# City of Hickory Public Services
# Commercial Driver's License Certification Policy

**Introduction:**

The City of Hickory Public Services Department performs a variety of Construction Service related tasks in the normal execution of duties. Frequently coworkers are required to operate equipment and vehicles that require a higher level of licensure, Commercial Driver's License (CDL).

Certain positions within Public Services require the individual to hold and maintain this higher level of licensure, such as Crew Leader, Heavy Equipment Operator and Equipment Operator. The Department frequently needs more coworkers to hold this higher level of licensure to efficiently perform duties.

**Goal:**

The goal of this policy is to incentivize obtaining a CDL to coworkers and increase the pool of eligible drivers.

**Impact:**

The policy is for the Public Services Department. Specific Divisions of focus include:

- Street
- Utilities Distribution
- Utilities Collection
- Utilities Plants
- Solid Waste
- Building Services
- Fleet
- Landscape Services
- Traffic

**Approvals:**

1. Coworker must be employed for at least six (6) months and have had a minimum of Meets Requirements Probationary Evaluation with a recommendation to continue employment.
2. Coworker shall request from Supervisor to be considered for licensure.
3. Division Supervisor must recommend approval in writing of request.
4. Coworker must take necessary steps to obtain a valid Learner's Permit, at their expense, in order to train in equipment.
5. Coworker and Supervisor will work together to allow coworker to obtain exposure and experience in operating vehicles that require CDL.
6. Supervising Driver will recommend to Division Supervisor when coworker is proficient and ready for licensure.
7. Coworker at their own expense and on their own time will obtain study materials or take CDL class on their own to prepare for the written test. City of Hickory will not pay for these activities.
8. Coworker is to schedule written test on their own and successfully pass Permit Test.

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9. With recommendation of Division Supervisor and Supervising Driver, coworker will be allowed to use City vehicle to take driving portion of CDL test. Coworker is to coordinate this with Division and CDL Driver who will be accompanying them to test. This must be scheduled ahead with the Division Supervisor so as to not cause an inconvenience to the Division operations.
10. Coworker is responsible for all fees, test charges and expenses for class, test and/or license. City will pay for fuel and Staff time during normal operations and as approved scheduled.
11. Positions requiring CDL as a requirement of employment are not eligible for this policy.

**Requirements:**

1. Coworker must have been employed by City for minimum of six (6) months.
2. Coworker cannot be employed in position that requires CDL.
3. Coworker must obtain approval of Division Supervisor.
4. Coworker shall agree to use CDL for City sponsored operations or functions.
5. Coworker agrees that study time for material shall be on their own time.
6. No overtime shall be paid to coworker for preparation or driving practice specifically for purpose of licensure.
7. Coworker may not have CDL previously and allowed it to expire as a City Employee.
8. Coworker will seek CDL level "A" licensure with tanker endorsement.
9. Coworker understands the eligibility is for a single occurrence.
10. Coworker must sign and date this Policy and agree to all conditions.

**License and Renewals:**

1. Coworker agrees to pay all cost associated with obtaining and maintaining CDL.
2. Coworker agrees to pay for license as required by NC DMV.
3. Coworker agrees to obtain required Continuing Education or experience requirements as may be necessary.
4. Coworker understands this policy can only be utilized one time.

**Benefits:**

Upon completion and passing of required test the City agrees to compensate eligible coworker with a 1% annual incentive paid as a one-time lump sum annually, so long as the policy is in effect. This investment is given in recognition of the Coworker striving to improve themselves and assist the City with obtaining additional eligible CDL drivers. This program will be evaluated annually to determine effectiveness and may be cancelled at any time by the City should the benefit not be present for the City. If such cancellation occurs, the policy becomes void and annual incentives will be stopped for all coworkers related to this policy.

Chuck Hansen 12/2/16 _____

Chuck Hansen, PE, Public Services Director — Date

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Coworker — Supervisor