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**Policy: 2019017**

**Date in Effect: 05/01/2006**

**Latest Revision: 10/02/2020**

## **COMMERCIAL DRIVER'S LICENSE (CDL) POLICY**

### **POLICY STATEMENT**

It is the policy of the City of Findlay to require any City Employee to obtain or maintain a valid Commercial Driver License (CDL) if his/her job description requires the operation of specified vehicles or equipment.

This policy is not intended to violate or to supersede any contrary provisions of any extant collective bargaining agreements, the terms of which are controlling.

### **SPECIFIED VEHICLES OR EQUIPMENT THAT REQUIRE A CDL**

- A. A single vehicle with a gross vehicle weight rating (GVWR) of more than 26,000 pounds.
- B. A trailer with a GVWR of more than 10,000 pounds if the gross combination weight rating is more than 26,000 pounds.
- C. Most City Service Division Departments control vehicles and equipment, the operation of which requires CDL.
  - 1. Department Heads, in consultation with the Safety & Service Directors, shall determine whether an employee's job description and classification require a CDL.
  - 2. Job Descriptions shall contain reference to any CDL requirement in the "Licenses/Certifications" section.

### **PROCEDURES**

- A. If an employee's position requires him/her to operate any City vehicle listed above; or if a Department Head determines the need for a CDL applicable to a particular job assignment; the employee shall be required to maintain a valid CDL as a condition of employment. Any employee who is required to maintain a CDL, and does not do so, shall be subject to termination of employment.
- B. Any new employee, or employee who transfers from a position that did not require a CDL, shall have six months to obtain a valid CDL after the date of hire or transfer.
- C. Upon receiving a valid CDL endorsement, the employee shall provide a copy of his/her valid Ohio Driver's License with CDL endorsement to the Department Head, to be placed in the employee's personnel file.
- D. If the employee does not already have a CDL upon hire or transfer, the department shall be responsible for the initial CDL testing fee for new hires and transfers. The employee shall be responsible for any subsequent CDL testing fees if he/she is unsuccessful in passing the initial CDL test. If the department has vehicles with a manual transmission and the employee does not have that designation on his/her CDL, the



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department shall pay for the initial CDL testing fee for the employee to receive that designation. **The City will not reimburse initial fees for employees that have already attained a CDL.**

E. Any new hire that has his/her CDL testing fee paid for by the department will be responsible for reimbursing that payment if he/she voluntarily separates from City employment within two years.

Director of Law Review \_\_\_\_\_

Human Resources Director \_\_\_\_\_

Mayor \_\_\_\_\_

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*Christina M. Murray*