on the certificate application forms may be grounds for the application to be denied. The SBO/C shall explain the criminal background and driving record investigations, and the certificate testing process.

(4) The SBO/C must be flexible if applicants cannot present all required preemployment documents at the initial interview. If the applicant did not have all the required documents at the initial interview, the missing documents must be presented for review at the time of testing.

b. Scheduling Tests.

(1) The testing and certification of applicants meet a critical need for carriers and should be a high priority within the School Bus Program. Whenever possible, SBO/Cs should schedule interviews and tests so the maximum number of applicants may be processed at one time. During periods when an unusually large number of applicants need to be tested, consideration should be given to scheduling tests after regular office hours, on Saturdays and/or holidays.

(2) Prior to the beginning of the school year, employers should be encouraged to recruit a sufficient number of applicants to preclude the necessity for extensive individual certifications during the year. Subsequent interviews and tests should be scheduled to accommodate the needs of the industry. Scheduling interviews and tests for one or two regular week days may be sufficient for some Areas, however, less than adequate for others. Local needs will dictate this scheduling. The SBO/Cs should arrange for alternate and/or back-up personnel when the primary SBO/C is unavailable for extended lengths of time due to illness, vacation, or leave. Absences in excess of one week should be covered by forwarding all or some of the School Bus Program activity to a neighboring CHP office, upon concurrence of the involved CHP offices. The most convenient alternative for the public should be chosen whenever possible in these situations.

c. Interview and Test Location. Applicants should be processed at the CHP Area office where the applicant's carrier facility is assigned. This is necessary for record keeping and monitoring drivers' compliance with applicable laws and regulations. In some circumstances, an SBO/C may conduct interviews or tests at the carrier's facilities, or in a neighboring CHP Area office with the concurrence of the involved CHP offices.

d. Scheduling Tests for Early Renewal. The SBO/C may begin processing applicants renewing special driver certificates no sooner than six months prior to the expiration of their current certificate.

5. STUDY MATERIALS.

a. Highway Patrol Handbook 82.7, Passenger Transportation Safety Handbook. This handbook may be purchased from any CHP Area office.

- b. Other Handbooks. The California Driver Handbook and Commercial Driver Handbook may be obtained from any DMV office at no charge.
- c. First Aid Manual. First Aid/CPR/AED Participant's Manual. The applicant or SBO/C should contact the local American Red Cross office to ascertain the most current participant's manual. This manual may be purchased from any branch of the American Red Cross.
- d. California Vehicle Code. The CVC may be purchased from any DMV office.
- e. Title 13, California Code of Regulations. The Title 13, California Code of Regulations (13 CCR), may be obtained by calling Barclays Law Publishers at 800-888-3600 or via electronic mail (e-mail) at [barclaysccr@thomsonreuters.com](mailto:barclaysccr@thomsonreuters.com).

6. APPLICANT ELIGIBILITY REQUIREMENTS. Once an applicant is made aware of the eligibility requirements for the special driver certificate and there appear to be no disqualifying factors, SBO/Cs shall critically review each of the following:

a. Driver's License. The applicant shall possess a valid driver's license. The SBO/Cs are to ensure the applicant meets the following driver's license requirements:

(1) Age. All school bus applicants and all applicants employed for compensation by another for the purpose of driving a motor vehicle on the highways shall be at least 18 years old (Sections 12515 and 12516 CVC).

(2) Driver's License. All applicants shall possess a valid driver's license of the appropriate class (Sections 15250 and 15275 CVC). An interim driver's license or instruction permit of the appropriate class is acceptable.

NOTE: Applicants possessing an instruction permit shall be warned not to drive a bus with passengers aboard before obtaining a driver's license of the appropriate class. Applicants possessing an instruction permit for school bus driver must possess a school bus (S) endorsement restricted to driving a school bus with no pupils on board.

(3) Out-of-State License. A valid out-of-state driver's license is acceptable if the requirements of Sections 12502 and 12505 CVC are met. The license must be issued by a United States jurisdiction and be valid for driving in California.

b. Department of Motor Vehicles Ten-Year Driving History. Each original applicant shall provide the SBO/C with a ten-year driving history (also known as an H6) obtained from the DMV. The DMV printout is an added resource to establish

residency and to cross reference other preemployment documents. The H6 shall be retained in the applicant's file. A driver with an out-of-state license should obtain a ten-year driving history from their state of residence.

c. DL-51, Medical Examination Report, and the Medical Examiner's Certificate. The DMV has the responsibility to review all medical reports to ensure applicants meet current medical standards. All applicants shall be required to present their DL-51, and medical examiner's certificate prior to testing. The SBO/C shall verify the documents are current and properly signed.

(1) Subsequent Medical Examinations. Every two years applicants must pass a physical examination given by any of the medical professionals listed in Section 12517.2 CVC. The physical examination must be recorded on the DL-51 or a form approved by the DMV. A DL-45 must be accompanied by a current medical examiner's certificate dated within the past two years (Section 12517.2 CVC).

(2) School Bus Drivers Age 65 Years and Older. School bus drivers, within the same month of reaching the age of 65 and each 12th month thereafter, shall undergo a physical examination and submit a copy of the DL-51.

(3) Signature on the DL-51, Medical Examination Report and Medical Examiner's Certificate. Section 12517.2 CVC requires, among other conditions, applicants (for an original or renewal special driver certificate to operate a school bus, SPAB, youth bus, GPPV, or an FLV) to submit a report of a medical examination signed by one of the medical professionals listed in Section 12517.2 CVC. In addition to policy and procedures established in paragraph 6. of this chapter, SBO/Cs shall take the following steps:

(a) Verify the box titled physician and the box titled M.D. on the DL-51 are marked. If the box titled physician and the box titled M.D. are not marked, the SBO/C shall not process the application. The SBO/C shall advise the applicant to obtain a properly completed DL-51.

(b) Ensure the medical examiner's certificate contains all the required information and is signed by the medical professional who signed the DL-51. The medical professional's signature should appear on the line that reads Signature of Medical Examiner on the medical examiners certificate. If the medical examiner's certificate is not properly completed or signed, the SBO/C shall not process the application. The SBO/C shall advise the applicant to obtain a properly completed and signed medical examiner's certificate.

(c) Make a copy of the page of the DL-51 that shows the medical professional's signature, or of the complete report (with the applicant's

permission only), and a copy of the valid medical examiner's certificate for the driver's file. Notify the applicant the completed copy of the DL-51 will be submitted to the DMV along with the applicant's special driver certificate packet for processing.

(d) Advise the applicant to mail the original DL- 51.

(e) Include a copy of the page of the DL-51 that shows the medical professional's signature, or the copy of the complete report (with the applicant's permission only), with the documents forwarded to the DMV as stipulated in paragraph 10. of this chapter. (Including a copy of the completed DL-51 in the packet will assist DMV in issuing the permanent certificate more expediently.)

## 7. APPLICATION PERIOD.

a. Original Application Period. The application period for an original applicant for a special driver certificate will begin when the applicant completes (signs and dates) a DL-45 and will end 365 days from that date. During this period, the applicant must successfully complete all required testing and be issued a temporary special driver certificate by departmental personnel. Failure to complete the testing and licensing process will be cause for termination of the application process without prejudice. In such cases, the SBO/C shall follow the Applicant No Longer Interested procedures outlined in paragraph 15. of this chapter for purging Area files.

NOTE: An applicant's Department of Justice (DOJ) fingerprint response is valid during the original application period (for 365 days from the date of the DOJ response).

b. Renewal Application Period. The renewal application period for a special driver certificate will remain active 365 days from the date the applicant's special certificate expired. This date should be the applicant's birth date. The applicant must then complete all testing and the temporary certificate must be issued prior to the first birthday following the certificate expiration. After this date, the applicant shall become an original applicant (refer to paragraph 3.(a) of this chapter).

## 8. TRAINING REQUIREMENTS.

a. Basic Criteria. All courses of study and training required for applicants seeking a certificate to drive a school bus, SPAB, or FLV must be approved by the California Department of Education (CDE) (Section 40081 of the Education Code [EC]). All required instruction and training must be given by or at the direction of an

instructor of the appropriate class, trained and certified by the CDE (Section 40081[b] EC). Refer to Annex C, Training Certificate (T-01 card) Review and Training Hours Calculations, of this chapter, for proper procedures for reviewing and calculating training hours documented on an applicant's T-01 card.

(1) A school bus driver instructor may instruct applicants for a certificate to drive a school bus, youth bus, GPPV, SPAB, and FLV.

(2) A SPAB driver instructor may instruct applicants for a certificate to drive a SPAB, youth bus, GPPV, and FLV (Section 40081[b] EC).

(3) A youth bus or GPPV instructor may instruct applicants for a certificate to drive a youth bus or GPPV.

b. Original Applicant - School Bus. An original applicant for a certificate to drive a school bus, as defined by Section 545 CVC, shall have successfully completed, at a minimum, a 40-hour course of instruction. The course shall have included:

(1) Twenty hours of classroom instruction in all units of the Instructor's Manual for California's Bus Driver's Training Course. All classroom instruction shall be given by, or occur in the presence of, a state-certified instructor of the appropriate class.

(2) Twenty hours of applicant behind-the-wheel training in all sections of the Instructor's Behind-the-Wheel Guide for California's Bus Driver's Training Course. Applicant behind-the-wheel training shall include driving vehicles comparable to those which will be driven by the applicant when transporting pupils. All behind-the-wheel training shall be given by a state-certified instructor of the appropriate class or the delegated behind-the-wheel trainer as designated pursuant to Sections 40082 and 40084.5 EC.

(3) There are no waivers of either the classroom or behind-the-wheel instruction requirements.

c. Original Applicant - School Pupil Activity Bus. An original applicant for a certificate to drive a SPAB, as defined by Section 546 CVC, shall have successfully completed a minimum 35-hour course of instruction. The course shall have included:

(1) Fifteen hours of classroom instruction, including all units of the Instructor's Manual for California's Bus Driver's Training Course. All classroom instruction shall be given by, or occur in the presence of, a state-certified instructor of the appropriate class.

(2) Twenty hours of applicant behind-the-wheel training in all sections of the Instructor's Behind-the-Wheel Guide for California's Bus Driver's Training Course. Applicant behind-the-wheel training shall include driving vehicles comparable to those which will be used when transporting passengers. All behind-the-wheel training for a certificate to drive a SPAB shall be given by a state-certified instructor of the appropriate class or the delegated behind-the-wheel trainer as designated pursuant to Sections 40083 and 40084.5 EC.

(3) There are no waivers of either the classroom or behind-the-wheel instruction requirements.

d. Original Applicant - Farm Labor Vehicle. An original applicant for a certificate to drive a FLV shall have successfully completed a minimum 20-hour course of instruction. The course shall have included:

(1) Ten hours of classroom instruction, including all units of the Instructor's Manual for California's Bus Driver's Training Course. All classroom instruction shall be given by, or occur in the presence of, a state-certified instructor of the appropriate class.

(2) Ten hours of applicant behind-the-wheel training in all sections of the Instructor's Behind-the-Wheel Guide for California's Bus Driver's Training Course. Applicant behind-the-wheel training shall include driving vehicles comparable to those which will be driven by the applicant to transport farm labor passengers. All behind-the-wheel training shall be given by a state-certified instructor of the appropriate class or the delegated behind-the-wheel trainer as designated pursuant to Section 40084.5 EC.

(3) There are no waivers of either the classroom or behind-the-wheel instruction requirements.

e. Original Applicant - Youth Bus. An original applicant for a certificate to drive a youth bus must present evidence; i.e., a letter signed by their employer, certifying they have successfully completed a 20-hour training course administered by or at the direction of their employer. The course shall have included a minimum of:

(1) Ten hours of classroom instruction covering applicable laws, regulations, and defensive driving practices.

(2) Ten hours of behind-the-wheel training in a vehicle to be used as a youth bus.

(3) Youth Bus B (Section 680 [b] CVC). Before transporting children at or below the 12th-grade level to or from their place of residence pursuant to

Section 680 (b) CVC, and in addition to the requirements of Section 12523 (b) CVC, youth bus drivers must complete:

(a) Ten hours of behind-the-wheel training in all sections of the Instructor's Behind-the-Wheel Guide for California's Bus Driver's Training Course. All behind-the-Wheel training shall be given by a school bus, SPAB, or transit bus driver instructor of the appropriate class or the delegated behind-the-wheel trainer as designated pursuant Section 40084.5 EC. The additional training must be properly documented on the T-01 card, and signed by a state-certified school bus, SPAB, or transit bus instructor of the appropriate class, and by the driver or applicant.

(b) There are no waivers for either the classroom or behind-the-wheel instruction requirements (Section 12523[b] CVC).

f. Original Applicant - General Public Paratransit Vehicle. An original applicant for a certificate to drive a GPPV shall present evidence; i.e., a letter signed by their employer, certifying they have successfully completed a driver training course consisting of a minimum of 40 hours within the previous two years. The instruction shall have covered:

(1) Applicable laws, regulations and defensive driving practices.

(2) A minimum of eight hours of certified defensive driving.

(3) A minimum of 20 hours of behind-the-wheel training in a vehicle to be used as a GPPV (Section 12523.5[b] CVC). There are no waivers for either the classroom or behind-the-wheel instruction requirements.

g. Renewal Applicant - School Bus and School Pupil Activity Bus. An applicant seeking to renew a certificate to drive a school bus or SPAB shall have successfully completed:

(1) Ten hours of renewal classroom instruction, behind-the-wheel training, in-service training or a combination of the three during each 12 months of certificate validity. In-service training credit may be given by a state-certified instructor of the appropriate class to applicants who attend or participate in appropriate driver training workshops, driver safety meetings, driver safety conferences, and other activities directly related to passenger safety.

(2) During the last 12 months of certificate validity, the required ten hours shall consist of classroom instruction covering, but not limited to, current laws and regulations, defensive driving, accident prevention, emergency precautions, and passenger loading and unloading.

(3) Failure to successfully complete the required training during any 12-month period of certificate validity is cause for the DMV to cancel the special driver certificate.

(4) The method used to calculate each 12 months of certificate validity for training purposes is contained in Annex C, Training Certificate (T-01) Review and Training Hours Calculations, of this chapter.

h. Renewal Applicant - Farm Labor Vehicle. An applicant seeking to renew a certificate to drive a FLV shall have successfully completed two hours of classroom instruction for each 12 months of certificate validity covering, but not limited to, current laws and regulations, accident prevention, and defensive driving.

(1) Failure to successfully complete the required training during any 12-month period of certificate validity is cause for the DMV to cancel the special driver certificate.

(2) The method used to calculate each 12 months of certificate validity for training purposes is contained in Annex C of this chapter.

i. Renewal Applicant - Youth Bus. An applicant seeking to renew a certificate to drive a youth bus shall present evidence; i.e., a letter signed by the applicant's employer, certifying the applicant has received two hours of refresher training during each 12 months of driver certificate validity.

j. Renewal Applicant - Youth Bus B. An applicant seeking to renew a certificate to drive a youth bus to transport children at or below the 12th-grade level to or from their place of residence shall meet the renewal training requirements established for school bus and SPAB drivers outlined in paragraph 8.b. of this chapter, consistent with Section 40085 EC. This training must be properly documented on the applicant's T-01 card and signed by a state-certified school bus, SPAB, or transit bus instructor of the appropriate class, and by the driver or applicant.

(1) Failure to successfully complete the required training during any 12-month period of certificate validity is cause for the DMV to cancel the special driver certificate.

(2) The method used to calculate each 12 months of certificate validity for training purposes is contained in Annex C of this chapter.

k. Renewal Applicant – General Public Paratransit Vehicle. An applicant seeking to renew a certificate valid for driving a GPPV shall present evidence; i.e., a letter signed by the applicant's employer, certifying the applicant has received two hours of refresher training during each 12 months of driver certificate validity.

(1) Failure to successfully complete the required training during any 12-month period of certificate validity is cause for the DMV to cancel the special driver certificate.

(2) The method used to calculate each 12 months of certificate validity for training purposes is contained in Annex C of this chapter.

l. Documentation of Training. All required training and instruction for school bus, SPAB, and FLV drivers must be properly documented on a T-01 card. The T-01 card must be signed by a certified instructor of the appropriate class. The signature certifies such training and instruction were given and the applicant or driver displayed a level of competence necessary to drive a vehicle in a safe manner. The applicant or driver shall present the completed T-01 card to the examining state agency when applying for an original or renewal certificate (Section 40087[a] EC). The verification portion of the form shall be completed by the driver and witnessed by the testing SBO/C. The SBO/C shall also complete the bottom of the form.

(1) Applicants for a certificate to drive a youth bus or GPPV shall present evidence of training in the form of a letter signed by their employer, certifying they have successfully completed a driver training course administered by or at the direction of their employer.

(2) In some instances, a youth bus applicant may receive training from a state-certified instructor. In these cases, the applicant will provide a properly completed T-01 card signed by a state-certified school bus, SPAB, youth bus, or transit bus instructor of the appropriate class, and by the driver or applicant.

(3) Except for youth bus and GPPV programs, policing of training programs and curriculum is the responsibility of the CDE.

m. Training Discrepancies. Discrepancies or suspected discrepancies with training or instructors shall be brought to the attention of the CDE and Research and Planning Section (RPS).

n. Original Training Period Validity.

(1) School Bus, SPAB, and FLV Applicants. The CDE has revised its policy regarding the completion of original training for applicants for school bus, SPAB, and FLV driver certificates. Since applicants for any of these certificates must successfully complete all applicable tests administered by the Department prior to operating the vehicle(s), the CDE finds no need to limit the completion of original applicant training to a 12-month period (training period validity). Therefore, when processing original applicants for school bus, SPAB, and FLV certificates, SBO/Cs are no longer required to review the section date

training started on the T-01 card to verify the training period validity has not expired. In short, original training annotated on the applicant's T-01 card is good for the life of the applicant as long as the applicant is able to provide a legible T-01 card with all required signatures documenting the original training.

(2) General Public Paratransit Vehicle Applicants. Original training for a GPPV driver certificate will be valid for two years from the date the applicant successfully completed a driver training course.

o. Instructor Requirements. A state-certified instructor does not receive training; they conduct training. A state-certified instructor must maintain and possess a valid commercial driver's license properly endorsed, a valid DL-45, a current medical examiner's certificate, and, when applicable, a valid first aid card. An instructor in good standing is exempt from the driver training requirements if the instructor meets the requirements of Section 40089 EC. An instructor's T-01 card shall reflect the number of hours of instruction given by the instructor (not hours of instruction received). Instructors will submit a T-01 card to the SBO/C reflecting the number of hours of conducted training. The testing SBO/C shall make a copy of the T-01 card and place it in the instructor's file in the Area office and return the original card to the instructor for mailing to the CDE.

p. Vehicle for Developmentally Disabled Persons Applicants. There are no training requirements for a VDDP applicant.

## 9. CERTIFICATE PROCESSING PROCEDURES.

a. CHP 295, Special Certificate Application. Original, renewal, duplicate, upgrade, and downgrade applicants shall complete the front of the CHP 295, Special Certificate Application, and sign it on the date of application. This date shall be the same as the Application Date that appears on the DL-45. This information is needed to prepare and process the DL-45. The CHP USE ONLY portion of the CHP 295 shall be completed by the SBO/C; no omissions or blanks will be accepted.

b. CHP 295D, Applicant Discrepancy Identifier. A CHP 295D, shall be completed by the SBO/C when a potential problem is noted. The applicant shall sign the CHP 295D and a copy shall be presented to the employer, informing both the applicant and the employer of the problem to be corrected before the temporary certificate can be issued. A copy of the form may also be given to the applicant.

c. Fee Collection and Receipt Issuance. Applicants may remit fees by cash, personal check, money order, cashier's check, or coupon (refer to paragraph 9.c.(8) of this chapter regarding payment by coupon).

- (1) Original applicants to operate a school bus, youth bus, GPPV, SPAB, or VDDP shall pay a fee of \$57 (breakdown of payment: \$25 for the certificate and \$32 for fingerprints).
- (2) Renewal applicants to operate a school bus, youth bus, GPPV, SPAB, VDDP; and original FLV applicants shall pay a fee of \$12 (breakdown of payment: \$12 - certificate only).
- (3) Any certificate holder applying for a duplicate, upgrade, downgrade, or a corrected certificate (unless the correction was the result of CHP or DMV error), shall pay a fee of \$12.
- (4) Payment with a Check. When an applicant pays fees with a check, the SBO/C shall enter the person's driver's license number, California Special Driver Certificate Number, and CHP location code on the check. This information will assist Fiscal Management Section (FMS) and DMV if the check is not honored.
- (5) Upon payment of the fee, the SBO/C shall remove the APPLICANT'S RECEIPT portion of the DL-45 and write the applicant's name, driver's license number, date, and the Area's location code in the blank space below Fees and issue the receipt to the applicant. The fee shall be waived when the CHP or DMV is responsible for the loss, mutilation, or error of a certificate. (Refer to paragraph 16.d. of this chapter.) In these cases, the SBO/C shall enter No Fee and an explanation on the CHP 295H, Driver Certificate Log.
- (6) Dishonored check. Upon receipt of a dishonored check notification from an individual's banking institution, FMS will notify the SBO/C via e-mail to attempt to receive payment from the applicant. Upon receipt of notification from FMS, the SBO/C shall take the following action:
  - (a) Applicant Issued a Temporary Special Driver Certificate, but Not a Permanent Special Driver Certificate. The SBO/C shall attempt to obtain payment from the applicant within ten working days (from the first day contact is made with the applicant, including leaving a message on the applicant's home or cellular telephone). The fee to be collected shall include the original amount of the check and a \$23 dishonored check fee. The SBO/C shall document each attempt to collect fees in the Comments section of the applicant's CHP 295. If the SBO/C is unable to obtain payment within ten working days, the SBO/C shall send a memorandum to DMV's Driver Safety Review Unit requesting the applicant's certificate be cancelled and not to issue the permanent certificate due to non-payment of a dishonored check, and to return the application to the CHP Area office. The SBO/C shall notify FMS that attempts to collect payment were unsuccessful.

(b) Applicant Issued a Permanent Special Driver Certificate. The SBO/C shall attempt to obtain payment from the applicant payment within ten working days (from the first day contact is made with the applicant, including leaving a telephonic message on the applicant's home telephone). The fee to be collected shall include the original amount of the check and a \$23 dishonored check fee. The SBO/C shall document each attempt to collect fees in the Comments section of the applicant's CHP 295. If the SBO/C is unable to obtain payment within ten working days, the SBO/C shall send a memorandum to DMV's Driver Safety Review Unit requesting the applicant's permanent certificate be cancelled due to nonpayment of a dishonored check. The SBO/C shall notify FMS that attempts to collect payment were unsuccessful.

(c) Notification of Cancellation to Employer/Applicant. In both cases above, the SBO/C shall notify the applicant's employer that a request has been forwarded to DMV for immediate cancellation of the applicant's certificate due to nonpayment of a dishonored check, that a formal notification will be made to the applicant and employer by DMV, and that upon notification of cancellation by DMV, the applicant is requested to surrender the certificate to the SBO/C.

(d) File Maintenance for Dishonored Check. The SBO/C shall maintain the applicant's file for 365 days from the date of application or until the applicant makes restitution, whichever occurs first. If the applicant makes restitution prior to the 366th day, the SBO/C shall notify DMV the dishonored check has been cleared and the applicant's certificate may be reinstated.

(7) Special Circumstances and Reapplication After Dishonored Check.

(a) If an applicant has terminated employment and cannot be located, a notation concerning the dishonored check shall be placed in the Comments section of the applicant's CHP 295. Consequently, subsequent action can be initiated should the applicant be reemployed and required notifications are made pursuant to 13 CCR 1236(b).

(b) If the applicant's certificate was surrendered to the CHP and repayment has not been made, a new application will not be accepted unless a cashier's check or money order for the delinquent amount and any additional fees is remitted to FMS (previous application and dishonored check fee). The applicant shall not be processed until FMS notifies the CHP Area office that full restitution has been received.

1 Remittance of Fees to Fiscal Management Section. When an applicant makes restitution for a dishonored check including all

associated fees, the SBO/C shall attach to the CHP 230, Transmittal Record, a copy of the original e-mail from FMS notifying the SBO/C of the insufficient funds along with the applicant's payment (money order or cashier's check).

(c) If a person reapplies within 180 days from the date the previous certificate was canceled, all tests may be waived. However, all applicable forms specified in this chapter, for original or renewal applicants must be submitted to the DMV with the new application.

(d) If a person reapplies at another CHP Area office, or reapplies more than 12 months from the previous certificate cancellation date, the DMV will withhold issuance of the certificate and notify FMS concerning the delinquent fees.

(8) Coupon Books.

(a) Coupons are available from FMS in books of ten. For employers desiring to pay certificate fees for their drivers, these books may be purchased for \$570 per book for original applicants and \$120 per book for renewal applicants. Employers may purchase coupon books by submitting a written request and a check or purchase order in the amount of \$570 or \$120 per book to: California Highway Patrol, Fiscal Management Section, P. O. Box 942898, Sacramento, CA 94298-0001.

(b) When an applicant appears at a CHP Area office with a redeemable coupon, it is to be accepted in lieu of the \$57 or \$12 fee. The applicant receipt copy of the DL-45 will be issued with the notation coupon (and appropriate amount), entered under Fees on the receipt. The application shall then be processed for a special driver certificate as usual.

(c) All coupons redeemed by a CHP Area office for payment of a special driver certificate shall be maintained at the Area office. **Do not attach copies of redeemed coupons to the CHP 230 when forwarding to FMS.**

(d) Coupons may be redeemed only for special driver certificates. Areas shall not redeem coupons for cash or any other purchase (e.g., collision reports or photographs). Employers wishing to return extra coupons for a refund must submit their request to FMS along with the coupons. However, employers should be encouraged to first attempt to sell the coupons to other employers.

(9) Security of Fees and Transfer of Funds. The SBO/C shall ensure the fees received as payment for the issuance of a special driver certificate are kept in a

secure place before transferring the funds to the Area office cashier. Collected funds shall be transferred daily using the CHP 295H. The SBO/C and the Area cashier shall sign the transfer box on the driver certificate log, certifying the total amount of the funds was correct and that the transaction between the SBO/C and Area cashier was completed.

d. DL-45, California Special Driver Certificate - Applicant Portion. In order for the DMV to deny a certificate to an applicant who has made a false statement on the DL-45, it must be established the applicant knowingly made a false statement. The SBO/C must have the applicant complete the third copy (DMV copy) of the DL-45 in ball-point pen.

(1) If the applicant answers no to all three of the questions concerning convictions, they are to enter no exceptions on the explanation line.

(2) If the applicant answers yes to any of the questions, the applicant shall fully explain the circumstances. An additional sheet of paper may be used for this purpose if needed. Each answer must be initialed by the applicant and any entry made on the explanation line must be initialed. If it becomes apparent that an applicant does not meet the eligibility requirements contained in Section 13370 CVC, the SBO/C shall follow the procedures for an ineligible applicant contained in Chapter 6 of this manual.

NOTE: A copy of all portions, and both sides of the completed DL-45 may be kept in the driver's Area file. These copies may assist officers when attempting to file charges of Section 20 CVC with their local District Attorney.

e. DL-45, California Special Driver Certificate – School Bus Officer/Coordinator's Portion. The following portions of the form shall be typed or completed in ball-point pen after completion of the testing procedures contained in paragraph 9. of this chapter. These portions are to be completed as follows:

(1) Original. Enter an X in the appropriate box if the applicant is an original applicant. The definition of an original applicant is in paragraph 2.a.

(2) Renewal. Enter an X in the appropriate box if the applicant is a renewal applicant.

(3) Duplicate. Enter an X in the appropriate box: yes, if the certificate is a duplicate and no if it is an original or renewal application, or an upgrade or downgrade.

(4) Upgrade. Enter an X in the appropriate box: yes, if the certificate is an upgrade and no if it is an original or renewal application, or a duplicate or downgrade.

(5) Downgrade. Enter an X in the appropriate box: yes, if the certificate is a downgrade and no if it is an original or renewal application, or a duplicate or upgrade.

(6) Training Cert. Enter an X in the appropriate box: yes, if the training certificate document(s) (T-01 card or letter from employer) meet all training requirements. This also applies to a certified instructor in good standing.

(7) Add. Spec. Training. This box is for youth bus applicants applying for a B endorsement. Enter an X in the appropriate box: yes, if the T-01 card meets all training requirements.

(8) Written Test. Enter an X in the appropriate box: passed or failed (once, twice, or three times). The written test may not be waived for any applicant, including instructors.

(9) First Aid Test. Enter an X in the appropriate box: passed or failed. This test applies to school bus and youth bus applicants only. This test may be waived only as specified in paragraph 9.b.(1).

(10) Driving Test. Enter an X in the appropriate box: passed or failed (once, twice or three times as appropriate). Renewal applicants who do not have any collisions or citations on their DMV record, or who do not have any driving-related complaints/actions against them may, at the discretion of the Area SBO/C, receive an abbreviated version of the driving test. All other applicants shall receive a standard driving test. (Refer to Annex B, paragraph 3.c.(17) of this Chapter for details of an abbreviated driving test).

(11) Signature of Examining Officer. The signature of the SBO/C or relief officer is entered. If certifying an applicant for another CHP Area, enter the CHP location code of the SBO/C administering the tests.

(12) Badge Number. Enter the departmental ID number of the SBO/C signing the certificate.

f. DL-45, California Special Driver Certificate - Clerical Portion. The remainder of the front page of the special driver certificate is to be typed. This may be done by the SBO/C or clerical personnel. Forwarding of fees is contained in paragraph 13. of this chapter.

g. CHP 295H, Driver Certificate Log. The CHP 295H is available on the CHP I drive Forms library and is not available from the CHP's Supply Services Unit. The CHP 295H shall be retained for 5 years after the last entry on the log.

h. Driver's License. All applicants shall be required to present their current driver's license of the appropriate class to the SBO/C. Temporary and permit licenses will also be accepted.

i. Medical Examiner's Certificate. All applicants, except GPPV and VDDP applicants with a class C license, shall present their current medical examiner's certificate. Current means that the medical examination was given and the certificate issued no more than two years prior to the date of the application.

j. Form T-01, Training Certificate. To facilitate the certification process, it is desirable, not mandatory, that applicants complete their required training while the background check is being conducted. Employers should be encouraged to meet with the SBO/C to become familiar with the certification processing procedures. All applicants (excluding youth bus, GPPV, or VDDP) must present the T-01 card properly documenting all required training. The applicant must sign the T-01 card in the presence of the primary or alternate SBO/C. The applicant's signature verifies they have received all training documented on the T-01 card. The SBO/C shall review and verify the accuracy of training documented and complete the bottom portion of the T-01 card. Applicants seeking a certificate valid for driving a youth bus or GPPV must submit a letter from their employer documenting the training specified in paragraphs 8.e. and 8.f. of this chapter. There are no training requirements for VDDP applicants.

k. Fingerprints. Fingerprints for background checks shall be electronically transmitted to the DOJ. Therefore, the SBO/C shall ensure all fingerprints relating to the School Bus Program are electronically submitted to DOJ by authorized departmental personnel utilizing a departmental live scan machine, or at an authorized electronic transmission site. Applicants no longer have the option to be fingerprinted using an FD-258, Fingerprint Card (hard roll), unless circumstances exist that warrant exemption. Exemptions will be forwarded to DOJ on a case by case basis.

NOTE: Fingerprints are not required for renewal applicants or applicants for a certificate to operate an FLV.

(1) Original applicants. An applicant for a certificate to drive a school bus, youth bus, GPPV, SPAB, or VDDP shall be fingerprinted as specified in paragraph 9.k. above.

(2) Federal Bureau of Investigations Background Check. Applicants who are unable to establish seven continuous years of California residency shall, in addition to submitting to a DOJ background check, submit to a Federal Bureau of Investigations (FBI) background check.

(a) Out-of-State Applicants. Applicants who live in adjoining states (Arizona, Nevada and Oregon) and will drive for California carriers shall, in addition to submitting to a DOJ background check, submit to an FBI background check.

(b) Military Personnel. An applicant who has been a California resident for the past seven consecutive years but has been on military duty for 12 months or less in the last seven years will be considered to have been a California resident for seven consecutive years. In this instance, only a DOJ background check is required.

(3) Fingerprinted by a Member of the Department Utilizing a Departmental Live Scan Machine.

(a) No Live Scan Machine. If an Area does not have an assigned departmental live scan machine, the SBO/C may request to utilize or borrow a live scan machine from a Division or neighboring Area or send the applicant to an electronic transmission site of their choice. If an SBO/C utilizes a live scan machine at a Division or neighboring Area, the SBO/C must accompany the applicant to the Division or neighboring Area unless the two entities have made other arrangements. If the SBO/C borrows a live scan machine to take to another location, the loaning Area shall prepare a CHP 266, Credit Memo.

(b) Fingerprint Rejections Due to Poor Quality. If an applicant's fingerprints are rejected twice for poor fingerprint quality by the DOJ, the SBO/C may submit a BCII 8020, Request for Applicant FBI Name Check to the FBI. The BCII 8020 may be accessed through the Attorney General's (AG) Web site at [www.ag.ca.gov](http://www.ag.ca.gov), scroll down to Public Resources (right column), then click on Fingerprint, Background Checks; scroll down, then click on Forms.

(c) Electronic Transmission Sites. A list of electronic transmission sites may be accessed through the AG's Web site at [www.ag.ca.gov](http://www.ag.ca.gov), scroll down to Public Resources (right column), then click on Fingerprint, Background Checks; scroll down, then click on Public Live Scan Sites. The DOJ will continually monitor the statewide availability of electronic transmission sites and update the Web site as needed.

(d) Copies of Fingerprint Background Investigation Records. The CHP Area commands sometimes receive requests from providers of private companies, school districts, or entities in contract with schools for copies of the fingerprint background investigation records of school bus program applicants. Commands shall not provide copies of these records nor certify an applicant has or has not been convicted of a violent or serious

felony. Areas shall contact the CDE at (916) 375-7100 for interpretations of Sections 44237, 45125, and 45125.1 EC. The SBO/C shall not provide the applicant with a copy of the DOJ or FBI background check results per Sections 11142 and 11143 of the Penal Code (PC).

(4) Fee Collection. The SBO/C shall collect a fee from every original applicant for a DL-45, to operate a school bus, youth bus, GPPV, SPAB, or VDDP. Payment may be made by cash, money order, cashier's check, personal check or coupon. The applicant shall be issued a CHP 251, Counter Receipt, for payment.

(a) Collect \$32 for the fingerprint background investigation. There is no fee for an FBI background check.

(b) If an applicant is fingerprinted by an agency other than the CHP, the applicant may be subject to additional administrative fees required by the agency. These fees are independent of the CHP. Therefore, the applicant shall pay the CHP \$32 directly, and any other fees shall be paid directly to agency fingerprinting the applicant.

(5) Requisition of Fingerprint-Related Forms. The following forms are available on the CHP's Forms drive:

(a) BCIA 8016, Request for Live Scan Service

(b) BCIA 8302, No Longer Interested (NLI) Form

(c) FD-258, Fingerprint Card, may be ordered by submitting a CHP 41, Supply Requisition, to the Supply Services Unit. The item code is 01-258-00.

(d) All other forms related to fingerprinting applicants may be accessed through the AG's Web site at [www.ag.ca.gov](http://www.ag.ca.gov), and following the instructions in paragraph 9.k.(3)(b) above.

(6) Instructions for Completing the FD-258, Fingerprint Card. Contact RPS at (916) 843-3340, for instructions for completing the FD-258.

(7) Suspense System. It is recommended the SBO/C establish a suspense system or a log for fingerprint background checks. This is to monitor the status of fingerprint background check submissions. If the SBO/C has not received the results of a background fingerprint submission within seven days, the SBO/C may contact the CHP/DOJ liaison for the school bus program located in RPS at (916) 843-3340.

(8) Review of Background Investigation Results. The SBO/C shall critically review the background investigation results received from the DOJ and, if applicable, the FBI for any disqualifying information as specified in Sections 13370 and 13376 CVC.

(a) Background Check - Clear. If the background is clear (no convictions), the SBO/C shall notify the employer that the applicant can be scheduled for testing.

(b) Background Check - Not Clear. If the results of the background check reveal the applicant has a conviction that shall disqualify the applicant, the applicant will not be scheduled for testing. The SBO/C shall notify the applicant's employer, complete an eligibility case memorandum as indicated in Chapter 6 of this manual, and forward the applicant's file to RPS. If the background check reveals the applicant may be disqualified, the applicant shall be scheduled for testing, and the case forwarded to RPS for review. The temporary special certificate shall not be issued at this time.

1 Pursuant to Sections 13370 and 13376 CVC, the DMV shall deny, suspend, or revoke the school bus, SPAB, youth bus, GPPV, or VDDP special driver certificate of any applicant or certificate holder convicted of any sex offense specified in Sections 44010 EC, or may temporarily suspend the school bus, SPAB, youth bus, or GPPV special driver certificate of any applicant or certificate holder, or temporarily withhold issuance of a certificate to an applicant, if the holder or applicant is arrested or charged with any sex offense defined in Section 44010 EC. A termination of probation and dismissal of charges pursuant to Section 1203.4 PC or a dismissal of charges pursuant to Section 1203.4a PC is not a dismissal applicable to charges under Section 44010 EC. Sex offense means any one or more of the offenses listed below:

a Penal Code Sections: 220, 261, 261.5, 262, 264.1, 266, 266j, 267, 285, 286, 288, 288a, 289, 311.1, 311.2, 311.3, 311.4, 311.10, 311.11, 313.1, 647b, and 647.6, or former Section 647a, subdivision (a), (b), or (c) of Section 243.4, or subdivision (a) or (d) of Section 647 PC.

b Any offense defined in former subdivision (5) of former Section 647 PC repealed by Chapter 560 of the Statutes of 1961, or any offense defined in former subdivision (2) of former Section 311 PC repealed by Chapter 2147 of the Statutes of 1961, if the offense defined in those sections was committed prior to

September 15, 1961, to the same extent an offense committed prior to that date was a sex offense for the purposes of this section prior to September 15, 1961.

c Any offense defined in Section 314 PC committed on or after September 15, 1961.

d Any offense defined in former subdivision (1) of former Section 311 PC repealed by Chapter 2147 of the Statutes of 1961 committed on or after September 7, 1955, and prior to September 15, 1961.

e Any offense involving lewd and lascivious conduct under Section 272 PC committed on or after September 15, 1961.

f Any offense involving lewd and lascivious conduct under former Section 702 of the Welfare and Institutions Code repealed by Chapter 1616 of the Statutes of 1961, if that offense was committed prior to September 15, 1961, to the same extent an offense committed prior to that date was a sex offense for the purposes of this section prior to September 15, 1961.

g Any offense defined in Section 286 or 288a PC prior to the effective date of the amendment of either section enacted at the 1975-76 Regular Session of the Legislature committed prior to the effective date of the amendment.

h Any attempt to commit any of the above-mentioned offenses.

i Any offense committed or attempted in any other state which, if committed or attempted in this state, would have been punishable as one or more of the above-mentioned offenses.

j Any conviction for an offense resulting in the requirement to register as a sex offender pursuant to Section 290 PC.

k Commitment as a mentally disordered sex offender under former Article 1 (commencing with Section 6300) of Chapter 2 of Part 2 of the Welfare and Institutions Code, as repealed by Chapter 928 of the Statutes of 1981.

2 Pursuant to Section 13370 CVC, the DMV may deny, suspend, or revoke the school bus, SPAB, youth bus, or GPPV special driver certificate of any applicant or certificate holder convicted of any crime specified in Section 44424 EC. This EC section covers the following

PC Sections: 187 to 191, 192 insofar as said section relates to voluntary manslaughter, 193, 194 to 217.1, both inclusive, 220, 222, 244, 245, 261 to 267, both inclusive, 273a, 273f, 273g, 278, 285 to 288a, both inclusive, 424, 425, 484 to 488, both inclusive, insofar as said sections relate to felony convictions, 503 and 504, or of Section 272 PC. Additionally, a termination of probation and dismissal of charges pursuant to Section 1203.4 PC or a dismissal of charges pursuant to Section 1203.4a PC is not a dismissal applicable to charges under Section 44424 EC.

(c) Follow-up Request. If the DOJ does not provide the results of a fingerprint background submission within seven working days from the date of submission, the SBO/C may contact the CHP/DOJ Liaison assigned to RPS, (916) 843-3340 for a follow up request. When contacting the CHP/DOJ liaison for a follow up request, the SBO/C shall provide the following information:

- 1 The ORI (Originating [agency] Identifier) number. The ORI number for the school bus program is A0059.
- 2 Agency Mail Code. The mail code for the school bus program is 04205.
- 3 Applicant's name (last, first, and middle initial).
- 4 Applicant's date of birth.
- 5 Applicant Transmission Identifier (ATI) number. The ATI number may be obtained from the departmental live scan machine or from the bottom of the BCIA 8016, if fingerprinted at a live scan transmission site.
- 6 Applicant type. Indicate the one of the following types of applicants: school bus driver, SPAB driver, GPPV driver, youth bus driver, or VDDP driver.
- 7 Date prints were submitted to the DOJ.
- 8 Applicant's driver's license number.
- 9 Whether prints were submitted for a DOJ or both DOJ and FBI background check.
- 10 Name and Area of SBO/C submitting the request.

10. TESTING PROCEDURES. An applicant shall be given three opportunities to pass any rules and regulations written test, the first aid test, and the pre-trip inspection and driving test (the pre-trip inspection is part of the driving test). The first aid test is independent of the rules and regulations tests.

a. Rules and Regulations Tests. The SBO/C is encouraged to meet with school transportation personnel to establish a mutually acceptable testing schedule. The SBO/C may permit an applicant to take any written test before the SBO/C receives the results of the applicant's fingerprint background investigation from the DOJ. The SBO/C shall not permit a driver to take any portion of the driving test until the results of the fingerprint background investigation are received from the DOJ.

(1) Rules and Regulations tests available to applicants are listed below.

(a) DL-164, School Bus Drivers Rules and Regulations. This test is for school bus driver applicants.

(b) DL-5Y, Youth Bus Driver Examination. This test is for youth bus driver applicants. In addition to the DL-5Y, Youth Bus Driver Examination, youth bus applicants seeking a certificate to operate a youth bus to transport children at or below the 12th-grade level to or from their place of residence pursuant to Section 680(b) CVC shall take a Youth Bus Test for the B Endorsement.

(c) DL-164A, School Pupil Activity Bus Examination. This test is for SPAB driver applicants.

(d) DL-183, General Public Paratransit Driver Examination. This test is for GPPV driver applicants.

(e) DL-5F, Farm Labor Driver Examination. This test is for FLV driver applicants.

(f) A VDDP applicant is not required to take a written or driving test.

(2) Confidentiality. Written test forms and answer sheets including the first aid test, are classified as confidential material and shall not be released to the public, and shall not be disseminated as a practice test to school district instructors or any school transportation official.

(3) Test Administration. All written test forms and answer sheets including the first aid test, are classified as confidential material and shall not be released or disseminated to the public for any purpose, or to a school district, private school, or any other persons with interests in the school pupil transportation industry to preview or study as practice material. When testing is scheduled,

the tests shall be retrieved from the locked cabinet by the SBO/C, the alternate SBO/C, or a CHP proctor selected by the Area commander. The tests shall be individually distributed to each applicant by the persons listed above only. Until distributed to the applicants, all tests shall remain within the possession of the SBO/C, the alternate SBO/C, or CHP proctor. Under no circumstances are the tests to be left unsupervised or placed in an area where unauthorized personnel may have access to them.

(a) Presence of Proctor. A proctor utilized to assist the SBO/C during the written testing process, including the first aid test, shall be the alternate SBO/C or an Area CHP employee selected by the Area commander only. When a CHP special certificate test is being administered, the proctor shall be present to ensure tests are not copied or misappropriated.

(b) Test Area. The test should be given in a location with minimal distractions. The test area shall be supervised by CHP personnel only, to prevent compromise of the test.

(c) Written Test. Written examinations are available in the English language only with the exception of the Farm Labor Driver examination. A Spanish version of the Farm Labor Drive examination (DL-F5) is available for applicants who request this option.

(d) Oral Test. An oral examination shall be administered covering all questions on the rules and regulations written tests and shall be administered in the English language with the exception of the Farm Labor Driver examination. The Farm Labor Driver examination may be administered orally in the Spanish language covering all questions on the written test (DL-F5) to those who request this option, and may only be administered by a departmentally certified bilingual (Spanish speaking) SBO/C or CHP employee.

(e) Time Limit. A time limit of 45 minutes is allotted for the completion of all special certificate examinations.

(f) Test Reference Material. During the administration of any test, an applicant is not permitted to talk or ask questions of any other applicants taking the test. If the applicant has a question, they are to raise their hand, and either the SBO/C or test proctor will respond to the applicant. Applicants are not permitted to have any other material present to assist them with the test; i.e., cell phone or any other electronic devices, papers, pamphlets, books, or information written on their hands, arms, sleeves, or any other part of their clothing. If an applicant needs to be excused to go to the restroom, the SBO/C or proctor shall collect the test from the applicant, and return the test to the applicant when the applicant returns.

(g) Cheating. If an applicant is discovered cheating, the test shall be taken from the applicant, and the applicant shall be dismissed from the testing process. The employer shall be notified, and an eligibility packet shall be prepared and forwarded to RPS for review.

(h) Compromised Test. If a test is compromised in any way, the SBO/C shall immediately notify the Area commander and RPS at (916) 843-3340.

(i) Scoring of the Tests. After tests are completed, the SBO/C shall retrieve the tests, score them, and allow each applicant an opportunity to discuss incorrect answers with the SBO/C. Six or fewer missed questions is a passing score.

(j) Documenting a Failure. If an applicant fails a test, the SBO/C shall enter on the applicant's CHP 295, the questions missed (questions 7, 12, 19, 21, 27, 33, 40, etc.) next to the appropriate test number (1, 2, or 3) that was administered to the applicant. This will prevent the applicant from taking the same test upon reexamination.

(k) Documenting a Pass. If an applicant passes the test, the SBO/C shall enter on the CHP 295, the word Passed, next to the appropriate test number that was administered to the applicant.

(l) Disposing of Tests. After all applicants have had an opportunity to discuss their respective tests and have been provided their score, the SBO/C shall shred all used tests and dispose of them as confidential waste. No tests shall be retained in the applicant's file. This includes the first aid test.

b. First Aid Test. Applicants seeking to obtain or renew a certificate to drive a school bus or youth bus shall take the CHP first aid written test, except as specified in paragraph 10.b.(2) below. The SBO/Cs may permit an applicant to take the first aid test before the SBO/C receives the results of the applicant's fingerprint criminal background investigation.

(1) Time Limit. A time limit of 50 minutes is allotted for the completion of the first aid test.

(2) First Aid Certificate or Medical License Waiver: The CHP first aid examination may be waived if the driver possesses a valid first aid certificate as specified in Section 12522 CVC. An applicant possessing a current, valid medical license; a first aid certificate issued by the American Red Cross or by any of the programs/providers approved by the Emergency Medical Services Authority (EMSA) will be granted a waiver. The driver must maintain the first aid certificate in good standing throughout the term of the special driver

certificate (five years) and shall present the certificate upon demand to any peace officer. A list of EMSA approved programs/providers is accessible on the EMSA Web site at: [www.emsa.ca.gov](http://www.emsa.ca.gov).

NOTE: Once the CHP first aid test has been waived, a restriction 6 shall be placed on the face of the DL-45 next to the word restrictions. The school or youth bus certificate shall not be valid when the driver fails to maintain or possess a valid first aid certificate or medical license as outlined in Section 12522(c)(1) and (2) CVC.

(3) Annotating a Failure or Pass of the CHP First Aid Test. If an applicant fails or passes a first aid test, the SBO/C shall annotate the applicant's CHP 295 as indicated in the instructions in paragraph 2 above.

c. Pre-Trip Inspection and Driving Test. The practical driving test, which includes a pre-trip vehicle inspection, is the most important aspect of the certification process. Refer to Annex B, Pre-trip Bus Inspection and Driving Test Guide, of this chapter, for the minimum elements of driving skills that shall be tested. Additional driving skills may be tested only if they are reasonable and meet the needs of the local Area.

(1) Video Taping of Driving Tests Prohibited. On-board cameras on school buses used for the driving test must be disabled (turned off, covered over, etc.) by school district or carrier personnel prior to the driving test. The SBO/C shall not attempt to disable on-board cameras. If an applicant brings a bus that has an on-board camera that is not disabled, the applicant shall not be permitted to take the drive test until the camera is disabled to the satisfaction of the SBO/C.

(2) Time Limit.

(a) Pre-Trip Inspection. A time limit of 30 minutes is allotted for completion of the pre-trip inspection.

(3) Driving Skills. The driving portion of the test shall be a minimum of 30 minutes, and a maximum of 60 minutes. The time limit for the driving skills portion of the test is determined and controlled by the SBO/C administering the test.

(4) Downgrade Applicant. An applicant seeking a downgrade shall not be subject to a driving test if the applicant has a letter from the employer meeting the requirements of 13 CCR 1229.

(5) A driving test for an applicant for a VDDP is not required.

(6) Vehicle Type. Applicants shall be tested in vehicles comparable to those that will be used to transport passengers. In all cases, the vehicle used shall determine which endorsements and/or restrictions will apply to the certificate for which the applicant is testing. Applicants may drive multiple vehicles in succession to qualify for all endorsements and/or eliminate all restrictions.

(7) Applicants. Original and renewal certificate holders seeking the removal of driving restrictions shall take the CHP driving test.

(a) Abbreviated Driving Test. Refer to Annex B, paragraph 3.c.(17) for details of an abbreviated driving test.

1 Removal of a Restriction. An abbreviated driving test may be given to a certificate holder seeking to remove a restriction from their certificate.

(b) Renewal Applicants.

1 Driving Record in Good Standing. The SBO/C may abbreviate the driving test for a renewal applicant who has not been involved in any preventable collisions and has not received any citations or school bus-related driving complaints since the issuance of the current certificate.

2 Participation in a Local School Bus Rodeo. The SBO/C may abbreviate the driving test for a renewal applicant who has participated in a local school bus rodeo within the 12 months preceding the renewal application date **if the rodeo included a driving test given by or at the direction of the SBO/C**.

3 School Bus Ride-Along. The SBO/C may abbreviate the driving test for a renewal applicant if the SBO/C has accompanied the driver on a regular school bus route within the 12 months preceding the renewal application date.

4 Annotating the DL-45. The SBO/C shall ensure the type of driving test conducted (abbreviated) is indicated on the DMV copy of the DL-45.

(8) Documenting the Driving Test. A CHP 295A, Pre-trip Inspection and Driving Test, shall be completed for each applicant tested. This form should be retained in the driver's file until the driver successfully completes testing. A copy of this form may be given to the driver, instructor, or employer after each unsuccessful attempt to pass the driving test. The test criteria should be modified to accommodate youth bus, GPPV, SPAB and FLV tests.

(9) Restrictions. Restrictions are based on the type of vehicle used during the driving test. The SBO/C shall indicate which restriction, if any, shall be placed on the driver certificate. If an applicant must wear corrective lenses to drive, the SBO/C will type this restriction only on the face of the temporary certificate. The DMV will type this restriction on the face of the permanent certificate. The restrictions listed below are the only authorized restrictions, and are listed on the reverse side of the DL-45.

(a) Types of Restrictions:

- 1 0- NONE.
- 2 1- AUTOMATIC TRANSMISSION ONLY (Restriction 64).
- 3 2- HYDRAULIC BRAKES ONLY (Restriction 48).
- 4 3- TYPE 2 BUS ONLY (Restriction 76).
- 5 4- CONVENTIONAL OR TYPE 2 BUS ONLY.
- 6 5- TWO-AXLE MOTOR TRUCK OR PASSENGER VEHICLE  
(For FLV and GPPV).
- 7 6- FIRST AID TEST WAIVED, MUST COMPLY SECTION  
12522 CVC.
- 8 7- OTHER (explanation required). Use of this restriction requires  
approval from RPS.

NOTE: Except for restriction 6, the 0 restriction cannot be used in combination with any other restriction, only endorsements.

(b) Use of Multiple Vehicles to Meet Driving Tests Requirements. When a driver requests a certificate with specific restrictions, and is unable to provide a single vehicle to meet testing requirements, a combination of vehicles may be used to test the applicant's driving skills.

1 Example. An applicant may test in a transit bus with an automatic transmission and a conventional bus with a manual transmission to meet the 0 restriction requirements. The SBO/Cs shall not restrict applicants by passenger capacity, number of gear selections, or other special equipment (e.g., ramps, lifts, or portable equipment). It is the employer's responsibility to ascertain that the driver is proficient to operate vehicles with different controls, gauges,

different sizes, or requiring different driving skills prior to the applicant driving such vehicles unsupervised (13 CCR 1229).

(10) Endorsement. The reverse side of the DL-45 lists the following endorsements.

(a) Endorsement A. The driver certificate must be endorsed. May drive vehicle with two-speed rear axle, by entering code A on the restriction space of the certificate if the applicant wishes to drive a vehicle so equipped. The SBO/C may place this endorsement on the certificate after having the applicant demonstrate proficiency in the use of a two-speed rear axle.

(b) Endorsement B. The certificate may also be endorsed Youth Bus may transport to/from place of residence, by entering code B in the space titled, Restrictions, on the front of the DL-45, California Special Driver Certificate. The SBO/C may place this endorsement on the certificate after the applicant presents proof of receiving the required training and successfully completes all applicable tests.

(11) Test Failures. An applicant shall be given three opportunities to pass the rules and regulations, first aid, or driving tests. It is recommended the applicant wait a period of seven days between taking the examinations to allow for remedial training between each test. The pre-trip inspection is part of the driving test. The first aid examination is independent of the rules and regulations or driving test.

(a) Failure of Written or Driving Test. An applicant shall be given three opportunities to pass a written test, including the first aid test. Test failure procedures are listed below.

1 First Failure. When an applicant fails a written or driving test for the first time, the SBO/C shall send the applicant back to the instructor or employer, with the applicant's T-01 card, to receive remedial training. The length of such training will be at the discretion of the instructor or employer after consulting with the SBO/C. The instructor, after completing the remedial training, shall document this training in the appropriate boxes at the bottom of the T-01 card. The applicant will return this form to the SBO/C at the time of their test.

2 Second Failure. When an applicant fails a written or driving test for the second time, the SBO/C shall repeat the procedures used for a first time failure. In addition, the SBO/C shall advise the applicant that a third failure will result in the applicant's disqualification and inability to reapply for a period of 45 days after the third failure

(except for FLV applicants. An FLV applicant may reapply immediately after the third failure, if desired).

3 Third Failure. An applicant failing to pass a written or driving test on the third attempt shall be disqualified.

a A disqualified applicant shall not be permitted to reapply for the same type of driver certificate for a period of 45 days after the third failure, except for FLV applicants. An FLV applicant may reapply immediately after the third failure (refer to paragraph 4/ below for handling documents). The SBO/C shall do the following after the third failure:

1/ Advise the applicant their application will not be processed.

2/ Prepare a driver eligibility case following policy in Chapter 6 of this manual. Specify on the cover memorandum all dates of test failure and the date the applicant will be eligible to reapply. This date is a period of no less than 45 days from the date of the applicant's third failure. The SBO/C shall count Saturdays and Sundays when calculating the 45-day period. Attach to the cover memorandum the applicant's DL-45 marked to denote the three failures. Do not attach any other documents. Forward the case to RPS for review.

3/ Strikeout the title Issue Date on the applicant's CHP 295 and replace it with eligible to reapply. Note in this box the date the applicant is eligible to reapply. Keep the CHP 295, the results of the fingerprint background investigation, and the CHP 295A (if applicable) in the applicant's file.

4/ Return to the applicant all other documents in the applicant's file (i.e., DMV ten-year driving history, copy of the medical examination report and medical certificate, T-01 card, and copies of the applicant's driver's license). The applicant may resubmit these documents upon reapplication, or submit them to another Area if the applicant chooses to reapply elsewhere.

5/ Advise the applicant that reapplication may be made after a period of no less than 45 days from the date of the applicant's third failure.

6/ Upon reapplication, an original applicant must pay a fee of \$25; a renewal applicant must pay a fee of \$12. Both applicants must complete a new DL-45 and CHP 295. No fingerprinting fee is required if the result of the previous background investigation is dated not more than one year from the date of (the new) application, as noted on the new DL-45. If, however, the result of the background investigation is going to be dated more than one year from the date of (the new) application by the time the applicant completes the certification process, then the applicant must be advised that a new set of fingerprints is required, and the appropriate fingerprinting fee collected from the applicant.

NOTE: The result of the background investigation cannot be more than a year old from the date of application (as noted on the DL-45) when submitted to the DMV for issuance of the certificate.

7/ If an applicant is applying for a certificate at an Area office for the first time (new Area), but has previously applied for a DL-45 at another CHP Area, the SBO/C of the new Area shall contact the SBO/C of the Area noted on the CHP 295, in the box titled CHP Office Where You Last Applied for a Certificate. This is necessary to obtain the applicant's file to determine if the applicant is eligible to apply and if a fingerprinting fee is required.

8/ Create a new applicant file containing all the required documents.

9/ Give the applicant three opportunities to pass the rules and regulations, first aid (if required), and driving tests.

10/ If the applicant is successful in passing the tests, continue issuance of the certificate as stipulated in this chapter. However, if the applicant is not successful in passing a test after three attempts, revert back to step one above.

b If an applicant is disqualified for one type of certificate (e.g., school bus), this disqualification does not preclude the applicant from applying for another type of certificate (e.g., youth bus). The applicant must complete a new CHP 295, and pay the fees of an original applicant. Applicants applying to drive a school bus, SPAB, youth bus, and GPPV shall be fingerprinted.

c Upgrade Applicant – Fails Test Three Times. If an upgrade applicant fails the driving test for the third time, the SBO/C shall notify the applicant's certified instructor of the deficiencies that caused the applicant to fail. The SBO/C shall destroy the copy of the DL-45, and file the CHP 295 in the driver's file. The instructor will contact the SBO/C to schedule a test after the applicant has successfully mastered the deficiencies. The applicant will return to the CHP office, complete a new DL-45 and CHP 295 and pay a fee of \$12. The SBO/C will allow the applicant another three attempts to pass the driving test.

4 FLV – Fails Test Three Times. The CVC does not require an applicant for a certificate to operate a FLV to wait any extended period of time after failing a test for the third time before reapplying for a certificate. An applicant who is not successful in passing either the written or driving skill test after three attempts may reapply at any time after the third failure. The SBO/C shall take the following steps when an applicant for a certificate to operate an FLV fails a test after three attempts:

a Advise the applicant that their application will not be processed.

b Do not forward the applicant's file to RPS for forwarding to the DMV. Destroy the DL-45, the CHP 295, and the CHP 295A, if applicable, and any copies of the applicant's driver's license. Return to the applicant all other documents in the applicant's file (i.e., DMV ten-year driving history; copy of DL-51, medical examiner's certificate; and the T-01 card).

c Advise the applicant that reapplication may be made at any time. Determine a reapplication date well-suited for the SBO/Cs and the applicant's schedules.

d Collect, on the date of reapplication, a \$12 fee for a new application, and complete a new DL-45 and CHP 295. Create a new applicant file containing all the required documents.

e Give the applicant three opportunities to pass the rules and regulations, driving test, and complete a new CHP 295A, Pre-Trip Inspection and Driving Test, if applicable.

11. ISSUANCE OF CERTIFICATE. An applicant may possess one valid special driver certificate for a specific category at one time. For example, an applicant shall have only

one school bus driver certificate at any given time. However, an applicant may possess a youth bus and SPAB certificate simultaneously.

a. Preparation Instructions. Preparation instructions for the DL-45 are contained Annex A of this chapter.

b. Issuance of Temporary Certificate. The SBO/Cs will conduct a final critical review of all submitted documents to ensure accuracy, thoroughness, and all eligibility requirement criteria have been met prior to issuance of the temporary certificate. The checklist on the CHP 295 will assist SBO/Cs in packaging the documents to be sent to the DMV. If, upon final review, there is any identified reason that might prevent an applicant from receiving a permanent certificate, the temporary certificate shall not be issued. The reason must be more than just suspicion and should be articulated on a memorandum to accompany the applicant package. The package shall be sent to RPS, who will submit it to the DMV for final determination as to the issuance or denial of a permanent certificate. If an applicant has passed all of the required tests and submitted all the required forms specified in this chapter, the SBO/C may issue a 180-day temporary special driver certificate. The SBO/C must advise the applicant to notify the CHP of a change of address, and immediately submit to DMV a change of address form. This will ensure the permanent driver certificate is mailed to correct address. The SBO/C shall make a copy of the temporary certificate and include it in the driver's file.

(1) Background Requirements. The SBO/C shall not issue a temporary certificate if the applicant answers yes to any of the background requirement questions contained on the DL-45 raising questions about the applicant's eligibility under Sections 13369, 13370, or 13376 CVC. If, however, the applicant answers yes to any of the questions, but the results of the background investigation from the DOJ show a clear record, then the SBO/C shall contact RPS at (916) 843-3340 to determine if the temporary certificate may be issued.

(2) Medical Requirements. If an applicant has any of the following conditions, the DMV will normally deny issuance of a certificate. The SBO/C shall not issue a temporary certificate and send the completed application to the DMV.

(a) Loss of foot, leg, hand, arm, or eye.

(b) Impairment of the use of a foot, leg, hand, arm, or eye if the impairment is likely to interfere with the ability to drive a motor vehicle safely.

(c) Any other disability or impairment that, in the opinion of the SBO/C, would prevent the applicant from safely operating a vehicle.

(3) Medical Examiner's Certificate. If the applicant does not possess a valid medical examiner's certificate, a temporary DL-45 shall not be issued. This shall not apply to a GPPV or VDDP applicant with a class C license and a restriction 5 on the applicant's special certificate.

(4) First Aid Card. If the applicant does not possess a valid first aid card and has waived the CHP first aid test, a temporary certificate shall not be issued.

(5) DL-22, Temporary Driver's License. If an applicant holds only a DL-22, Temporary Driver's License, or an instruction permit of the appropriate class, the temporary certificate may be issued.

c. Issuance of Permanent DL-45. The DMV will issue the permanent DL-45 after ensuring the applicant meets all requirements contained in this chapter. If issuance of the permanent driver's license is being withheld pending clearance of a Failure to Appear, issuance of the temporary driver certificate will also be withheld.

## 12. FORWARDING DOCUMENTS TO THE DEPARTMENT OF MOTOR VEHICLES.

a. Department of Motor Vehicles Address. When an applicant has met all testing and certification requirements, and the Temporary certificate has been issued to the applicant, the SBO/C shall forward all required documents to:

Department of Motor Vehicles  
Commercial Inquiry and Problem Driver Section  
2570 24<sup>th</sup> Street, MS G204  
Sacramento, CA 95818-2526

b. Original Applicant Documents.

(1) Permanent and DMV copy of the DL-45.

(2) Copy of the fingerprint background investigation results.

(3) Copy of the page of the medical examination report that shows the medical professional's signature, or a copy of the entire report.

(4) Copy of the first aid card, if applicable.

c. Renewal Applicant Documents.

(1) Permanent and DMV copy of the DL-45.

(2) Copy of the page of the medical examination report that shows the medical professional's signature, or a copy of the entire report.

13. FORWARDING FEES TO FISCAL MANAGEMENT SECTION. Fees collected for a special driver certificate shall be forwarded to FMS on the CHP 230, in accordance with the procedures set forth in the Highway Patrol Manual 11.1, Administrative Procedures Manual. No certificates shall be forwarded with the transmittal. The special driver certificate numbers shall be listed on item 9 of the CHP 230, Transmittal Record.

14. APPLICANT FILES.

a. CHP 295E, Applicant Reference. Each applicant file shall contain a CHP 295E, Applicant Reference, card. The applicant reference card shall be placed at the front of each applicant's file for easy reference, indicating the documents contained in the file and their status.

- (1) CHP 295, Special Driver Certificate.
- (2) Copies of all portions of the completed DL-45.
- (3) Training Certificate. (A certified state instructor's T-01 will be a copy only.)
- (4) Training verification letter from applicant's employer (for youth bus and GPPV drivers only).
- (5) Original copy of the fingerprint background check results (never purge).
- (6) Original copy of the DMV H6. (Original applicant only.)
- (7) Copy of the applicant's driver's license.
- (8) Copies of memorandums and other related documents regarding packet(s) forwarded to DMV for review/action.
- (9) Copy of the medical examination report or the page of the report that bears the medical professional's signature.
- (10) Copy of the applicant's first aid card used to waive the CHP first aid examination, if applicable.
- (11) Copy of the CHP 295A, Pre-trip and Driving Test.
- (12) Traffic collisions involving the applicant, which have occurred within the last 12 months. (The reports may be purged 13 months from the date of the collision reports.)

b. Office File Retention. If the applicant has failed to renew the certificate within the renewal period or has not completed the certification process within 365 days

from the date of application, the applicant's file shall be destroyed during the 13th month after the driver's certificate expires. (Refer to paragraph 15. of this chapter.)

15. APPLICANT NO LONGER INTERESTED.

a. Withdrawal or Dropped Out of the Certification Process. When an applicant withdraws from or drops out of the certification process, the SBO/C shall retain the applicant's file at the local CHP Area office for 365 days from the date of application (the date the applicant completed and paid fees for the DL-45). On the 366th day, the SBO/C shall return the T-01 card to the applicant (based on the last known address in file), prepare a BCII 8302, No Longer Interested form (using the information on the background check results in file), and fax the BCII 8302 to the DOJ for processing (not the background check results). This action removes the applicant from the DOJ's Subsequent Notification Program. Lastly, the SBO/C shall destroy (as confidential waste) the remainder of the file including the background fingerprint results. The background fingerprint results shall be destroyed to the extent that the identity of the individual can no longer be reasonably ascertained.

b. Death of a Driver/Applicant. Upon notification of the death of an applicant or driver, the SBO/C may immediately destroy the applicant's file. However, prior to destroying the fingerprint background check results the SBO/C shall prepare a BCII 8302 (using the information on the fingerprint background check results) and fax the BCII 8302 to the DOJ for processing. This action removes the applicant from the DOJ's Subsequent Notification Program.

16. SPECIAL CONDITIONS.

a. Extending the Expiration Date. If an applicant has not received the permanent certificate, issued by the DMV, before the expiration of the 180-day temporary certificate, and all forms were submitted as required, the SBO/C shall contact the DMV at (916) 657-5866, to inquire into the circumstances and obtain authorization to extend the expiration date of the temporary certificate.

b. Eliminating a Restriction. If a driver passes a subsequent driving test that eliminates a restriction on the driver certificate, the SBO/C shall complete the new DL-45 and mark the box titled Upgrade, issue the temporary, forward the original to the DMV, and note the change on the CHP 295. This must be done in the CHP Area office where the driver's records are maintained unless other arrangements are made between affected CHP Areas. This process shall not be used to eliminate a first aid card restriction per Section 12522(c) CVC. Advise the applicant the previous DL-45 is no longer valid and to destroy it or surrender it to the SBO/C. This transaction shall be annotated on the CHP 295H.

c. Adding a Restriction. If a driver requests a modification of their driver certificate to show restrictions not currently in effect, the SBO/C shall complete a new DL-45, and mark the box titled Downgrade, issue the temporary, forward the original to the DMV, and note the change on the CHP 295. This must be done in the CHP Area office where the driver's records are maintained unless other arrangements are made between affected CHP Areas. This process shall be used for drivers who wish to have their special driver certificate downgraded to a more restrictive classification. For example, a school bus driver wishes to downgrade their certificate to drive a GPPV only. This transaction shall be annotated on the CHP 295H.

d. Lost or Mutilated Certificate. If a permanent certificate has been lost or mutilated, the SBO/C shall obtain the driver's file to verify the identity of the driver, call the DMV Driver Safety Actions Review Unit at (916) 657-6418 to ensure there are no actions pending against the driver, and obtain the expiration date of the current DL-45. If no actions are pending, the SBO/C shall prepare a duplicate DL-45 based on the copy in file, and the expiration date obtained from the DMV. All original dates, including the issue and expiration dates shall be entered onto the duplicate DL-45. The SBO/C shall mark the box titled, Duplicate on the DL-45, and issue the Permanent DL-45 to the applicant. The SBO/C shall indicate the reason for issuing a duplicate in the margin of the DMV copy of the DL-45, forward it to the DMV, and record on the CHP 295 that a duplicate was issued. If the temporary certificate is lost or mutilated, the SBO/C shall issue the driver a duplicate of the copy of the temporary certificate in the driver's current file at no charge. This transaction shall also be annotated on the CHP 295H.

e. Correction of Certificate. If a driver reports an error on his or her certificate, the SBO/C shall follow the procedures in paragraph 13.d. above, except correction is to be entered in the margin of the certificate. If a driver reports a name change, the SBO/C shall follow these same procedures and advise the driver to contact the DMV field office to have their driver's license changed. The SBO/C shall not change the original issue or expiration dates, as these are needed to calculate training periods.

f. Name Change. If a driver requests a name change on the certificate, the SBO/C shall follow the procedures in paragraph 13.d. above, except that name change is to be entered in the margin of the certificate. In addition, the SBO/C shall advise the driver to contact the local the DMV field office to have their driver license changed. The SBO/C shall not change the original issue or expiration dates, as these are needed to calculate the training periods.

g. Rejected Application. Should the DMV Issuance Section reject an application and send it back to the CHP Area for additional information or correction, the SBO/C shall suspense the item for 30 days. If unable to obtain the necessary

information or make the correction, the SBO/C shall return the application to the DMV and advise them of the reason the application cannot be completed. This will enable the DMV to clear their files.

h. Unusual Problems. If CHP personnel encounter problems or circumstances not addressed in this manual, contact the field Division SBO/C, or the School Bus Program Coordinator, RPS, at (916) 843-3340.

17. DL-45, CALIFORNIA SPECIAL DRIVER CERTIFICATE CONTROLS.

a. Accountability. Commanders are responsible for controlling and accounting for all DL-45s received and issued by employees of their command. Upon receipt of a shipment of DL-45s, the serial numbers shall be checked against those numbers indicated by Supply Services Unit's transmittal documents. If a discrepancy is found, contact Supply Services Unit immediately for assistance in resolving it.

(1) Mass Use of Forms. The SBO/C is responsible for all DL-45s provided to applicants during the initial interview and/or testing process. When mass interviews/testing occurs, and numerous DL-45s are provided for completion by the applicants, the SBO/C shall ensure all DL-45s are accounted for at the end of the interview and/or test. A CHP proctor shall be present to assist with the accountability of the forms.

b. Voiding a DL-45, California Special Driver Certificate. A DL-45 may be voided for any reason. The SBO/C shall write the word VOID across the front of the DL-45, ensuring it penetrates each carbon copy. The SBO/C shall prepare an internal memorandum describing the reason for voiding the DL-45, attach the DL-45 to the memorandum and maintain it in the Area office file for the current year plus three years for auditing purposes. This action shall be noted on the CHP 295H.

c. No Fee Certificates. Area commanders shall waive the fee for a DL-45, when the Department or the DMV is responsible for error, loss or mutilation of the certificate. A No Fee annotation and explanation shall be annotated on the CHP 295H.

## ANNEX A

### PREPARATION INSTRUCTIONS FOR THE DL-45, CALIFORNIA SPECIAL DRIVER CERTIFICATE

After the initial interview, and after the School Bus Officer/Coordinator (SBO/C) and applicant have completed their portions of the certificate, the remainder (permanent/face page) of the DL-45, California Special Driver Certificate, shall be typed. The following instructions shall be used to assist the person typing the DL-45. The instructions are in the order they appear on the DL-45. No white out, strikethroughs, type overs, or erasures are permitted on the Permanent DL-45; so, be careful!

1. Date of Birth. Enter the applicant's date of birth numerically; e.g., 06-28-85.
2. Expires Birthday. The expiration date is entered onto the permanent certificate by the Department of Motor Vehicles (DMV) (when they receive the entire packet from the SBO/C), unless the SBO/C is issuing a duplicate certificate. If a duplicate certificate is issued, the SBO/C shall call DMV at (916) 657-5866, to obtain the expiration date, and enter it onto the DL-45.
3. Driver's License Number: Enter the applicant's California driver's license number.
  - a. Out-of-state License. Enter the out-of-state license number including the abbreviation of the state (e.g., AZ B123456).
4. Name and Address. Enter the applicant's name and address as it appears on the applicant's driver's license.
5. Signature of Licensee. The applicant must sign in the same manner it appears on the applicant's driver's license.
6. CHP Area. Enter the California Highway Patrol (CHP) Area location code where the applicant was tested, processed, and where the applicant's files are located. If the applicant tested at a different CHP Area office (due to the absence an SBO/C), the testing Area office shall enter the location code where the applicant's files are maintained.
7. Authorized Vehicles. School bus, school pupil activity bus (SPAB), farm labor vehicle (FLV), youth bus, general public paratransit vehicle (GPPV) and vehicle for developmentally disabled persons (VDDP) appear in this box. Cross out (xxxx) or line through those vehicles that the applicant is not certified to drive.
  - a. A school bus driver is certified to drive all vehicles listed.

- b. A SPAB driver is also certified to drive GPPV, FLV, and VDDP.
- c. A youth bus driver is also certified to drive a youth bus and VDDP.
- d. A FLV driver is certified to drive a FLV only.
- e. A GPPV driver is also certified to driver a VDDP.
- f. A VDDP driver is certified to drive a VDDP only.

8. Restriction(s). This portion of the DL-45 must be completed after the driving test. Enter the appropriate restriction and endorsement codes. The codes are listed on the reverse side of the permanent DL-45. The use of restriction 7 or other requires prior approval from Research and Planning Section, at (916) 843-3340.

9. Application Date. Enter the date the applicant completed the CHP 295, Special Certificate Application, and paid the applicable certificate fee (the completion of the CHP 295 and payment of fees should occur on the same date).

10. Date Issued. The date issued (issuance date) is determined as follows:

a. Original Applicant. Enter the date the applicant was issued the Temporary certificate.

b. Renewal Applicant. Enter the first day following the expiration date of the previously issued certificate. This should be the day after the applicant's birthday in the year of renewal. Remember, renewal applicants are permitted to renew six months prior to the expiration of their current certificate. When this occurs, the SBO/C shall still enter the day after the applicant's birthday in the year of renewal.

## ANNEX B

### PRE-TRIP BUS INSPECTION AND DRIVING TEST GUIDE

#### 1. GENERAL.

a. Pre-Trip Inspection and Driving Test. The CHP 295A, Pre-Trip Inspection and Driving Test, provides a list of the minimum skills to be tested for the pre-trip inspection and driving test. Many of the requirements for youth buses, general public paratransit vehicles (GPPV), school pupil activity buses (SPAB), farm labor vehicles (FLV), and their drivers are different from those of school buses. Therefore, some of the items listed are not applicable. The School Bus Officer/Coordinator (SBO/C) shall be familiar with the differences.

b. Instructions for Completion of the CHP 295A. The CHP 295A shall be the only form used by SBO/Cs conducting a pre-trip or driving examination. The applicant should read the general instructions and sign the front of the form before the examination. The applicant must provide their name, driver's license number, employer, and vehicle information. If the applicant lacks knowledge of the type of vehicle, brake, or transmission system, they should be discouraged from testing.

c. The SBO/C shall complete the form following the guidelines in this Annex. They shall mark the boxes in the P column for each test category where the applicant meets minimum qualifications, mark the boxes in the E column when the applicant commits an error, and mark the boxes F column when the applicant fails. The total number of errors shall be recorded at the bottom. The examination should be stopped and counted as a failure if the applicant commits four or more errors in either the pre-trip or driving test, or commits a failure in an Immediate Failure test item. The SBO/Cs should be familiar with the Immediate Failure driving criteria.

d. The SBO/C must complete the CHP 295A, which becomes part of the applicant's file. Applicants who fail either the pre-trip, driving skills, or driving test in any combination totaling three failures will be disqualified (see Chapter 2, California Special Driver Certificate Processing, paragraph 8.d. of this manual).

2. PRE-TRIP INSPECTION. All school bus, youth bus, GPPV, SPAB, and FLV drivers are required to inspect their vehicles before driving, pursuant to 1215(a) of Title 13, California Code of Regulations (13 CCR). The SBO/C must follow these criteria and guidelines when conducting a pre-trip inspection test. (Refer to the CHP 295A, Pre-Trip Inspection column.)

a. Required Certificates.

- (1) Passing: Ensures CHP 292, Inspection Approval Certificate, registration, and insurance documents are valid and current.
  - (2) Error: Fails to inspect any or all of these documents, or does not know how to determine the CHP 292 expiration date.
- b. Fuel Cap.
- (1) Passing: Ensures fuel cap is present and secure.
  - (2) Error: Failure to check fuel cap.
- c. Controls.
- (1) Passing: While maintaining a normal driving posture, identifies each operational control. Example: driver seat, seat belt, steering wheel, shift levers, turn indicators, and pedals. The driver must know the basic function and operation of these controls.
  - (2) Error: Fails to locate controls and/or does not know the basic function or operation of these controls.
- d. Gauges.
- (1) Passing: While maintaining a normal driving posture and with the engine running, identifies each gauge, giving its present reading and explains the meaning of other readings inquired by the SBO/C. Examiners must be alert for drivers not required to wear corrective lenses while driving who are unable to read the gauges due to defective vision.
  - (2) Error: Fails to identify any or all gauges, but understands its proper operation.
  - (3) Failure: This is a critical item. Fails to explain the proper operation or function of any gauge. This constitutes failure of the pre-trip inspection.
- e. Dash/Panel Warning and Indicator Lights.
- (1) Passing: Identifies each dash warning and indicator light and explains its function.
  - (2) Error: Fails to identify and explain the function of all dash warning lights or indicator lights.
- f. Horn, Wipers, Washers, Mirrors.

- (1) Passing: Sounds horn(s) and operates wipers and washers. Checks mirrors for cracks, cleanliness, proper adjustment, and securement.
- (2) Error: Fails to sound horn. If one horn is sounded, failure to sound a second horn is not an error. Fails to turn on or inspect wipers, washers, or mirrors.
- g. Ventilating System.
- (1) Passing: Operates the heater, defroster, and fans. The driver does not need to check the air flow at each vent/heater location. Hearing the air flow is sufficient.
- (2) Error: Fails to turn on or locate all the ventilating systems.
- h. First Aid Kit. NOTE: This requirement does not apply to SPAB vehicles.
- (1) Passing: Locates and opens first aid kit to determine it is of the proper type and has all required units. Ensures the location is properly marked.
- (2) Error: Fails to locate the first aid kit, or ensure the locations is marked, or open the first aid kit to affirm all required units are present. A date seal will not be accepted.
- i. Fire Extinguisher. NOTE: Minimum requirement for school buses 8B:C, all others 4B:C.
- (1) Passing: Checks fire extinguisher(s) by removing it from the holder, inspects rating label, inspection tag, pin and seal. Determines extinguisher is sufficiently charged.
- (2) Error: Fails to remove extinguisher(s), describe its operation, check rating label, inspect tag, pin, seal, or that it is sufficiently charged.
- j. Emergency Reflectors. NOTE: This requirement applies to school buses and vehicles described in California Vehicle Code (CVC) Section 25300.
- (1) Passing: Locates the emergency warning reflectors, determines presence of the required three reflectors and demonstrates the operation of one reflector.
- (2) Error: Fails to locate, inspect, or demonstrate operation of the emergency reflectors.
- k. All Doors, Glass, and Windows.

(1) Passing: Checks entrance door for proper operation. Checks all glass for cleanliness and damage. Checks windows for proper operation, opens, and closes one window on each side.

(2) Error: Fails to check entrance door for operation or cleanliness of glass. Fails to open and close a window on each side.

l. Interior/Exterior Lighting.

(1) Passing: Checks operation of all lawfully required interior and exterior lighting.

(2) Error: Fails to check any lawfully required lighting. Failure to check allowed additional lighting not lawfully required will not be considered an error.

m. Interior.

(1) Passing: Checks interior for general cleanliness and all seats, hand rails, modesty panels, headliner, and flooring for safety and securement. Must verbally indicate obvious damage.

(2) Error: Fails to check all seats, hand rails, modesty panels, headliner and flooring. Fails to identify any obvious damage. Example: Torn or loose seats, ripped flooring or screws protruding from the headliner.

n. Emergency Exits. NOTE: The requirements in this category apply to school buses. Refer to 13 CCR 1268 and 1269 for all other vehicles.

(1) Passing: Checks the proper operation of all emergency exits by opening and closing each exit from either inside or outside, both are not required. Activates and checks emergency exit warning devices and inspects the emergency exit operating instructions markings.

(2) Error: Fails to check all emergency exits for proper operation. Fails to activate the emergency exit warning devices and inspect the emergency exit operating instructions. Fails to indicate any defect of an emergency exit (e.g., missing release handle).

o. Exterior.

(1) Passing: Identifies lights, signs, body damage, lettering, and markings. Checks for cleanliness of the lights, signs, lettering, paint, and windows, if not done during the interior inspection.

(2) Error: Fails to identify any light, signs, body damage, lettering, and marking. Fails to check for cleanliness of lights, signs, lettering, paint, or windows, if not done during the interior inspection.

p. Tires, Wheels, and Lug Nuts.

(1) Passing: Visually checks all tires for cracked or bulged sidewalls, all wheels for missing and/or loose or cracked lug nuts, describes the condition of tire(s) and identifies any readily visible defects. States required tire tread depth (minimum 4/32 of an inch in the front, 2/32 of an inch in the rear), inspects grease or oil seals for leaks.

(2) Error: Fails to visually check all tires for cracked or bulged sidewalls, all wheels for missing and/or loose or cracked lug nuts. Fails to describe the condition of tire(s) and identifies any readily visible defects. Does not know the required minimum tread depth for each tire.

q. Brakes.

(1) Passing: Demonstrates thorough understanding of the proper operation of the brake system. Demonstrates governor cut-in and cut-out pressures, static and applied pressure losses when applicable, warning devices, emergency stopping system, parking brake and indicators.

(2) Error: Makes minor error or erroneous statement but, when questioned, demonstrates a thorough understanding of the brake system.

(3) Failure: This is a critical item. Demonstrates lack of thorough understanding of any component in the brake system (e.g., inability to establish correct cut-in or cut-out pressure, or demonstrate static or apply pressure losses). This constitutes failure of the pre-trip inspection. (Refer to Brake Test Criteria and Questions at the end of this Annex.)

r. Two Brake Test Stops.

(1) Passing: Performs or explains a stop to test the service brakes and a second stop to test the parking brake/emergency system control before picking up passengers.

NOTE: It is best to do this at a speed of 5 miles per hour (MPH) or less before leaving the bus yard and/or starting the driving skill test. This task may be verbally explained.

(2) Error: Fails to perform or explain one or both test stops. Completes either one or both stops in an unsafe manner (e.g., unsafe speed, or stops in traffic lane).

s. Engine Compartment. NOTE: This task is recommended but is not required. If it is recommended that an applicant perform an engine compartment check-over as part of the pre-trip inspection, it must be performed when the engine is cool and off. The driver should verbally explain and inspect fluid level access, all belts and hoses for overall condition, looking for wear, cracks, adjustment, leaks, and swelling, and know the location of the battery. The SBO/C shall not fail a driver unable to perform this inspection, but shall make note of this on the CHP 295A.

t. Hand Held Stop Sign.

(1) Passing: Checks for hand held stop sign and security, knows when and how to use the hand held stop sign.

(2) Error: Fails to locate the hand held stop sign or is not familiar with its use.

3. DRIVING SKILLS. The following criteria are guidelines for the SBO/C conducting a driving skills test. The SBO/Cs shall choose one test from each category. They should also alternate the tests in each category. Failure in any test category will be considered an immediate failure of the driving test.

a. Backing.

(1) Sharp Backing Crossover Maneuver. The driver must align the vehicle parallel to and within 12 inches from the straight line. Using dead or minimum throttle start, they must turn the steering wheel to full lock position, and cross over the line. At the proper time, the driver must full lock the steering wheel to the opposite position and realign the vehicle, again parallel to and within 12 inches from the line.

(a) Passing: NOTE: It may be necessary for the driver to slip the clutch or apply the service brake to reduce vehicle speed during this maneuver. The driver is able to align the vehicle properly, sharply cross over the line, and reposition the vehicle. It will be acceptable for the driver to explain how to reposition the vehicle correctly if it is not parallel, or it is more than 12 inches from the line.

(b) Failure: The driver is unable to align the vehicle properly, sharply cross over the line, or reposition the vehicle. The driver is unable to explain how to correctly reposition the vehicle if it is not parallel, or it is more than 12 inches from the line.

(2) Gradual Backing Crossover Maneuver. The driver must align the vehicle parallel to and within 12 inches from a straight line. Using dead or minimum throttle start, they must gradually turn the steering wheel and cross over the line. At the proper time, the driver must gradually turn the steering wheel in the opposite direction and realign the vehicle with 12 inches from the line.

(a) Passing: NOTE: It may be necessary for the driver to slip the clutch or apply the service brake to reduce vehicle speed during this maneuver. The driver is able to align the vehicle parallel to the ground reference, gradually cross over the line, and reposition the vehicle. It will be acceptable for the driver to explain how to reposition the vehicle correctly if it is not parallel, or it is more than 12 inches from the line.

(b) Failure: The driver is unable to align the vehicle properly, gradually cross over the line, and reposition the vehicle. The driver is unable to explain how to correctly reposition the vehicle if it is not parallel, or it is more than 12 inches from the line.

(3) Backing Around a Corner Maneuver. The driver must align the vehicle parallel to and within 12 inches from the curb line or edge of the roadway. Using dead or minimum throttle start, the driver must back the vehicle around the corner, ensuring it does not come in contact with the curb line or edge of the roadway. After completing the turn, the driver must realign the vehicle parallel to and within 18 inches of the curb line or edge of the roadway.

(a) Passing: The driver is able to align the vehicle properly, back the vehicle around the corner without coming in contact with the curb line or edge of the roadway, and realign the vehicle. It will be acceptable if the driver can explain how to correctly reposition the vehicle if it is not parallel, or it is more than 18 inches from the curb line or edge of the roadway.

(b) Failure: The driver is unable to align the vehicle properly, back the vehicle around the corner without coming in contact with the curb line or edge of the roadway, and realign the vehicle. The driver is unable to explain how to correctly reposition the vehicle if it is not parallel, or it is more than 18 inches from the curb line or edge of the roadway.

(4) Parallel Parking. The parking zone for this exercise shall be the length of the bus plus 10 feet. To prevent damages, cones or adjustable barriers must be used as physical limitations rather than vehicles. The driver must align the vehicle parallel to and approximately one vehicle width (6 to 8 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.

(a) Passing: The driver is able to align the vehicle parallel to and within 18 inches of the straight or curb line, or edge of the roadway. If the vehicle is parallel but more than 18 inches away from the line, it will be acceptable for the driver to explain how to correctly reposition the vehicle.

(b) Failure: The driver is unable to align the vehicle parallel to and within 18 inches of the straight or curb line, or edge of the roadway. They allow the vehicle to come into contact with the straight or curb line, edge of the roadway, any cone or adjustable barrier. The driver fails to properly use the vehicle's mirrors or has extreme difficulty determining proper distance judgment. The driver positions the vehicle between 18 and 36 inches and cannot explain how to correctly reposition it. They position the vehicle three or more feet from the straight or curb line, or any part of the vehicle extends past the front or rear barrier lines during the parking maneuver.

b. Right Turn.

(1) Turning Point Comprehension. (Does not apply to youth buses and GPPV vehicles.) The major objective is to steer the vehicle through the turn without contacting any problem objects (e.g., curb, pole, pedestrian, or vehicle). The driver must be able to verbally explain how to determine the proper turning point for the vehicle they are driving. They 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 right-hand turn missing the closest problem object by no more than 48 inches.

(a) Passing: The driver is able to identify the correct turning point for the vehicle they are driving. They are able to align the vehicle properly prior to the turn, and misses the closest right side problem object by not more than 48 inches.

(b) Failure: The driver is unable to identify the correct turning point for the vehicle they are driving. They are unable to align the vehicle properly prior to the turn, and misses the closest right side problem object by more than 48 inches, or comes in contact with a problem object.

c. Driving Test. The SBO/C must follow these criteria and guidelines when conducting the driving test (refer to the Driving Test column on page 2 of the CHP 295A).

(1) Fasten Seat Belt.

- (a) Passing: The driver must fasten the seat belt before driving.
- (b) Error: The driver forgets to fasten the seat belt, but corrects the error without assistance.
- (c) Failure: This is a violation of 13 CCR 1224 for drivers of school and SPAB buses, or Section 27315(d) CVC for drivers of all other vehicles. Driving without a seat belt, forgetting twice to fasten the seat belt during the same driving test, or if the SBO/C must assist or remind the driver at any time constitutes reason for an immediate failure.
- (2) Headlights. NOTE: This applies to school buses with passengers only.
- (a) Passing: The driver turns on the headlights.
- (b) Error: The driver fails to turn on headlights but corrects the error without assistance.
- (c) Failure: This is a violation of 13 CCR 1225. Driving without headlights, forgetting twice to turn them on during the same driving test, or if the SBO/C must assist or remind the driver at any time.
- (3) Transmission Control.
- (a) Passing Manual Transmission. The driver makes smooth shifts, selects the proper gears for conditions, knows when to shift, can show throttle control, and completes a mid-range shift. A mid-range shift is a shift made between the top and bottom road speeds for a gear. The SBO/Cs may suggest to the driver to 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.
- (b) Passing Automatic Transmission. The driver selects the proper gear or range for conditions and makes appropriate gear changes demanded by the terrain. They explain the use and characteristics of an automatic transmission during mountain driving conditions (e.g., up-shifting automatically if the engine revolutions per minute [RPM] exceed governor maximum).
- 1 Error: The driver misses a shifting point and finds the gears, selects the wrong gear for conditions or shifts at the wrong time. However, the driver corrects error without assistance.
- 2 Failure: The driver fails to shift smoothly, continually selects the wrong gear for conditions, stalls the vehicle, and is unable to

demonstrate or explain how to complete a mid-range shift. They are unable to explain the use and characteristics of the automatic transmission during mountain driving conditions (e.g., up-shifting automatically if the engine RPM exceeds governor maximum). The driver demonstrates a general lack of skills or knowledge to safely operate the vehicle.

(4) Starts/Stops.

(a) Passing: The driver makes smooth vehicle starts and stops. They stop the vehicle in a safe location or position and make sure it is safe before starting.

(b) Error: The driver makes rough vehicle starts or stops. They stop the vehicle in an undesirable position or location. For example, the driver does not park the vehicle properly at a loading zone, or stops the vehicle beyond the stop limit line.

(c) Failure: The driver makes abrupt starts and stops with the vehicle. They stop the vehicle in an unsafe position or location.

(5) Starts/Stops on Grade.

(a) Passing: The driver stops or starts the vehicle without rolling backward or forward.

(b) Error: The driver makes a rough start or has slight difficulty coordinating the use of the parking brake, throttle, and/or transmission.

(c) Failure: The driver allows the vehicle to roll backward or forward, or become a hazard to other traffic.

(6) Turn Signals.

(a) Passing: The driver uses turn signals adequately and when required.

(b) Error: The driver makes a minor mistake in the use of turn signals. For example, the driver forgets to cancel the turn signal.

(c) Failure: The driver fails to use the turn signals adequately or when required. This is a violation of Section 22108 CVC and constitutes an immediate failure.

(7) Right/Left Turns.

(a) Passing: The driver assumes proper lane position during a turning movement. They demonstrate understanding of proper use of two-way and double left turn lanes, designated turning lanes, and right-of-way requirements.

(b) Error: The driver does not position the vehicle in the proper location during a turn, but can complete the turn in a safe manner with no right-of-way violation.

(c) Failure: The driver allows the vehicle to come into contact with any problem object, invades any vehicle's right-of-way, or attempts/completes any turn in an unsafe manner.

(8) Lane Changes.

(a) Passing: The driver makes smooth and safe lane changes.

(b) Error: The driver fails to make smooth lane changes, fails to properly prepare for any lane change, or interferes with any vehicle's right-of-way.

(c) Failure: The driver violates the right-of-way of other vehicles, or fails to make safe lane changes that the SBO/C believes may result in an accident or injury.

(9) Mirror Use. Five count mirror procedure.

(a) The five-count mirror procedure is an effective method of using mirrors to recognize and avoid problem objects. When the driver is trained to use this procedure correctly, the benefits should amount to a reduction in accidents. The procedure consists of five steps in specific rotation of the driver's eyes, looking at and identifying hazards through the school bus mirrors. This procedure is a guide and may be modified to adjust to new or unusual mirror placements. While making turns, the driver uses mirrors continually, looking around mirrors as well. 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 mirror.

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.

(b) Passing: The driver makes adequate use of the mirrors by checking for traffic and passengers in and around the vehicle. School bus drivers should be familiar with the “five-count mirror procedure,” and the vehicle’s blind spots.

(c) Error: The driver fails to fully use the vehicle’s mirrors and is unaware of objects that could be a hazard to the driver.

(d) Failure: The driver continually fails to use any or all mirrors during driving situations that require knowledge of vehicles or objects that may be a hazard, during loading/unloading situations, turning, and lane changing maneuvers.

(10) Loading/Unloading. The driver of a school bus is required to activate the amber warning light system (amber lights) and flashing red light signal system (red lights) at all times when the school bus is stopped for the purpose of loading and unloading pupils. However, except at locations where pupils must cross the streets to board or unload the school bus, the driver is not permitted to activate the amber and red lights at the following locations:

- (a) Any place where traffic is controlled by a traffic officer.
- (b) School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully parked.
- (c) Where the school bus is disabled due to a mechanical breakdown.
- (d) Where pupils require assistance to board or leave the school bus.
- (e) Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard.

(f) On a state highway with a posted speed limit of 55 MPH or higher where the school bus is completely off the main traveled portion of the highway.

(g) Any location determined by a school district or private school, with the approval of the Department, to present a traffic or safety hazard.

(h) The SBO/C may choose to examine the driver's knowledge and ability to perform the loading/unloading procedures in any of the following situations:

- 1 A location that would require the activation of the red lights.
- 2 A location where the use of the red lights is not permitted.
- 3 If time allows, a location that requires the activation of the red lights and another location that does not permit the use of the red lights.

(i) Passing: The driver uses proper caution when approaching a loading zone, stops parallel to and within 12 inches from the curb, and positions the vehicle no closer than 10 to 12 feet from a waiting passenger. The driver makes proper use of turn signals and 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 checks and rechecks both the left and right side mirrors prior to leaving. Additionally, the school bus, SPAB, and youth bus driver is familiar with the provisions of 13 CCR 1238.

- 1 Additional passing requirement for a school bus driver: The driver is familiar with the requirements of Section 22112 CVC. The driver activates the amber lights, if the bus is so equipped, beginning 200 feet before the school bus stop. The driver activates the red lights at all times when the school bus is stopped for the purpose of loading or unloading school pupils. The driver does not activate the amber or red lights at the locations where the use of these lights is not permitted by the statute.

(j) Error: The driver does not stop parallel to and within 18 inches from the curb or as close as practical, or positions the vehicle closer than 10 to 12 feet from a waiting passenger.

(k) Failure: Upon approach to the loading zone, the driver does not use proper caution, or makes improper use of the turn signals or mirrors, or is constantly unaware of traffic and/or people that are or could be near the

vehicle. The driver does not make proper use of the turn signal, or fails to check and recheck both the left and right side mirrors before and during the departure. Additionally, the school bus, SPAB, and youth bus driver is not familiar with the provisions of 13 CCR 1238.

1 Additional failure criteria for a school bus driver: The driver fails to activate the flashing amber light warning system, if the bus is so equipped, 200 feet before the school bus stop, or the driver fails to activate the red lights at any of the school bus stops during the loading of school pupils, or the driver activates the red lights at a location not permitted by Section 22112 CVC.

(11) Red Light Crossing/Escorts. 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 should be evaluated. This exercise shall be simulated in a safe area where the normal flow of vehicular traffic is not obstructed (e.g., the bus yard or an empty parking lot).

(a) Passing: The driver knows the provisions of 13 CCR 1226 and Section 22112 CVC. They demonstrate 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, deactivate the flashing red lights and stop arm, and removes the keys from the ignition. 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 and checks for approaching traffic in all directions immediately before activating the flashing red signal lights and stop signal arm, if the bus is so equipped. Before entering the roadway, the driver ensures it is safe to exit the school bus and ascertains the flashing red signal lights are activated. The driver uses an approved hand held stop sign and positions themselves 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.

(b) Failure. The driver demonstrates lack of knowledge of 13 CCR 1226 and Section 22112 CVC and fails to demonstrate proper procedure for escorting a student across a highway or private road.

(12) 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.

(a) Passing: The driver of a school bus must be familiar with the requirements of 13 CCR 1217 and Title 5 CCR 14103. The driver displays confidence, authority, and concern in both their actions and attitude. A calming but authoritative voice and demeanor will be a driver's best tool. The SBO/C should describe situations that will cause the driver to take action to maintain discipline while adhering to proper procedures and safety. The driver will mention stopping the vehicle as quickly as possible at a safe location, properly secure the vehicle before leaving the driver's compartment, and explain actions that describe the use of good judgment and common sense.

(b) Error: The driver is not completely familiar with the requirements of 13 CCR 1217 and 5 CCR 14103. The driver does not mention stopping the vehicle as quickly as possible at a safe location, or does not mention properly securing the vehicle before leaving the driver's compartment, or does not describe actions using good judgment and common sense to handle the situation.

(c) Failure: The driver does not know the requirements of 13 CCR 1217 and 5 CCR 14103. They fail to mention stopping the vehicles as quickly as possible at a safe location. Fails to properly secure the vehicle before leaving the driver's compartment, and fails to describe actions using good judgment and common sense to handle the situation.

(13) Railroad Crossing. If a railroad crossing is not readily accessible, one should be simulated. Simulation of a railroad crossing should be performed in a safe area where the normal flow of traffic is not obstructed. Additionally, Section 25251(a)(2) CVC permits, however does not mandate the driver to use the warning lights when approaching, stopped at, or departing from, a railroad grade crossing. Therefore, SBO/C shall not mark an error if the driver activates or does not activate the warning lights at a railroad crossing. The use or lack of use of the warning lights shall not constitute a condition for passing or failing this skill.

(a) Passing: The driver stops the vehicle no less than 15 feet or no more than 50 feet from the nearest rail of the track, and while stopped listens and looks in both directions along the track for approaching trains and signals indicating the approach of a train, and does 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 the tracks are clear of an approaching train, and proceed only when the tracks are safe to cross and the door is closed.

(b) Failure: Any violation of Section 22452 CVC or 13 CCR 1228. The driver does the following: stops the vehicle less than 15 feet or more than 50 feet from the nearest rail of the track, or while stopped, fails to listen and look in both directions along the track for approaching trains and signals indicating the approach of a train, or proceeds when it is not safe. Upon proceeding, the gears are shifted manually while crossing the tracks. In addition, the driver of a school bus fails to stop the school bus parallel to and as close as practical to the appropriate edge of the highway, fails to fully open the door of a Type 1 bus or open the window of a Type 2 bus or fails to then look and listen to ensure that the tracks are clear of an approaching train, or proceeds when the tracks are not safe, or with the door opened.

(14) Freeway/Highway Skills.

(a) Passing. The driver demonstrates how to enter and exit a freeway or highway. They are aware of signs, markings, traffic, available, and restricted lanes 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.

(b) Error: The driver is unaware of signs, markings, traffic, available, and restricted lanes for travel, and has slight difficulty merging into or out of traffic. They do not commit a violation or their actions are not unsafe.

(c) Failure: The driver commits any violation for which they could be cited or they demonstrate unsafe driving skills.

(15) Traffic Laws.

(a) Passing: The driver obeys all traffic laws, regulations, signs, signals, and markings.

(b) Error: The driver uses poor judgment but does not violate any law or regulation.

(c) Failure: The driver commits any violation for which they could be cited or warned.

(16) Defensive Driving.

(a) Passing: The driver uses good defensive driving skills. For example, they do not demand or assume the right-of-way.

(b) Error: The driver demonstrates insecure defensive driving skills; however, they do not create an immediate hazard.

(c) Failure: The driver demonstrates poor defensive driving skills that may cause immediate risk or danger to any person or property.

(17) Abbreviated Test. An abbreviated test is a test where the applicant does not need to demonstrate all the skills identified in the CHP 295A. However, an abbreviated test shall include, at a minimum, the following skills: demonstration of a pre-trip inspection of the brake test for the particular vehicle, a backing maneuver, loading and unloading procedures, and railroad crossing procedures. On an abbreviated test, one mark on the failure F column or two marks on the error E column constitutes failure of the test. The SBO/Cs shall only administer the abbreviated test during the first opportunity to pass the pre-trip and driver test. The SBO/Cs shall not administer more than one abbreviated test per driver. In other words, a driver who fails an abbreviated test in the first attempt will be required to take a complete (non-abbreviated) test on the second and third opportunities to pass the test. When administering an abbreviated test, the SBO/C shall mark the passing P, error E, or failure F columns on the CHP 295A accordingly. Also, SBO/Cs shall write Abbreviated Test in the School Bus Driver Examiner's Comments portion of the CHP 295A in addition to any other comments

(a) Passing: The driver demonstrates thorough knowledge, understanding, and correctly performs the required skills.

(b) Error: The driver commits one or more minor errors when performing the skill.

(c) Failure: The driver does not demonstrate thorough knowledge, understanding, and does not correctly perform the required skills.

#### 4. BRAKE TEST CRITERIA.

a. The SBO/Cs shall use the CHP 295A and the test criteria listed below for testing applicants during the pre-trip brake inspection. After determining the type of air or hydraulic brake system on the vehicle to be used for testing, the SBO/C will need to select the proper testing criteria. The criteria listed in these sections meet the legal training requirements to qualify for a certificate.

b. Applicants using vehicles equipped with air or hydraulic brakes should perform a brake inspection beginning with the corresponding criteria listed in either the Air Brake System Test Criteria or Hydraulic Brake System Test Criteria sections.

c. After the applicant successfully demonstrates the physical brake inspection, the SBO/C shall refer to the proper brake system questions listed and choose one to three questions to ask the applicant. The SBO/Cs should alternate the test questions selected in each section to ensure applicants receive complete training from their employers.

d. The SBO/Cs must have a familiar understanding of the questions and answers to properly analyze applicant responses. Consideration and latitude should be given to the academic abilities of the applicant. Answers or questions need not be verbatim.

5. AIR BRAKE SYSTEM TEST CRITERIA. The following steps are applicable to the brake systems listed below:

a. Dual Air System (Spring Brakes).

b. Manual or Modulated Air System (Spring Brakes).

c. Automatic Actuated Air System (Spring Brakes).

d. Dual Air System (Air-Applied DD3 System).

e. Manual Air System (Air-applied DD3 System).

f. Automatic Actuated System (Air-applied DD3 System).

g. Manual/Modulated System (Air-applied DD2 System).

(1) Start engine to build up air pressure.

(2) Cut-Out. When the system cut-out pressure is reached, note the pressure (maximum 130 pounds per square inch [PSI]).

(3) Cut-In. Apply the service brake pedal enough times to allow the system air pressure to drop and the air governor to cut-in (minimum 85 PSI). Note the exact cut-in point, then allow the system to build back to maximum.

(4) Static Test. Shut engine off (block wheels if necessary). Check the pressure gauge for one minute noting any pressure drop. It shall not exceed 2 PSI per minute. Tap gauge occasionally to unstick the marking needle.

(5) Applied Test. Release the parking brake. Apply the service brake fully and hold. After the system is pressurized, check the pressure gauge for air loss. It shall not exceed 3 PSI per minute. Tap gauge occasionally to unstick the marking needle.

(6) Low Air Warning Device. Turn on the ignition (do not start engine) and apply the service brake several times to reduce the system air pressure.

NOTE: the pressure at which the low air warning device actuates (general, maximum 75 PSI, minimum 55 PSI; buses equipped with Dual Air Systems, at or above 60 PSI). Turn off the ignition.

## 6. HYDRAULIC BRAKE SYSTEMS WITH VACUUM BOOSTER VACUUM GAUGE AND STORAGE TANK TEST CRITERIA.

a. Static Test. Start engine and build vacuum to maximum. Shut engine off. Check vacuum loss for one minute. No more than a 3-inch drop is allowed. Tap gauge occasionally to unstick.

b. Applied Test. Apply service brake fully and hold. Check vacuum loss for one minute. No more than a 3-inch drop is allowed. Tap gauge occasionally to unstick.

c. Low Vacuum Warning Device. Turn ignition on, do not start engine, and apply service brake to reduce vacuum. Note the point where the low-vacuum warning devices activate. A minimum of 8 inches of mercury is allowed.

d. Vacuum Booster. Continue to reduce vacuum to zero, apply the brake pedal two or three times, and then hold firm and start engine. When engine starts and

e. vacuum is restored, the pedal should fall slightly (1/4 inch or more). This will indicate the vacuum is restored, the pedal should fall slightly (1/4 inch or more). This will indicate the vacuum booster is working. Should the vacuum booster fail, the primary backup system will be the hydraulic side of the brakes; however, should a complete hydraulic failure occur, the primary backup system will be the parking brake.

f. Perform the Parking Brake Test (With Parking Brake Set).

(1) Place shift selector in one gear higher than the normal starting gear.

(2) Accelerate the engine RPM.

(3) Release clutch slowly to apply load to engine. To prevent unnecessary damage to the clutch and parking brake, do not kill or stall the engine. The primary goal of this test is to make sure the parking brake holds.

(4) Buses with automatic transmissions should not move in any forward gear selection.

#### 7. HYDRAULIC BRAKE SYSTEM WITH VACUUM BOOSTER TEST CRITERIA.

- a. With engine off, apply the service brake pedal several times.
- b. Hold the service brake pedal down with moderate pressure while starting the engine. When the engine starts, the brake pedal should fall away slightly (1/4 inch or more). This indicates the booster is working. Should the vacuum booster fail, the primary backup system will be the hydraulic side of the brakes; however, should a complete hydraulic failure occur, the primary backup system will be the parking brake.
- c. Perform the parking brake test (with the parking brake set).
  - (1) Place the shift selector in one gear higher than normal starting gear. On an automatic transmission place it in drive.
  - (2) Accelerate the engine RPM.
  - (3) Release the clutch slowly to apply load to the engine. To prevent damage to the clutch and parking brake, do not kill or stall the engine. The primary goal of this test is to make sure the parking brake holds.
  - (4) Buses with automatic transmissions should not move in any forward gear.

#### 8. HYDRAULIC BRAKES WITH POWER STEERING BOOSTER SYSTEM ON BUSES TEST CRITERIA.

- a. With engine off, apply the service brake pedal several times.
- b. Hold the service brake pedal down firmly while starting the engine. When the engine starts, the brake pedal should push against the foot and raise the pedal slightly (1/4 inch or more). This indicates the booster is working. Should the power steering pump fail, the primary backup system will be the hydraulic side of the brakes; however, a much greater amount of foot pressure will be needed to stop the vehicle. In the event the entire hydraulic brake system fails, the backup system will be the parking brake.
- c. Perform the parking brake test (with parking brake set).
  - (1) Place shift selector in one gear higher than normal starting gear. On an automatic transmission place it in drive.

(2) Accelerate the engine RPM.

(3) Release the clutch slowly to apply load to engine. To prevent damage to the clutch and parking brake, do not kill or stall the engine. The primary goal of this test is to make sure the parking brake holds.

(4) Buses with automatic transmissions should not move in any forward gear.

9. ALL OTHER HYDRAULIC BRAKE SYSTEMS WITH POWER BRAKE BOOSTERS.

Because of the variety and design of hydraulic power brake systems and the operation of the warning devices, the fleet should use the original equipment manufacturers' (OEM) brake inspection information as a guide in developing an effective brake inspection procedure for a particular vehicle. The OEM information can be found in the vehicle's owner's manual or may be obtained from the chassis manufacturer.

10. SUGGESTED GENERAL KNOWLEDGE QUESTIONS ON DUAL AIR SYSTEM (SPRING BREAKS).

Question: How would you stop this bus if there was an air loss in one air tank only, front or rear?

Answer: I would use the service brake pedal to stop the bus. (The driver should not use the parking brake to stop the bus.)

Question: What would happen to the bus if all the air supply was lost at one time?

Answer: The buzzer will sound and the spring brakes will apply to bring the bus to a stop.

Question: What should you do if an air gauge indicates a major loss of air in one tank?

Answer: The bus should be stopped as soon as possible by use of the service brake

Question: How is the parking brake tested?

Answer: By moving the vehicle at a slow speed (for example: 1 or 2 MPH) and applying the parking brake control. The vehicle should stop abruptly.

11. SUGGESTED GENERAL KNOWLEDGE QUESTIONS ON MANUAL/MODULATED AIR SYSTEM (SPRING BREAKS).

Question: How can you tell if the emergency stopping system is working properly?

Answer: Reduce service air down to 20 PSI with the parking brake released, then move the bus and bring the bus to a stop using the parking brake lever.

Question: How do you check the parking brake?

Answer: By moving the vehicle at a slow speed, (for example: 1 or 2 MPH) and applying the parking brake lever. The vehicle should stop abruptly.

Question: What will happen if there is a major loss of service air while the bus is traveling on the road?

Answer: The low air warning buzzer will sound, and a red light indicating low air should be visible. The bus can be stopped by using the parking brake lever to gradually apply the brakes.

Question: What will happen if there is a major air loss in the entire system?

Answer: After the low air warning devices activate, the spring brakes will apply and cannot be released until air is restored to the emergency tank.

Question: Which brakes (front or rear) are applied during emergency brake application?

Answer: Rear.

Question: What is wrong if the bus continues with little or no brake effect when the parking brake control (emergency stopping system) is manually applied at approximately 20 MPH?

Answer: Rear brakes are probably out of adjustment.

## 12. SUGGESTED GENERAL KNOWLEDGE QUESTIONS ON AUTOMATIC ACTUATED (SPRING BRAKES).

Question: What would happen to this bus if there was a sudden loss of air pressure in the service air tank?

Answer: At a low pressure the spring brakes will automatically apply to stop the bus.

Question: What can the driver do if there is a loss of service air and the bus comes to a stop on the roadway?

Answer: Operate the control valve to transfer air from the protected emergency air tank. At the same time, release the parking brakes, move the bus to a safe location and stop the bus by applying the parking brake control.

Question: How do you test the parking brake?

Answer: Move the vehicle at a slow speed and apply the parking brake control. The vehicle should stop abruptly.

Question: How can you tell if the emergency stopping system is working properly?

Answer: Deplete the air from the service tanks. Release the parking brake control and emergency air control valve at the same time. Move the bus and reset the parking brake to stop the bus.

Question: Which brakes, front or rear, are applied during emergency brake applications?

Answer: Rear.

Question: What is wrong if the bus continues with little or no brake effect when the parking brake control, emergency stopping system, is manually applying at approximately 20 MPH?

Answer: Rear brakes are probably out of adjustment.

### 13. SUGGESTED GENERAL KNOWLEDGE QUESTIONS ON DUAL AIR SYSTEM (AIR APPLIED DD3 SYSTEM).

Question: How do you stop the bus if there is a major loss of service air (air gauge indicates near zero PSI)?

Answer: Driver must operate the parking brake control to stop the bus.

Question: If there is no air in the service system, where does the air come from to stop the bus?

Answer: Air is stored in an isolated emergency air tank. This air is controlled by the parking brake control or is applied automatically to the parking brake chamber when the pressure drops to a pre-determined point in the emergency tank. Under this condition, the brakes will not release until air is restored in the system.

Question: What should you do if the air gauge shows a loss of service air and the buzzer is sounding?

Answer: Quickly find a safe location and stop the bus by use of the treadle valve (foot pedal) or parking brake control.

Question: Under normal operating conditions (normal air pressure, no leaks, etc.), why will the bus not move after the parking brake control is moved to the release position?

Answer: Service air pressure must be applied to the brake chambers to release the locking mechanism on the brake chamber operating rod. This normally requires 100 PSI or more of service air.

14. SUGGESTED GENERAL KNOWLEDGE QUESTIONS ON MANUAL/AUTOMATIC SYSTEM (AIR APPLIED DD3 SYSTEM). Some buses have an emergency brake release switch located on a panel to the left of the driver's seat. This switch may need to be held up while operating the parking brake control and treadle valve to release the brakes while in emergency mode.

Question: What will happen to the bus if a loss of service air occurs during operation?

Answer: Buzzer will sound, air gauge will show air pressure going down, brakes will automatically apply to stop the bus at some point below normal operating pressure.

Question: If there is a loss of service air and the emergency system applies, can the bus be moved, and if so, how?

Answer: Yes, by releasing the parking brake control and holding it continually until the bus is moved. The brakes should release to move the bus at least one time.

Question: Which brakes, front or rear, are applied during emergency brake application?

Answer: Rear.

Question: When manually applying the parking brake control, emergency stopping system, at approximately 20 MPH, if the bus continues with little or no brake effect, what is wrong?

Answer: Rear brakes are probably out of adjustment.

15. SUGGESTED GENERAL KNOWLEDGE QUESTIONS ON MANUAL/MODULATED SYSTEM (AIR APPLIED DD2 SYSTEM). Buses equipped with DD2 systems must have a separate parking brake. These are commonly a part of the drive-line and are operated by a lever in the driver's compartment. They are not effective in stopping a moving bus, but should hold the bus while parked. The DD2 brake systems are usually identified by a hand-operated lever under the steering wheel on the steering column. Buses equipped with DD2 systems may have a separate air gauge to indicate pressure in the emergency air tanks.

Question: If you are driving on the roadway, and experience a loss of service air, what will you do?

Answer: Find a safe location and stop the bus by use of the hand lever, applying the brakes gradually to bring the bus to a smooth stop.

Question: Is it permissible to park the bus by applying the emergency brake only?

Answer: No. When emergency air is depleted, the brakes will release. The hand-operated parking brake must be used.

Question: How do you check the emergency brake system?

Answer: Deplete the air from the service tanks to no less than 20 PSI. Move the bus approximately six feet and apply the hand control lever.

Question: How do you check the parking brakes?

Answer: Actuate the parking brake lever. Place the vehicle in gear and try to move the vehicle using about 1/3 throttle. Vehicle should not move.

Question: Which brakes, front or rear, are applied during emergency brake applications?

Answer: Rear.

Question: When manually applying the park control valve, emergency stopping system, at approximately 20 MPH, if the bus continues with little or no brake effect, what is wrong?

Answer: Rear brakes are probably out of adjustment.

Comment: On some DD2 systems, after service air is depleted and the emergency air is reduced to approximately 45 PSI, the brakes apply and will not release until service air is restored. If all air pressure in all air tanks is lost, there is no way to stop or hold the vehicle other than with the hand brake.

16. SUGGESTED GENERAL KNOWLEDGE QUESTIONS ON HYDRAULIC BRAKES WITH POWER STEERING BOOSTER SYSTEM. These systems can be identified by following hydraulic supply and return lines between the power steering pump and the master cylinder. The brake system receives power assist from the power steering pump when the engine is running. When the engine is not running or the belt that drives the power steering pump is not in place, the power assist comes from a different source. For example, on some buses this emergency power assist is generated from an electric motor and pump attached to the master cylinder. This motor is designed to engage when

the regular power assist is not working. This type of system can be tested by stepping on the brake pedal while the engine is off. By stepping on the brake pedal a hum should be heard meaning the electric motor has started running. The pedal should feel normal in reaction just as the engine is running. Also, a red light may appear on the dash with the work brake illuminated. This would indicate the emergency system is working properly.

Question: How do you test the emergency portion of the brake system?

Answer: By pressing the service brake pedal with the engine off. A hum will be heard and the pedal should feel normal.

Question: How can you tell the power brake booster has stopped working while the bus is being driven?

Answer: The bus will be hard to steer and a red light may appear on the dash.

Question: How do you test the parking brake?

Answer: Set the parking brake. Start the engine. Place the transmission in gear. Gently try to move the vehicle. The vehicle should not move with about 1/3 throttle applied.

#### 17. SUGGESTED KNOWLEDGE QUESTION HYDRAULIC BRAKE SYSTEMS WITH VACUUM BOOSTER, GAUGE AND STORAGE TANK.

Question: Should the vacuum booster fail, is the hydraulic brake system still functional?

Answer: Yes; however, more than normal brake application pressure must be exerted by the driver to stop the bus.

#### 18. SUGGESTED KNOWLEDGE QUESTION HYDRAULIC BRAKE SYSTEM WITH VACUUM BOOSTER.

Question: Should the vacuum booster fail, is the hydraulic brake system still functional?

Answer: Yes, however, more than normal brake application pressure must be exerted by the driver to stop the bus.

#### 19. SUGGESTED KNOWLEDGE QUESTIONS HYDRAULIC BRAKE WITH POWER STEERING BOOSTER SYSTEM ON BUSES.

Question: Should the power steering booster fail, is the hydraulic brake system still functional?

Answer: Yes, however, more than normal brake application pressure must be exerted by the driver.

Question: How can you tell the power steering booster has stopped working while the bus is being driven?

Answer: The bus will be hard to steer and a red light may appear on the dash.

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## ANNEX C

### TRAINING CERTIFICATE (T-01) REVIEW AND TRAINING HOURS CALCULATIONS

1. TRAINING CERTIFICATE PROCEDURES. The review of training documents by the School Bus Officers/Coordinators (SBO/C) is a critical aspect of the certification process. The SBO/Cs shall review all training documents prior to issuance of a temporary certificate. The SBO/Cs are required to make an annual record inspection of the records carriers are required to maintain pursuant to California Vehicle Code (CVC) Section 1808.01, Education Code Section 39831.5 and Title 13 California Code of Regulations 1234(b) and (c). This Annex applies to an applicant/driver of a school bus, youth bus, school pupil activity bus, general public paratransit vehicle, and farm labor vehicle.

- a. Certificate Issuance Date. The certificate issuance date for an original certificate is the date the certificate is issued. The certificate issuance date for a renewal certificate is the day after the applicant's birthday in the year of renewal. The driver must continue to carry the certificate being renewed until its expiration date.
- b. Documentation of Training. All training must be documented under the month it was received. The spaces on the left edge of the training certificate are for recording the years of a training period. A training period runs from birth date to birth date. Both calendar years of a training period will be recorded with a / between them (e.g., 90/91), indicating the training period. The next training period would be (e.g., 91/92), successively to the last training period. Make-up training is recorded in the month and training period the training was received and identified by placing MU adjacent to the time record. At the end of each training period, all training shall be added and the sum recorded in the total column. The instructor must sign in the appropriate space for classroom instruction or behind-the-wheel/in-service training, or both. The driver/applicant must sign at the close of each training period in the box designated for the driver's signature. The driver/applicant shall sign on the bottom of the card, in the presence of the examining agency representative, verifying the accuracy of all recorded training. The training certificate will be maintained and on file with the employer of the driver. The T-01 training certificate is the property of the State of California.
- c. Changes to the T-01: Changes made on the T-01 training certificate such as erasures, white outs, cross outs, etc., will void the entire T-01 training certificate, making the certificate unacceptable.
- d. Failure of Tests: When a driver fails a test, the testing SBO/C should return the T-01 training certificate to the instructor for documentation of any additional

training. It should be recorded in the boxes designated for additional training hours, classroom or behind-the-wheel. This time is not added to the grand total time.

e. California Highway Patrol Completion of T-01. The SBO/C conducting the testing should indicate in the boxes provided at the bottom of the card whether the driver or applicant failed or passed the written, driving, or first aid tests. The testing SBO/C shall also record the issuance date of the certificate, the California Highway Patrol (CHP) Area number, and sign at the bottom of the T-01 certificate. Upon successful completion of all tests, the T-01 training certificate will remain in the driver's file at the local CHP Area office.

2. RENWAL TRAINING CALCULATIONS SCHOOL BUS AND SCHOOL PUPIL ACTIVITY BUS. When a school bus or school pupil activity bus applicant has a permanent driver certificate issuance date that corresponds with the first day after their birthday, it becomes a simple matter to calculate each 12 months of certificate validity. However, this will not normally occur until the applicant renews the driver certificate. To phase-in or synchronize birthdays, the following procedure must be used to calculate the first training period.

- a. Refer to the issuance date on the permanent driver certificate.
- b. Start counting the number of months from the month after the issuance date to, and including the month before, the applicant's birthday.
- c. The number of months counted represents the number of hours of in-service training required for the first training period.
- d. Thereafter, the remaining 12-month period of certificate validity (if any) will be calculated from birthday to birthday.

When the applicant's birthday falls within the same month or the month preceding the month of certificate issuance, the first training period will be calculated from the date of the birthday and not the certificate issuance date. The following examples may assist in these calculations:

EXAMPLE 1:

Certificate issuance date	04-13-12
Next birthdate of applicant	10-20-12
Expiration of certificate	10-20-13

1st Training period	04-13-12 to 10-20-12 = 5 hours of in-service training
2nd Training period	10-21-12 to 10-20-13 = 10 hours of classroom training

EXAMPLE 2:

Certificate issuance date	10-15-12
Next birthdate of applicant	11-30-12
Expiration of certificate	11-30-12
1st Training period	10-15-12 to 11-30-12 = 0 hours
2nd Training period	12-01-12 to 11-30-13 = 10 hours of in-service training
3rd Training period	12-01-13 to 11-30-14 = 10 hours of in-service training
4th and Last training period	12-01-14 to 11-30-15 = 10 hours of classroom training

EXAMPLE 3:

Certificate issuance date	10-15-12
Next birthdate of applicant	09-30-13
Expiration of certificate	09-30-14
1st Training Period	10-15-12 to 09-30-13 = 10 hours of in-service training
2nd Training Period	10-01-13 to 09-30-14 = 10 hours of in-service training

EXAMPLE 4:

Certificate issuance date	10-31-12
Next birthdate of applicant	10-01-13
Expiration of certificate	10-01-13
1st and Last Training Period	10-31-12 to 10-01-13 = 10 hours of classroom training

3. RENEWAL TRAINING CALCULATIONS FARM LABOR VEHICLE, YOUTH BUS AND GENERAL PUBLIC PARATRANSIT VEHICLE.

- a. A farm labor vehicle driver applicant renewing a driver certificate must successfully complete two hours of classroom instruction for each 12 months of certificate validity.
- b. A youth bus or general public paratransit vehicle (GPPV) driver applicant renewing a driver certificate must successfully complete two hours of in-service training during each 12 months of certificate validity.
- c. When a farm labor vehicle, youth bus or GPPV driver applicant has a permanent driver certificate issuance date that corresponds with the first day after their birthday, it becomes a simple matter to calculate each 12 months of certificate validity. However, this will not normally occur until the applicant renews the driver certificate. To synchronize the 12-month periods of certificate validity with the applicant's birthday, the following procedure must be used to calculate the first training period:

- (1) Refer to the issuance date on the permanent driver certificate.
- (2) Start counting the number of months from the month after the issuance date to and including the month before the applicant's birthday.
- (3) If the number of months counted is less than six, no training will be required.
- (4) Thereafter, the remaining 12-month periods of certificate validity will be calculated from birthdate to birthdate.
- (5) In the event the applicant's birthday falls within the same month as the month of certificate issuance, the first training period will be calculated from the date of the birthday and not the certificate issuance date.

NOTE: The renewal training requirement for a farm labor vehicle driver applicant is two hours for each 12 months of certificate validity.

The following examples may assist in calculating the first training period for new farm labor vehicle, youth bus, and GPPV drivers.

EXAMPLE 1:

Certificate issuance date	07-01-12
Next birthdate of driver	01-10-13
1st Training period:	08-12 to 12-12 = 5 months counted, 0 training hours required

EXAMPLE 2:

Certificate issuance date 10-04-12

Next Birthdate of Driver 05-01-13

1st Training period 11-12 to 04-13 = 6 months counted, 2 training hours required

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