

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

POLICY BULLETIN

FRWDB PB # 01-11, Revision C

Date Released: March 12, 2021

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: March 12, 2021

Subject: Professional Driver Training – Participant Requirements

Applicable Program: Adult, Dislocated Worker, Out of School Young Adults

Revision History: Initial Release - 4/5/11; Revision B – 5/18/11

Revision C updates the minimum WorkKeys[®] assessment requirements, process elements and terminology **and removes the minimum math score requirement.**

This PB references OD 25-18, Skills Training Processes.

This PB applies to those participants who have chosen a vocation and are seeking training services in the professional driver career. The Employment Readiness Specialist (ERS)/Academic Career Advisor (ACA) is required to provide a copy of this policy to the participant.

The purpose of this PB is to ensure WIOA participants are appropriately screened prior to referrals to a professional driver training program.

Requirements:

Participants must meet the following minimum criteria to be approved for school visits to a professional driver training program and complete the attached Professional Driver Occupation Questionnaire:

1. Be at least 21 years old.
2. Be aware they must pass a background check: No prior felony convictions and/or misdemeanors (reviewed on a case-by-case basis).
3. Not be on probation or parole.
4. Must have a valid driver's license with at least one (1) year driving history.
5. Provide a DMV printout for the last ten (10) years – if available.
6. No DUI/DWIs in last ten (10) yrs.
7. No more than three (3) moving violations in the last five (5) years and no more than one (1) moving violation within a one (1) year period in the last five (5) years.
8. Have a driving record that does not show a consistent trend of reckless driving patterns or disregard for obeying the law such as multiple violations of:
 - a. driving without obtaining a Driver's License,
 - b. driving with a suspended license, or revoked Driver's License,
 - c. driving with no insurance or expired registration,

- d. exceeding the speed limit,
 - e. improper or erratic lane changes,
 - f. running red lights or stop signs, or
 - g. following a vehicle too closely.
9. No major preventable accidents in the last five (5) years. A major accident is defined as:
 - a. a preventable accident claim in excess of \$10,000.
 - b. accidents as a result of a lane change, rear-end collision, roll-over, or u-turn.
 10. No preventable accident that resulted in a fatality.
 11. No accidents that involved drugs or alcohol.
 12. Have the ability to read and write English at minimum DOT requirements, including being able to complete the California DMV pre-trip test and the commercial driving test in English.
 13. Read and understand road signage and read and complete logbooks and weigh tickets.
 14. Be able to understand dispatcher communications.
 15. Be aware they must pass a drug test.
 16. Be aware they must complete and pass a DOT physical/vision examination (with blood pressure managed to under 160/90, diabetes – cannot be taking insulin shots, and have 20/40 corrected vision). DMV Form: Medical Examination Report DL51 located on the DMV website (www.dmv.ca.gov).
 17. The participant's O-Net assessment should show a temperament and vocation interests in line with this career. The participant must achieve the minimum WorkKeys® levels of Applied Math = 3, Workplace Documents = 3 and Graphic Literacy = 3.

In the event that a participant is unable to meet the requirements of this OD and still wishes to pursue professional driver training, FRWDB will not provide training funds, supportive services to support the training or placement assistance into any professional driving occupations.

If you have any questions, please contact the FRWDB Adult Program Manager or Young Adult Program Coordinator, as appropriate.

Professional Driver Occupation Questionnaire

1) Driving History

- a. How long have you had your driver's license? _____
- b. Do you hold a driver's license in any other state or province? Yes (list)_____ No_____
- c. Do you have any moving violations, including DUI/DWI? If so, please list the date and nature of each occurrence, along with the outcome. (Include any violations acquired in any other state or with any other license.)

2) Family Circumstances

- a. Truck Drivers are often required to be away from home for an extended period of time (days and even weeks). Do you have family or other local obligations that require your assistance on an ongoing basis? Yes ___ No ___
- b. Do you have small children at home? Yes ___ No ___

3) Other

- a. Do you like to travel? Yes ___ No ___
- b. How well do you deal with pressure, schedules and delays?

- c. Do you mind driving long periods of time – 10 hours per day? Yes ___ No ___
- d. Do you mind driving in the mountains? Yes ___ No ___
- e. Do you mind driving in adverse weather conditions – snow or rain? Yes ___ No ___

4) Medical History -

Your ERS/ACA will be reviewing and discussing the DMV Class A Physical exam requirements with you, including the review of required medical testing that includes high blood pressure, diabetes, illegal drugs, eye exams, etc. You will be asked by your ERS/ACA to certify that you are aware of the medical requirements.

My Employment Readiness Specialist/Academic Career Advisor has discussed the DMV Class A Physical Exam Requirements and the Fresno Regional Workforce Development Board Policy for this career with me. I have received a copy of the policy. I certify that all of the above information is true and correct to the best of my knowledge.

Participant's Signature:_____ Date:_____