

All Personnel Commercial Driver's Licenses	D.4
<i>Adopted: July 23, 2013</i>	

It has long been the practice of Hilldale School District to require all employees who serve as coaches of athletic teams that travel by school bus for participation in or practice for athletic contests or competition and the band director to have and maintain in good standing a current commercial driver's license ("CDL") with appropriate endorsements from the Oklahoma Department of Transportation to lawfully operate a school bus in Oklahoma. The board of education believes that it is in the best interests of the Hilldale School District that this long established practice be made into a formal written policy of the school district.

Except where prohibited by law, all employees of the Hilldale School District who serve as coaches of athletic teams that travel by school bus for participation in or practice for athletic contests or competition and the band director shall have and maintain in good standing a CDL with appropriate endorsements from the Oklahoma Department of Transportation to lawfully operate a school bus in Oklahoma.

Any current employee who is not already in compliance with the requirements of this policy shall have a period of sixty (60) calendar days after adoption of this policy to obtain the required CDL. Any employee hired after adoption of this policy who is required by this policy to have a CDL shall have a period of one (1) year after the employee's hire date to obtain a CDL. Upon obtaining the required CDL, an employee shall provide the superintendent with a copy of the employee's CDL. An employee shall notify the superintendent immediately if his CDL is revoked, suspended or expires.

Any employee required to obtain a CDL under this policy shall be entitled to reimbursement from the school district for reasonable costs incurred in acquiring the required CDL. Any request for reimbursement shall be in writing and include copies of expense receipts. Reimbursements will not be provided without appropriate documentation supporting the request.

If an employee fails to comply with the requirements of this policy, the superintendent, in his or her sole discretion, may (1) extend the employee's time for compliance by an additional ninety (90) days upon written request, (2) suspend the employee without pay from the employee's extra-duty assignment as a coach or band director, or (3) take such action in furtherance of this policy as he/she deems appropriate on a case-by-case basis. An employee has no right of appeal of the superintendent's decision to the board of education. This policy is not intended to nor shall it be construed to create a property right in an extra duty assignment. The superintendent shall cause all extra duty contracts for affected employees to conform to this policy.