

THIRD PARTY EXAMINER POLICY

1. If schedule permits, the third party examiner may test during working hours with no reimbursement other than normal pay. May also test on weekends or after garage is closed and receive hourly reimbursement as per board approved rate upon approval of the district administrator.
2. When testing drivers not employed by the district, the West Salem School District would prefer driver to bring own vehicles and/or buses. If a test is to be completed and the tester wants to use a West Salem School District bus, a \$100.00 charge will be levied for use of our vehicle. Any vehicle used during the test must meet inspection requirements as established by the Department of Transportation (DOT). The examiner will check for valid license and permits prior to testing.
3. Rates charged are:
  - A. Skills Test ----- \$70.00
  - B. Skills Test-----\$60.00
  - C. Pre-Trip -----\$10.00
  - D. Abbreviated School Bus -----\$25.00
  - D. Abbreviated "Lift Air" -----\$25.00
4. Individual will be reimbursed for costs after 90 days of employment with the West Salem School District.
5. The examiner will abide by all rules and regulations as established by the Department of Transportation and will ensure that all paperwork is completed in a timely manner.
6. Our current fleet insurer will issue a certificate of insurance annually to the DOT.
7. The examiner must maintain licenses and proper certification as required by the DOT.
8. The annual application fee will be paid by the school district to the DOT. The examiner must complete any further training seminars at the district's cost and as directed by the DOT to keep current on policies.
9. Maintain a filing system according to DOT regulations. This will be set up and kept current in the West Salem School District transportation office.

Approved: November 28, 2000  
Revised: April 23, 2007