

Administrative Regulations
City of Iowa City
Title: Commercial Driver's License Requirements for City Positions
Subject to the Federal Motor Carrier Safety Administration
Regulations



Effective Date: 2/19/24 Page: 1 of 1
Supersedes: N/A A.R.: N/A Dated: N/A

I. Purpose

The following represents a policy establishing the required timeframes for obtaining a Commercial Driver's License (CDL) when required for a City position subject to Federal Motor Carrier Safety Administration (FMCSA) regulations.

II. Policy

When the duties and responsibilities of a City position require operation of equipment for which a Commercial Driver's License (CDL) is required, such requirement will be clearly stated in the applicable job description. Employees hired into positions which require a CDL and which are subject to FMCSA regulations will be required, as a condition of employment, to comply with the following requirements:

1. Must possess a valid CDL permit upon the first day of employment in the position.
2. Must obtain the Class A or Class B CDL required for the position and any additional license endorsements identified on the applicable job description within six (6) months of appointment to the position.

Employees are ultimately responsible for meeting all position requirements as a condition of employment. Failure to obtain or maintain a required license is grounds for disciplinary action up to and including termination of employment per the City's Personnel Policies.

Supervisors are responsible for monitoring employee compliance with established position requirements. Failure to appropriately monitor compliance with position requirements will be considered a failure to satisfactorily and consistently perform the duties of the supervisory position and may result in disciplinary action.

III. Regulation Update and Responsibility

Periodic review and revision of this policy, along with questions regarding interpretation and enforcement of same, shall be the responsibility of Human Resources.

Approved:



City Manager

Date

2/19/2024