Commercial Driver License Policy

Purpose: The purpose of these regulations is to prevent truck and bus accidents, fatalities, and injuries by requiring drivers of commercial motor vehicles to obtain a Commercial Driver License (CDL).

Policy: It shall be the responsibility of each Department Head to insure that drivers of commercial motor vehicles possess a valid CDL. Drivers of Commercial Vehicles are responsible for meeting all requirements for obtaining their CDL and maintaining required vehicle inspection, trip records and, if applicable, placards with appropriate Material Data Safety Sheets (MSDS).

Applicability: This policy applies to all full-time, part-time, temporary employees and volunteers responsible for the operation of a commercial vehicle.

Procedure:

License Requirements

A. Drivers who operate City and County vehicles, which are in the categories listed below, are required to obtain a Commercial Driver License (CDL):
B. A vehicle with a Gross Vehicle Weight (GVW) of 26,001 pounds or more.
C. A vehicle designed to transport 16 or more passengers, including the driver.
D. A vehicle of any size that is required to be placarded for hazardous materials.

Drivers who operate commercial motor vehicles can have only one driver license at any one time. Current driver licenses must be turned in when the Commercial Driver License (CDL) is obtained.

Qualification Standards

Physically qualified to drive a motor vehicle. A physical examination is required and a copy of the Medical Examiner's Certificate must be kept with the driver at all times. The physical exam is provided free of charge by the City and County's designated medical services provider.

A. Pass a written examination.
B. Pass a road test or be certified by the City and County indicating that the employee is fully qualified to operate the vehicle.
C. Not be disqualified from driving a motor vehicle based on past driving record, criminal or other offenses.

Record-Keeping Requirements

A. The driver must retain on his/her person, at all times, a valid Medical Examiner's Certificate and CDL.
B. The Public Works Department, Fleet and Facility Maintenance Division retains, for the length of employment, the following records on all persons issued a CDL:

1. Pre-employment Urinalysis form, NIDA Drug Screen results, Drug Testing Custody and Control form, and application for employment.
2. Responses of public agencies and past employers concerning driving and employment records.
3. A copy of the signed Certification for 49 CFR PART 382.601 (b) (1-110) form. (Acknowledging receipt of an information packet explaining the City and County's drug and alcohol testing policy.)
4. Certificate of road test or equivalent.
5. Certificate of written examination or equivalent.
6. Certificate of Medical Examination or equivalent.
7. An annual listing of motor vehicle traffic violations of which the driver has been convicted.
8. An annual review of the driver's driving record provided by the Colorado Motor Vehicle Division.

Inspection, Repair, and Maintenance Requirements

A. Drivers are required to complete a vehicle condition report identifying any defect or deficiency before and after operating a commercial vehicle.
B. It is the driver's responsibility to determine if the vehicle is in safe operating condition prior to operation by completing a vehicle inspection report. The vehicle inspection report must be signed and remains with the vehicle.
C. Drivers noting a vehicle deficiency are required (within 24 hours) to bring it to the attention of their supervisor or Fleet Maintenance Division.