



**Classification:** Commercial Driver License (CDL) Examiner

**Title Code:** V07614

**Pay Range:** 20

### **POSITION SUMMARY:**

Commercial Driver License (CDL) Examiner positions are specialist positions where the employee performs work administering the full range of Missouri driver's license examinations. An employee in this position must spend 75% of their time conducting more complex Commercial Driver License (CDL) examinations. An employee in this position is normally assigned to a CDL test site. An employee in this class administers a variety of tests to driver's license applicants, determines appropriate license category and assures the applicant's qualifications. CDL Examiners must be able to interact with the public during all weather conditions for extended periods of time. Work is performed independently under only general supervision.

### **DESCRIPTION OF DUTIES PERFORMED:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Explains state law regarding commercial driver's license policies and procedures to the general public in-person or via the telephone; answers questions from the public regarding office hours, location, and application process; explains specific licensing requirements, laws, and rules and regulations to applicants.

Selects types of commercial driver's license examinations by verifying classification and endorsements needed for the vehicle to be driven and cargo to be hauled, e.g. the general knowledge test, combination, passenger transport test, school bus, air brakes test, hazardous materials test, tanker test, or doubles/triples test.

Sets up and maintains basic skills course to include accurate measurements for different types of basic skills testing and marking boundaries.

Administers the CDL written examination; instructs applicants on test taking procedures; explains steps required for retaking appropriate tests if applicant does not meet passing standards.

Administers the CDL pre-trip inspection; inspects commercial vehicle functioning, including lights, brakes, turn signals, etc. to determine if the commercial vehicle is safe to operate; observes applicant performing pre-inspection of engine and components inside and outside of the vehicle; indicates on checklist applicant's ability to identify relevant commercial vehicle components.

Administers the CDL basic controls skills test to evaluate applicant's basic skill in controlling vehicle and judging its position in relation to other objects; instructs applicants to perform various maneuvers such as straight line backing, alley dock, sight-side parallel parking, conventional parallel parking, and offset backing in the commercial vehicle.

Administers the CDL road test to evaluate applicant's ability to drive safely in most on-road situations; instructs applicants to perform appropriate driving applications on various road conditions, such as curves, turns, intersections, driving up and down grades, stopping and starting on grades, etc.; determines adherence to road safety rules, regulations, and laws by observing applicant's ability to maneuver the commercial vehicle and to follow pertinent traffic signs, lights, and right of ways; rates applicant's driving skills on standard scoring sheet; calculates applicant's final score based on the maneuvers performed correctly or incorrectly.

**Classification:** Commercial Driver License (CDL) Examiner

**Title Code:** V07614

**Pay Range:** 20

Page 2

Reviews the overall performance with the applicant and informs applicant of pass or fail status; counsels applicants regarding the CDL examination results or reason for examination failure.

Determines when the driving skills and maneuverability examinations should be cancelled due to inclement or unsafe weather conditions, or dangerous driver actions, or unsafe vehicles.

Answers inquiries via phone, in person, and through written correspondence regarding the Commercial Driver License Program, Missouri licensing regulations, and the driver examination process.

May administer the visual, written, and oral examinations for all classes of drivers' licenses; may conduct off-street testing; pre-trip inspections, basic control maneuvers, and may administer road examinations to applicants for all classes of drivers' licenses.

Assists in designing and testing routes for road tests.

Operates a motor vehicle to travel to CDL fixed sites to administer testing.

Prepares and submits various reports; maintains records and files of applicants for licenses and instruction permits.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of the methods and procedures used in administering all driver license examinations.

Extensive knowledge of the laws, rules, and regulations pertaining to examinations for all classes of motor vehicle operators license.

Road examinations normally require the examiner to ride in tractor-trailers, large trucks, and school buses; therefore, employees in these positions must have the ability to stoop, crouch, or climb as needed to inspect Class A, B, and C vehicles.

Ability to conduct a thorough and safe road test with commercial vehicles.

Ability to work under the stress associated with riding on driving tests with new and inexperienced drivers.

Ability to enter and exit vehicles including large trucks and buses to conduct CDL or other examination road tests.

Ability to set up testing site and operate testing equipment.

Ability to maintain the highest level of integrity in testing license and permit applicants.

Ability to read, comprehend and apply technical guides and resources, such as the federal and state regulations for CDL driver's licensure, including the Missouri Commercial Driver License Manual, and Examiner's Manual for Commercial Driver's License tests.

**Classification:** Commercial Driver License (CDL) Examiner

**Title Code:** V07614

**Pay Range:** 20

Page 3

Ability to exercise diplomacy, patience, and maintain favorable relationships in dealing with the general public, officials of truck driving schools, and state and federal officials.

Ability to work independently with only general supervision.

Ability to verbally answer inquiries and explain testing procedures to applicants applying for licensure.

Ability to work in an environment that involves moderate hazards or discomforts such as working outdoors in inclement weather for extended periods of time without a break period.

Ability to provide own transportation to and from various testing sights during normally scheduled working hours.

Ability to operate a motor vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri statutes, to include any Patrol assigned vehicle with the responsibility for its upkeep and basic maintenance.

Ability to maintain various records and files.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:**

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a high school or possession of a GED.

Employees classified at or above the level of Driver Examiner III are eligible for CDL Examiner (exception: employees grandfathered as a result of the September 2007 job study).

**NECESSARY SPECIAL REQUIREMENTS:**

Successful completion of the Commercial Driver License Examiner Training Course.

Must possess or obtain and maintain a valid driver's license.

**Classification:** Commercial Driver License (CDL) Examiner

**Title Code:** V07614

**Pay Range:** 20

Page 4

Driver Examiners assigned to administer the CDL Skills test must successfully complete the Commercial Driver License Examiner Training Course as soon as practicable.

Pursuant to General Order 26-04-370, uniformed civilian employees hired after January 25, 1995, will not have brands or tattoos that a reasonable person would find offensive, such as brands or tattoos depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniform civilian positions if they have any brands or tattoos on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body which would be visible while in uniform.

Driver Examiners assigned to a traveling crew may be required to furnish a vehicle to transport the Examination Team and all required equipment. The state mileage rate will be used to reimburse employees for expenses incurred in performing job-related travel.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.