

GARA-R Employee Health Examination/Driving Record

7/19/12

GBSA Reference: GARA (Employee Health Examination)

RATIONALE/OBJECTIVE:

The Cobb County School District (District) reserves the right to require employees and applicants for employment to demonstrate their ability to perform essential, job-related functions.

RULE:**A. HEALTH EXAMINATIONS:****1. General Provisions:****a. Potential Employees:**

- (1) The District reserves the right to require a post-offer physical examination and/or agility test of a potential employee, and may condition the offer of employment on the results of such examination or test;
- (2) **Bus Drivers:**
The District will require a post-offer physical examination for all potential employees for a school bus driver or bus monitor position. This physical examination will be in conformity with any examination required by the Georgia Department of Education (GDOE), the Georgia Department of Driver Service (DDS) and applicable federal law.
- (3) **Commercial Driver's License (CDL):**
The District will require a post-offer physical examination for all potential employees whose job duties require a CDL. This physical examination will be in conformity with the general requirements of the physical examination of school bus drivers and compatible with the job duties of the position for which the CDL is required.

b. Current Employees:

- (1) The District reserves the right to require a physical and/or psychological examination of any current employee which pertains to the employee's continuing competence and fitness to perform assigned duties. The District will assume the financial responsibility for these required examinations but will not be responsible for cost of the treatment.
- (2) If a current employee does not pass the requirements of the physical or psychological examination, his/her supervisor or principal should contact appropriate personnel in Human Resources to confer on a case-by-case basis.

2. Specific Requirements:**Annual Physical Examination:**

Employees in the following employment classifications and whose job description require a commercial driver's license (CDL) as a term of their employment are required to undergo annual physicals at a District designated medical facility:

- a. Fleet Maintenance;
- b. Food and Nutrition;
- c. Maintenance;
- d. Transportation; and
- e. Warehouse.

B. LICENSE REQUIREMENTS/DRIVING RECORDS:**1. The District shall require the following:****a. Transportation:****(1) Minimum Licensure:**

Commercial Driver's License (CDL) Class B and S&P endorsement;

- (2) **Driving Record Checks:**
Twice-a-year driving record checks;
 - b. **Fleet Maintenance/Food and Nutrition Services/Maintenance/Warehouse:**
 - (1) **Minimum Licensure:**
CDL Class B License;
 - (2) **Driving Record Checks:**
Twice-a-year driving record checks;
 - c. **Others:**
 - (1) **CDL Licenses:**
The District shall conduct a minimum of once-a year driving record checks on each employee not included above who holds a commercial driver's license (CDL) as a requirement of their job classification;
 - (2) **Non-CDL Licenses:**
The District may require a driving record check on any employee who operates a District vehicle.
2. If the record check produces negative results, employee's supervisor and appropriate personnel in Human Resources shall confer on a case by case basis to determine employment decisions.

C. BUS DRIVER/MONITOR EMPLOYMENT AND OPERATION OF BUSES:

The following shall be observed in the initial and continued employment of drivers and operation of buses:

- 1. **Employment of School Bus Drivers:**
 - a. **School bus drivers shall be:**
 - (1) Recommended for employment by Human Resources; and
 - (2) Approved and trained by Transportation.
- 2. **Physical Examinations:**
 - a. Each school bus driver must have a physical examination in accordance with the approved examination prescribed by Georgia Board of Education Rule 160-5-3-.08.
 - b. **Physical Agility Test:**
Physical Agility Tests (PAT) will be conducted as part of the post-offer physical examination for new hires and for current employees returning from workers compensation or long-term leave (Administrative Rule EGAA-R [Workers' Compensation]; (Administrative Rule GARH-R [Leaves and Absences])).
- 3. **Applicant Requirements:**
Applicants for employment as a school bus driver must:
 - a. Be at least 21 years of age;
 - b. **Drug/Alcohol Mandatory Testing:**
Complete a drug/alcohol screening test at the beginning of employment. Thereafter all current and new hires are subject to random alcohol/drug testing throughout the year (Administrative Rule GCRA(1)-R [Drug Screening]) in accordance with Georgia Board of Education Rule 160-5-3-.15.
 - c. Satisfactorily meet the requirements of Georgia Board of Education Rule 160-5-3-.08 including:
 - (1) Successful completion of District's bus driver training program; and
 - (2) Secure and maintain, at their own expense, the driver's license required for bus drivers (Also see licensure provisions of Administrative Rule EI (Risk Management)).
- 4. If a potential employee does not pass the requirements of the physical agility test or the physical examination, the potential employee's supervisor and appropriate personnel in Human Resources shall confer on a case by case basis to determine employment decisions.

Adopted: 6/15/66

Revised: 5/8/74

Reviewed: 7/74; 8/13/75; 8/10/77

Revised: 5/10/78; 7/78; 9/23/82; 5/26/83; 8/8/84; 2/13/86; 6/19/86; 1/10/90; 6/27/91; 7/8/92; 3/28/96

Reclassified an Administrative Rule: 9/1/04

Revised: 2/10/10; 1/18/12

Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GBAC)

Legal Reference
Rule 160-1-3-.03
29 CFR 1630.13
29 CFR 1630.14
29 CFR 825.310

Infectious Diseases
Prohibited medical examinations and inquiries
Permitted medical examinations and inquiries
Fitness for duty certification