

## OBTAIN A DRIVER'S RECORD (K-4) THREE YEAR RECORD (Not needed at time of application)

After you apply for the SFMTA Transit Operator (9163) position and are notified of your score/rank by the SFMTA Exams team, the SFMTA Hiring team will request you to provide a copy of your driver's record (K-4) dated within the past 30 days of the date of request. There are two ways to obtain your driving record for yourself:

- Visit your local California Department of Motor Vehicles (DMV) or kiosk and request your driving record (K-4); OR
- Visit the California Department of Motor Vehicles website. <https://www.dmv.ca.gov/portal/>
  1. Click on **"Online Services"**
  2. Under "What services can I complete online", select **"Request your Driving Record"**
  3. Select **"Start driver's record request"**
  4. Create an account or if you have already created an account, log in by entering your email address password
  5. A small fee is required to be paid to DMV by debit/credit card or bank account to obtain your driver's record (K-4).
  6. Print or save an electronic copy of your driver's record

If you request the official INF-1125 driving record (which is not required by the SFMTA) the request must be mailed and may take additional time to receive it by postal mail.

## ACCIDENTS OR MOVING VIOLATIONS ON YOUR DRIVER'S RECORD?

To be considered qualified, one cannot have more than one (1) moving violation in the past 12 months or three (3) violations in the past 36 months. Individuals may complete a CA DMV approved driving improvement class in order to remove points associated with such moving violations from their record.

Candidates cannot have any accidents within the past three years for which they were determined to have contributed to the cause. If you have had an accident in the last three years, please contact your auto insurance provider to request a "Proof of No-Fault" letter.

## OBTAIN A COMMERCIAL DRIVER'S PERMIT (CLP) CLASS B

You only need a basic Class C license to apply. However, before you can complete the hiring process for the Transit Operator position you must obtain a valid California Commercial Class B License (CDL) or Commercial Learner's Permit (CLP) with both Passenger and Air Brake endorsements. **The earlier you obtain this, the faster we can move to hire you.** In order to apply for your Commercial Learner's Permit, you must visit your local California Department of Motor Vehicles location.

1. CLP candidates must have a valid standard CA non-commercial driver's license (DL);
2. Complete the DMV's CDL application in order to take the exam for the Commercial Learner's Permit (class B)
3. Provide proof of your social security number (SSN);
4. Verify your identity and proof of residency. A list of acceptable documents can be found at:
  - <https://www.dmv.ca.gov/portal/file/california-commercial-driver-license-documents-list-pdf>
  - <https://www.dmv.ca.gov/portal/file/residency-documents-list-pdf>
5. Pay the DMV's application fee
6. A Medical Examiner's Certification will be provided to you by the SFMTA and you will need to submit it to DMV once you have passed the exam

For more information on how to apply for a CLP, visit the CA DMV website and select **"How to Apply for a Commercial Learners Permit"**: <https://www.dmv.ca.gov/portal/driver-licenses-identification-cards/commercial-driver-licenses-cdl>

The CA DMV provides a Commercial Driver Handbook that can be picked up at a DMV location or you can review an electronic copy on their website: <https://www.dmv.ca.gov/portal/handbook/commercial-driver-handbook/>



In order to successfully fulfill the requirements for the Transit Operator position, you must have the following requirements:


- Obtain a Commercial Learner’s Permit (Class B) with the (P) endorsement and no restrictions on driving vehicles with air brakes.
- Pass a **General Knowledge test**.
- Pass a specific tests for **Air Brakes** and **Transporting Passengers**.

You should carefully read and study the following sections in the Commercial Driver Handbook:

COMMERCIAL LEARNER’S PERMIT AREAS TO STUDY FOR CLASS B*	
<a href="#">Section 1: Introduction</a>	<a href="#">Section 5: Air Brakes</a> For drivers who drive or tow vehicles with air brakes which is required for the Transit Operator role
<a href="#">Section 2: Driving Safely</a>	<a href="#">Section 11: Vehicle Inspection Test</a>
<a href="#">Section 3: Transporting Cargo</a> As a Transit Operator you won’t be transporting cargo, but the General Knowledge section does have questions about loading and balancing cargo that you will have to know.	<a href="#">Section 12: Basic Control Skills Test</a>
<a href="#">Section 4: Transporting Passengers Safely</a>	<a href="#">Section 13: Road Test</a>

\*Most of the questions on the CLP Commercial B test will come from the sections above, but there is always the possibility of a question from another section of the book. Please review the entire book to ensure a passing test score.

You have three attempts to pass each of the required knowledge tests. If you fail the same test three times, your CLP application is no longer valid and you need to reapply with DMV.



**Upon hire and successful completion of the SFMTA’s Transit Operator training, YOU WILL QUALIFY FOR YOUR COMMERCIAL DRIVER’S LICENSE**

## COMMERCIAL LEARNER’S PERMIT STUDY RESOURCES

Sample CLP written tests are available on the CA DMV website:


Sample Written Test 1: <https://www.dmv.ca.gov/portal/driver-education-and-safety/educational-materials/sample-driver-license-dl-knowledge-tests/sample-commercial-drivers-written-test-1/>

Sample Written Test 2: <https://www.dmv.ca.gov/portal/driver-education-and-safety/educational-materials/sample-driver-license-dl-knowledge-tests/sample-commercial-drivers-written-test-2/>


There are many study guides and practice tests online that may assist you to prepare for the CLP examination. Type in “CA CLP Study Guide” in the search bar using Google.com or Bing.com to review the materials available. Please note that the CA Commercial Driver Handbook is the main source of information as you prepare.

## CITYDRIVE PROGRAM

If you need financial support or additional assistance with obtaining your Commercial Learner’s Permit, the CityDrive Program is recommended for you. CityDrive offers a two-week course to guide candidates on important information to prepare you for the DMV tests. They also provide assistance with obtaining the required DOT Medical and can help you renew your permit, if necessary. Candidates will be provided with additional information about this free program after an application has been submitted for the Transit Operator recruitment. You can find more information on the CityDrive website: <https://linktr.ee/citydrive>.



**We’re looking for our next Muni bus operator class, will you be part of it?**





**Considering a new career?**

Look no further than here at Muni. We have multiple open positions for professional Operators & other career paths.

