TEXAS A&M
FOREST SERVICE

Steps for Sending an Employee to a CDL School

1. Submit the following documentation to the CDL Program POC
   - Copy of employee's Class A CDL permit
   - School name, location, total cost, and start date
     - o If desired school is not on the list of approved driving schools, send school details, including all items provided for approved schools on the list, for consideration to be added to the list
   - Signed 'Student Expectations' letter

2. Program POC will complete the Training Commitment Agreement using the above information and send it to the home unit for the employee's signature.

3. Return signed agreement to Program POC for Agency signature/approval

4. Program POC will send notification of approval

5. Once approved, the home unit is responsible for registering the employee and providing status updates to the Program POC

6. Once a Class A CDL is obtained, a copy must be sent to the Program POC and Environmental Health & Safety Officer

7. Employee must also complete and return a 'Driving School Evaluation' form to the Program POC

Steps for Paying for CDL School

1. Tuition costs, up to $4,500 are covered by the Training Section. The home unit is responsible for any costs above that amount

2. Employees can pay for the school using a TFS Procurement card, but consider the following:
   - TFS cannot pay credit card processing fees to private entities. If a school adds a fee for using your credit card to pay for tuition, you need to either get the school to send you an invoice, or work with AP to have a check written
   - If you will need a procurement card increase of more than $5000 in order to pay for tuition, then you will need to work with the school to get an invoice issued rather than putting it on your procurement card. Credit card increases of that level require a more extensive approval process and should be avoided if possible

3. All associated travel costs are the responsibility of the home unit. Report total travel costs (if applicable) to the Program POC.

4. Before payments are processed, an S# must be requested from the Program POC

REFER TO TFS TRAINING PROCEDURES FOR FULL DETAILS