



POLICY MANUAL

Personnel - Standards

Driver License

Revised: 07-10-03

Code: 1 – 6 – 5

Book Chapter Subject

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5.0 Purpose: Establish Policy and Procedures For Driver Licenses.

5.01 Scope: All Fire Department Personnel.

5.02 TYPE LICENSE

It shall be the policy of this Department to require that all suppression personnel (except Chief Officers) possess a valid Class "B" California Driver License with endorsements for tank vehicles and air brakes, or the Firefighter Class "B" Non-commercial License with endorsements, or a higher licensed classification.

5.03 RESPONSIBILITY TO OBTAIN

This is a condition of employment and it shall be the responsibility of each employee to obtain the required license prior to start of the three-month probationary recruit Firefighter AIC Engineer training process.

Any costs incurred by the individual in obtaining said license shall be borne by that individual.

5.04 RESPONSIBILITY FOR RENEWAL

The "Firefighter Class B" allows firefighters to drive all fire vehicles meeting the definition of a Class B or C vehicle. The "Firefighter Class B" requires only a biannual health questionnaire. This does not require the employee to go to the doctor, it is completed by the employee. As per City of Clovis Administrative Memo 96-1, dated 12 April, 1996, from City Manager Kathy Millison (see Insert Attachment A1 & A2), if an employee desires a physical examination, which is not required for a "Firefighter Class B" license renewal, the City will pay for the cost of the renewal physical examination, which is to be scheduled on the employee's time. Overtime will not be paid to an employee choosing to obtain a physical examination.

The City will be responsible for medical examination costs, provided the individual arranges for the evaluation through the proper channels and the examination is conducted by the City's doctor.

Present state law requires renewal every two years. The responsibility for completing the biannual health questionnaire rests with each individual. If any individual allows the "Firefighter Class B" license to expire, that individual will be liable for action resulting from such expiration, including any and all corrective costs to renew the license or medical certificate.



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5.05 **RESPONSIBILITY FOR ADMINISTRATION**

The Battalion Chiefs shall be responsible for the administration of this program on their respective shifts.

5.06 **AUTHORIZATION SLIPS**

All requests for physicals for DMV driver license renewals shall be obtained through the Personnel Department. Any Fire Department member who needs a physical should contact the Personnel Department at Extension 2725 and request an authorization slip for a DMV physical. The Personnel Technician will fill this out and send it to the Fire Department through the City mail system.

The Personnel Department should be notified at least a week prior to the date of the physical.

[Administrative Memo 96-1 – Commercial Drivers License Policy \(page 1\)](#)

[Administrative Memo 96-1 – Commercial Drivers License Policy \(page 2\)](#)



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Post-it® Fax Note	7671	Date	10/18	# of pages	2
To:	Evin Ackmeider		From:	Kathy Millison	
Co./Dept.			Co.		
Phone #			Phone #	K 338	
Fax #			Fax #		

TO: All Employees Required to Maintain Commercial Drivers Licenses

FROM: Kathy Millison, *Kathy Millison* City Manager

DATE: April 12, 1996

SUBJECT: Administrative Memo 96-1

COMMERCIAL DRIVERS LICENSE POLICY

Recently, discrepancies have been discovered in which positions are required to have commercial drivers licenses and whether employees occupying those positions have the proper licensing. The following has been developed to provide a City-wide policy. Accordingly, the following policy is effective immediately.

1. Employees who were hired under job descriptions and qualifications requiring a commercial drivers license/endorsement(s), and who reported to work with, or obtained the license/endorsement(s) shortly thereafter, will be responsible for maintaining the license/endorsement(s) including DMV renewal fees. The City will pay the cost of the required renewal physical examination, which is to be scheduled on the employees' time.
2. Employees hired under job descriptions and qualifications requiring a commercial license/endorsement(s), who do not currently have the appropriate license/endorsement(s) as of the date of this memorandum, shall be required to obtain the proper license/endorsement(s) within 90 calendar days of being notified to comply with this requirement. The City will pay the DMV fees for the initial license/endorsement(s) and pay the cost of all required physicals. DMV renewal fees will be the employees' responsibility. The City will allow the employee to obtain the initial license/endorsement(s) on City time. Renewals will be on the employees' time. If needed, training will be provided as work schedules permit.
3. If employees were hired under job descriptions and qualifications that did not require a commercial license/endorsement(s), but the job descriptions and qualifications were subsequently modified by the City, or State/Federal regulations to require a commercial license/endorsement(s), the employees shall be required to obtain the

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appropriate license/endorsement(s) within 90 calendar days of notification to comply with the license/endorsement(s) requirement. The City will pay the DMV fees for the initial license/endorsement(s) and pay the cost of all required physicals. DMV renewal fees will be the employees' responsibility. The City will allow employees to obtain the initial license/endorsement(s) on City time. Renewals will be on the employees' time. If needed, training will be provided as work schedules permit.

PROMOTIONS:

Employees seeking promotion to a position requiring a commercial license/endorsement(s) are responsible for DMV fees required to obtain the license/endorsement(s). The City will pay the cost of the physical exam.

(WM:POLICY.CDL)