



CITY OF MANITOWOC

WISCONSIN, USA

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DATE: March 7, 2022
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: CDL Training Policy

Beginning February 7, 2022, the DOT-FMCSA (Department of Transportation Federal Motor Carrier Safety Administration) has changed the minimum training requirements for entry-level commercial motor vehicle (CMV) operators who require a Commercial Driver's License (CDL). The training of operators newly applying for a CDL used to be able to be done in-house. The new regulations require that the training be done by a registered trainer. The DOT has developed a Training Provider Registry listing all registered trainers nationwide.

This means that newly hired employees without current CDLs may no longer be trained in-house by City employees. We have looked into attaining an in-house trainer and have had discussions with other municipalities. At this time, having an in-house trainer is not feasible due to required testing validation and documentation requirements, along with current staffing and availability. Most municipalities at this time, are choosing to send their new employees to one of the technical colleges for the required classroom training.

Since this licensing is required for several of our DPI positions, we are recommending the approval of the attached policy. This policy outlines the process of sending newly hired employees requiring CDLs to the required training, along with reimbursing the cost of training for these employees. The reimbursement is subject to the same sort of longevity and payback provision as the Tuition Reimbursement policy. Additionally, the policy sets forth deadlines for completion of the licensing requirements.

The recommendation is to approve the attached policy and implement it upon Council approval.

Thank you for your consideration.

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