

PERSONNEL

SUBJECT: Bus Drivers' Physical Examination

It shall be the policy of the District to reimburse bus drivers for their physical examination required for bus drivers' licenses. Reimbursement per examination will be in accord with the cost of the examining physician. The examining physician will be assigned by the District.

Bus drivers shall use the following procedure in obtaining the annual physical examination.

1. The employee must request an authorization slip for the physical examination from the Personnel Office.
2. The employee must request a health form as designated by the California Highway Patrol from the Personnel Office.
3. After obtaining both of the above forms, the employee must call the office of the designated physician and obtain an appointment for the physical examination. Both the authorization form and health form must be presented to the physician at the time of examination
4. After completion of the physical examination, the employee must take the original copy of the completed examination form to the California State Department of Motor Vehicles prior to renewing the bus Driving License.

The fee for the physical examination will be paid by the District after the above procedure has been followed