



**GILA COUNTY
DIVISION OF PUBLIC WORKS**

DIVISION POLICY or PROCEDURE

<p>Title: Commercial Driver License (CDL) Expenses</p>	<p>Effective Date: 6-23-09 Revised: 9-4-12</p>	<p>Department: Consolidated Roads, Auto/Equipment Maintenance, & Recycling & Landfill Management</p>
<p>Purpose: To clarify CDL requirements for employees and define what CDL related expenses will be paid by the Gila County Public Works Division.</p>	<p>Authorized Signature:</p> <p align="center">_____ Steve Stratton, Director of Public Works</p> <p align="center">_____ Bryan Chambers Chief Deputy County Attorney</p>	

Policy Statement:

This policy is intended to supplement Rule 10 – Drugs and Alcohol of the Gila County Merit System Rules and Policies Manual. The Gila County Merit System Rules and Policies take precedence in the event of any conflict between the policies.

It is the intent of the Public Works Department Managers and Supervisors to ensure that Public Works employees that are required to have a Commercial Driver License receive their required medical physical exam every twenty-four (24) months. Therefore, in the interest of reducing liability, Gila County will pay up to \$100 once every twenty-four (24) months for the CDL required physical exam for a Regular Status Full-Time employee that has successfully completed probation. Any endorsements

required will also be reimbursed to the employee up to the amount charged by the MVD of Arizona.

1. Background:

This policy and the CDL requirements discussed herein pertain only to the classifications that require a CDL and/or endorsements. Drivers of all commercial vehicles are required to have a medical examination every two years.

A commercial motor vehicle is any self-propelled or towed vehicle used on public highways when:

- A. The vehicle's gross weight rating or gross combination is over 26,001 pounds.
- B. The vehicle is designed to transport more than 15 passengers including the driver; or
- C. The vehicle is used in the transportation of hazardous materials in quantities requiring placard under the Hazardous Transportation Act.

2. Responsibilities:

Supervisors will uphold the requirement for a Class A and B CDL with endorsements and will prohibit any employee from operating equipment requiring a CDL without endorsements, physicals, renewals, and refreshers, except for training and/or testing purposes. This responsibility is set in 49 CFR (Code of Federal Regulations) Part 172.704 *Training Requirements*, (c) (ii)(4) *Compliance* and Part 391 *Qualifications of Driver*. Any employee performing a safety sensitive function on a commercial class vehicle must have a current CDL.

- A. It is the supervisor's responsibility to be sure their employees comply with the requirements of obtaining and maintaining a CDL and the associated endorsements.
- B. It is the employee's responsibility to obtain and maintain the CDL and the endorsements as a condition of employment. In the event a CDL is suspended or a citation is received, the CDL and endorsement must be renewed at the employee's expense using personal time for testing and physicals. If loss of CDL privileges occurs, the employee must immediately (within 24 hours) notify their supervisor upon receipt of the suspension, revocation or loss of CDL privileges.

Waivers, for employees who can't renew their CDL privileges due to health issues or driving record issues, will not be granted.

3. Procedures:

- A. The testing fees for original CDL and endorsements will be reimbursed with proper documentation provided by MVD.

- B. Renewal fees for CDL and endorsements will be reimbursed with proper documentation provided by MVD.
- C. The County does not have a clinic or physician under contract so the employee may use the doctor of their choice. Gila County will reimburse the employee up to \$100 for the physical every 2 years (24 months) or will pay the doctor directly up to \$100 once presented with a detailed or itemized invoice showing that the physical exam was for the CDL.

Employee cannot use their County credit card to pay for the CDL physical, testing fees, or endorsements. Employees may use County time but not overtime or travel expense to take their CDL-required physical. Employees must use personal time for renewal of the CDL-required physical if the CDL license is suspended or revoked.

Attachments:

None.