

# Azusa Pacific University

## How to get a Class B Driver's License

This form is intended to help you in the process of acquiring a California Commercial Driver's License. Please read the information below carefully.

**Note: Don't wait until the last minute!** This process **always** takes longer than people anticipate and almost everyone runs into at least one snag along the way.

### Step 1

Pick up the following documents from your local DMV:

- Class B Physical Documents (Green Card & White Papers)
- Passenger Endorsement Study Guide
- Commercial Drivers License Study Guide
- A copy of your driving record

### Step 2

Get a class B physical. If you are in the Azusa area, call Irwindale Industrial clinic at (626) 969-9800.

**Make sure that every box is checked and everything that needs to be signed is signed.** Double-check the entire document before you leave the doctors office!

### Step 3

Call one of the local DMV offices and make an appointment to take your written test. Save your receipt and turn it in for reimbursement.

You will need your birth certificate or passport **and** your social security card.

There are three separate tests that you will need to take:

1. California Drivers test
2. Passenger Endorsement (use Study Guide)
3. Commercial Driver's License Test (use Study Guide)

**Note: You do not need to take the airbrakes test!**

### Step 4

Call Facilities Management/Transportation (626-812-3002 or 626-815-3508) and schedule an appointment with the transportation coordinator, Joe Haynes. You will need approximately five hours of training (usually divided into two sessions). Session one consists of APU paper work, a video, and a log book test. Session two consists of a pre-trip test and a vehicle driving test. The purpose of this training is to prepare you to pass the DMV driving test. Bring all your paperwork (physical papers, driver's printout, passed permit proof, etc.) to your first appointment with Haynes.

### Step 5

Call your local DMV ([www.dmv.ca.gov](http://www.dmv.ca.gov)) and make an appointment for your driving test. Calling at least two months in advance to make your appointment is suggested. You will also need to submit a vehicle request and find a class B driver that can drive the university van to the DMV for you.

Take the driving test at your local DMV.

### Step 6

Go out and celebrate!