

**Agency Name**  
**Transit Policies and Procedures**

<b>Subject</b>	Licenses & Certifications
<b>Section</b>	Personnel
<b>Effective Date</b>	
<b>Approved By</b>	
<b>Approval Date</b>	

**Purpose**

Establish the mandatory licenses and certifications for drivers and/or maintenance personnel.

**Definitions**

*Driver's License:* A document permitting a person to drive a motor vehicle.

*CDL:* Commercial Driver's License.

*Certification:* Official documentation attesting to a status or level of achievement, typically issued by a third party.

**Procedure**

Develop a list of licenses and certifications that are mandatory for each job classification. Drivers must have a valid Alabama driver's license. If a job description requires a CDL, the applicant must present a valid CDL before they can be hired. If the position does not require a CDL at the time of hire, but one is required in the future due to Federal, State, Local, or Agency policy changes, the Agency will work with drivers to obtain the CDL. Agency vehicles requiring a CDL may only be driven by employees possessing a valid CDL.

Drivers shall immediately report all traffic citations received for violations incurred while on duty and must submit a copy of the citation report to the Transit Director within twenty-four hours of the violation. Employees will be required to pay any citations received while operating an Agency vehicle.

Employees must report to the Transit Director any licenses or certifications that expire or are revoked or suspended. An employee who operates an Agency vehicle without a valid license shall be terminated. Any traffic violations which may have an impact on license status or insurability of the employee must be reported to the Transit Director immediately.

Maintenance contractors must give the Agency a copy of all licenses and certifications at the time of contract execution or renewal. Maintenance vendors without written contracts will be required to provide the Agency with a copy of licenses and/or certifications on personnel that are performing maintenance on Agency vehicles. The maintenance garage must meet all

Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) requirements.

**Responsibilities**

It is the responsibility of the Transit Director and Human Resources Department to ensure that all employees have the required licenses and certifications for their position. It is the responsibility of the Supervisors to ensure that employees comply with this policy.