

BECOME A MUNI OPERATOR: Driver's Record & CLP Guide

Effective October 2025

OBTAIN A DRIVER'S RECORD (K-4)

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. Below are two ways to obtain a driving record:

- 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 "Driver's Licenses & IDs"
 - 2. Select "Request Driver 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 \$2.00 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 and send the copy to <u>DriveMuni@SFMTA.com</u> (subject line: K-4 (Last Name, First Name)

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 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

Before you can complete the hiring process for the Transit Operator position you must obtain a valid California Commercial Class B License or Commercial Learner's Permit (CLP) with both Passenger and Air Brake endorsements. To get 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 CDL application 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/residency-documents-list-pdf/
- 5. Pay the \$98.00 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 picked up at a DMV location or you can review an electronic copy on their website: https://www.dmv.ca.gov/portal/file/california-commercial-driver-handbook-pdf/







To successfully fulfill the requirements for the Transit Operator position, you obtain a Commercial Learner's Permit (Class B) with the (P) endorsement and no restrictions on air brakes. You must pass a **General Knowledge test**, as well as specific tests for **Air Brakes** and **Transporting Passengers** to. You should carefully read and study the following sections in the <u>Commercial Driver Handbook</u>:

COMMERCIAL LEARNER'S PERMIT AREAS TO STUDY FOR CLASS B*	
Section 1: Introduction	Section 5: Air Brakes
	For drivers who drive or tow vehicles with air brakes which is
	required for the Transit Operator role
Section 2: Driving Safely	Section 11: Vehicle Inspection Test
Section 3: Transporting Cargo	Section 12: Basic Control Skills Test
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.	
Section 4: Transporting Passengers Safely	Section 13: Road Test

^{*}Most of the questions on the CLP Commercial B test will come from the section 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 application is no longer valid, and you need to reapply.



Upon hire and successful completion of the SFMTA's Transit Operator training, YOU WILL QUALIFY FOR YOUR COMMERCIAL DRIVER'S LICENSE (CDL)

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 ad 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 who submit an application and are successful in the examination process will receive more information on how to sign up for CityDrive.

SFMTA WEBSITE – BECOME AN OPERATOR

For more information, please visit our website at https://www.sfmta.com/driver



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.

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