

Chapter 11 – Medical Examinations and Driver’s License Fees

Medical Examinations

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Medical Examinations and Driver's License Fees

References: [State Administrative Manual \(SAM\) Section 191](#), [California Code of Regulations \(CCR\), Administration, Title 2 Sections 599.926](#), and [Bargaining Unit Contracts](#)

MEDICAL EXAMINATIONS

When a physical examination is required for pre-employment or as a condition of employment, the State will provide or pay for it. The applicant must pay for any studies or exams beyond the approved level.

A permanent employee who is required to have either a Class A or Class B driver's license will be reimbursed for the necessary medical examination. Reimbursement will be made in accordance with CCR Section 599.926 and the employee's Bargaining Unit Contract.

Pre-Employment Physical Examination

When a pre-employment physical is required as a condition of employment, the Department will reimburse the new employee the actual cost of the physical up to a maximum of \$70.15. When an audiometric evaluation (hearing test) is also required, the Department will reimburse the new employee the actual cost of the evaluation up to a maximum of \$42.86.

Pre-Employment Fingerprinting

When a pre-employment fingerprinting is required as a condition of employment, the Department will reimburse the new employee the actual cost of the fingerprinting.

Aeronautics Physical Examination

Qualifying employees: Bargaining Unit 1

An Aviation Consultant may be reimbursed the cost of his or her annual second-class flight physical examination.

Class A and B Driver's License Medical Examination

Qualifying employees: Bargaining Units 1, 4, 9, 11, 12, and 21 and Non-Represented Employees

The Department will pay the actual cost of a medical examination for a permanent employee who is required to have either a commercial Class A or Class B driver's license. The employee must receive his or her exam from a contractor physician or clinic or be specifically authorized in advance to be examined by his or her personal physician. A non-represented employee requires advance authorization for the medical exam from the California Department of Human Resources (CalHR). See CCR Section 599.926.

In addition, the Department will pay the cost of a Bargaining Unit 9 employee's medical examination when:

- An employee is in a classification designated by the Department which requires the employee to upgrade his or her driver's license to a Class A and/or Class B commercial driver's license and any endorsement(s); or

- An employee is in a classification where a Class A and/or Class B commercial driver's license is an additional desirable qualification; or

- An employee voluntarily and regularly drives, with authorization of the Department, a vehicle for which either a Class A or a Class B commercial driver's license including required endorsement(s) is required.

The Department will pay the cost of a second medical examination and/or referral by the examining physician, not to exceed the cost of the first medical examination provided that:

- The employee fails the first medical examination, or the certification submitted is not accepted by the Department of Motor Vehicles (DMV); and

- A second medical examination is authorized by the employee's supervisor and is conducted; and

- The second medical certification is accepted by the DMV.

DRIVER'S LICENSE FEES

[Driver License Application Fees](#)

The cost of an eligible employee's filing and examination fees associated with obtaining the appropriate Class A and/or Class B commercial driver's license and endorsement(s) will be reimbursed provided that:

- The employee requests and is authorized at least 10 days in advance by his or her supervisor to take the examination(s); and

- The employee has valid and current medical certification acceptable to the DMV; and

- The employee successfully passes the required examination(s) and is issued the license(s) and appropriate endorsement(s).

Reimbursement for commercial driver's license fee(s) paid by an employee will be for that portion of the commercial driver's license fee (including the cost of endorsement(s) required by the appointing power) which exceeds the cost of the regular non-commercial Class C driver's license.

The employee must apply for the required license(s) and any required endorsement(s) simultaneously. Reimbursement will not exceed the cost that would have been incurred had the tests been taken simultaneously.

REIMBURSEMENT CLAIMS

A reimbursement claim for a medical examination or Class A and/or Class B commercial driver's license fee(s) must be on a Travel Expense Claim (TEC) Form [FA-0302](#) and submitted to the Travel Payments and Policy Section, MS-25.

The TEC must include the following:

Physical and Medical Examinations

- Two (2) copies of the invoice from the physician or clinic.

- Two (2) copies of the receipt indicating a zero (0) balance due.

- Cost coding: Unit number, Project number, and phase.

- Object code 132.

- Object code 089 (Pre-employment Physical Examination).

Driver's License Fees

- Two (2) copies of the DMV application indicating the amount of the license(s) and any endorsement(s).

- Two (2) copies of the receipt of payment to the DMV.

- Two (2) copies of the license (temporary or actual if available at the time).

- Object code 132.