

## Transportation Services

### **Steps for getting a CDL With P&S Endorsement and Union County Pocket Card**

- ❖ **New employee (Coach or volunteer)**
  - ❖ **UCPS employee with no CDL license:**
- Fill out the attached registration form.
    - Transportation will conduct a license check with DMV trainer to ensure candidate has a clean driving record.
    - If the Coach is a volunteer, transportation will also check to make sure they are on the approved volunteer list with Bill Connell.
    - If the applicant is a SC Licensee they will need to obtain a CDL with SC first before being able to inquire about driving for UCPS.
  - Once the candidate has been approved they will then be registered for the virtual online class. This class is three days from 7:45 a.m. – 5:00 p.m. (twice a month, dates on transportation web site). The written in person four-part test is held on Friday following virtual class.
  - Check your email used on the registration form as you will receive emails from the DMV for an online pre-registration form. This must be completed and sent back to DMV.
  - The candidate has three attempts to pass all portions of the test, before they have to be re-enrolled in the class. Once a section of the test has been passed that section doesn't have to be retaken, unless all 3 attempts to pass the required testing are exhausted. (If this happens, class must be repeated).
  - After passing all portions of the test the candidate must go to the DMV and get his/her CDL permit.
  - After obtaining the permit the candidate waits two weeks before being scheduled for BTW (Behind the wheel) training.
    - During the two weeks wait time the candidate must obtain a DOT medical exam from a doctor. (UCPS uses Occ Med on Monroe road.) Candidate needs to make his/her own appointment. Transportation Dept. doesn't pay for the DOT exam.
    - Candidate must also obtain a Drug test screen from Occ Med. Contact [Michael.Stegall@ucps.k12.nc.us](mailto:Michael.Stegall@ucps.k12.nc.us) for the paperwork. A drug screen must be done within 30 days before BTW training begins.
    - Once candidate has obtained a DOT medical cert., please forward a copy to [Michael.stegall@ucps.k12.nc.us](mailto:Michael.stegall@ucps.k12.nc.us), along with a CDL Med 1 form (you may find this form on line). Fill out the top section check the first box and sign and date the form. Transportation will forward this information to the DMV trainer and to the DMV.
    - After the two-week period the Safety and Training Spec. will contact you to advise you of your scheduled BTW training dates.
  - Behind the wheel training will be four days of training, usually from 9am until 1pm, located at the Transportation Center (3319 Goldmine Road).
  - After the candidate passes the BTW he/she must return to DMV to obtain his/her new CDL.
  - Once completing the BTW, the DMV trainer will issue an electronic pocket card.
  - Please send copy of CDL (hard copy) to [Michael.stegall@ucps.k12.nc.us](mailto:Michael.stegall@ucps.k12.nc.us) to keep on file.



- When time for a CDL renewal you will need to contact the DMV trainer for your BTW. This may be done six months prior to your CDL expiring. Transportation will not notify you of expiration date, this is the driver's responsibility.
  - DOT medical certification may be renewed six months to the expiration date. Please send the new certification to [Michael.stegall@ucps.k12.nc.us](mailto:Michael.stegall@ucps.k12.nc.us)
  - If the coach or volunteer leaves UCPS please notify Safety and Training Specialist at the Transportation Center.
- ❖ **UCPS employee with a valid CDL license but lacking the proper endorsements or pocket card.**
- Employee with no P or S endorsements
    - Fill out the attached registration form.
    - Wait for DMV approval.
    - Safety and Training Spec. will contact you with a date for a mini class with the DMV trainer located at the Transportation Center. (class and test are usually four hours)
  - After passing all portions of the test the candidate can go to the DMV and get his/her CDL permit.
  - After obtaining the permit the candidate waits two weeks before being scheduled for BTW (Behind the wheel) training.
    - During the two weeks wait time the candidate must obtain a DOT medical exam from a doctor. (UCPS uses Occ Med on Monroe road.) Candidate needs to make his/her own appointment. Transportation Dept. doesn't pay for the DOT exam.
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If the coach or volunteer leaves UCPS, please notify Safety and Training Specialist at the Transportation Center so the person may be removed from the county drug test list.