

BIRDVILLE ISD TRANSPORTATION SERVICES TRAINING: OBTAINING A CDL!!!

<u>Steps</u>	<u>Task</u>	<u>Charges</u>
Step 1	Study Knowledge Test	
Step 2	Take All Knowledge Test	\$25.00 for CLP
Step 3	DOT Physical and Drug/Alcohol Test	Covered by Birdville ISD
Step 4	Train for Inspection, Skills and Road Test	Covered by Birdville ISD
Step 5	Pass Inspection, Skills and Road Test	\$61.00 for CDL
Step 6	Take 20 Hour Safety Certification	Covered by Birdville ISD
Step 7	Released from Training	
Total Cost for Trainee:		\$86.00

Step 1: Study

Download the Texas CDL Handbook at www.dps.texas.gov/internetforms/Forms/DL-7C.pdf. Study the following IN THIS ORDER. You must study and pass the following knowledge test before you can get your Commercial Learner's Permit (CLP):

1. Special Requirement for Texas Commercial Motor Vehicles (Section 14-1)
2. General Knowledge (Sections 1-1, 2-1, 3-1)
3. Air Brakes (5-1)
4. Transporting Passengers Safely (4-1)
5. School Bus (10-1)

**You must get an 80% to pass each test
and**

**You must pass previous test before you go to the next test
and**

You only have three chances to pass each test

For your test preparation, please access practice tests at www.cristcdl.com and www.test-guide.com/tests

You may contact Jennifer Stevens via email at jennifer.stevens@birdvilleschools.net with any questions you may have.

Step 2: DOT Physical and DOT initial drug test (pre-employment)

Get your DOT Physical examination from NOVA medical centers to get your Medical Examiner's Certificate. You will be required to submit to an initial DOT Drug and Alcohol drug screening: This is a requirement for all individuals who will drive for BIRDVILLE ISD for the first time.

Step 3: Take knowledge test

Go to a driver's license office locations and begin taking your knowledge tests. You may take 1 test at a time per day or all tests in the same day. You have 3 per test to pass. If you fail, you cannot go on to the next test and you have to wait one day before retaking it. If you fail any one test 3 times you will be required to pay \$25.00 again and start all over from the beginning.

Find an office location by going to www.dps.texas.gov/administration/driver_licensing_control/rolodex/search.asp and type in zip code or city to find a convenient location. Select the location and click "GET IN LINE ON LINE". This will save you sitting time! **When you check in make sure your ticket starts with the letter "L"!**

Cost: \$25.00 (Cash, Credit/Debit, Check, Money Order)

What to Bring: Proof of Social Security # (SS Card) and current Texas Driver's License, utility bill, birth certificate and completed forms:

1. CDL-1: <https://www.dps.texas.gov/InternetForms/Forms/CDL-1.pdf>
 - a. Answer everything to the best of your knowledge. If you're not sure or have any doubt DO NOT guess and wait to ask for assistance when you go to the service center window. DO NOT ASK employees who are standing around! Just wait and be patient.

ATTENTION: Before completing form CDL-10 below please verify your class of license according to the following:



- Class A or B: Contact Jennifer Stevens at jennifer.stevens@birdvilleschools.net or call 817-547-5833 ASAP
 - DO NOT CHECK BOX 1 UNTIL YOU COMMUNICATE WITH JENNIFER!!!!!!
- Class C: Continue on to the CDL-10 form below and check Box 1.

2. CDL-10: <https://www.dps.texas.gov/Internetforms/Forms/CDL-10.pdf>
 - a. Under "CERTIFICATION" heading check BOX 1 regarding school bus driving.
 - b. Review remainder of document and sign.

Step 4: Contact Birdville ISD Transportation Training 817-547-5833 or email Jennifer Stevens:

Email a copy of your DOT Medical Certificate and a copy of your paper Commercial Learner's Permit (CLP) to jennifer.stevens@birdvilleschools.net. **DO NOT THROW YOUR REGULAR DRIVER'S LICENSE AWAY!!!!** Keep it with your CLP and Medical Certificate at all time.

1. Schedule training class to learn and prepare for:
 - a. Pre-Trip Inspection
 - b. Basic Skills Demonstration
 - c. Road Test
2. 40 hours of training (hands on driving, classroom and online formats will all be utilized)
 - a. 40 hours of training is broken up into 4-5 hours a day over two weeks
 - b. EXTRA TIME will be required to study video tutorial at home/on your own.

Step 5: Schedule and take DOT Exam/Road test

After two weeks an appointment will be made by Jennifer Stevens with our 3rd party testing sight.

Two days prior to your test date with the third party you will go to DPS and pay your \$61.00 testing fee

Arrive at designated location 15 minutes before test appointment.

Bring: CLP, Driver's License, and Medical Certificate. You will not be permitted to test if you do not have this with you.

If you pass: You will need to go to DPS the following day and get your new Class B license.

If you fail: Reschedule your DOT Exam/Road test with BISD Training department. You will only be required to retake the portion you failed. You do not have to retake any portion you previously passed.

You will have 180 days to take your road test before your CLP expires. Other exclusions may apply that will be brought to your attention if needed.

Step 6: Enroll in Texas School Bus Driver Safety Training Course

This is a 20 hour safety course that is required by law for each person who possess at least a Class B CDL with P and S endorsements. Usually done through ESC Region 11.

You will be given a TEMPORARY certificate that will allow you to drive a school bus. The Temporary Card will expire at the end of the current school year.

Step 7: Release from training

1. Final review of credentials with Birdville ISD Training Department
2. Comply and submit to random drug and alcohol testing as needed
3. Comply with annual physical and keep current.
4. Take 8 hour Texas School Bus Driver Safety Training recertification course every three years.
5. Complete all online required Safe Schools classes