



**LAKE COUNTY**  
BOARD OF COUNTY COMMISSIONERS  
*County Procedure*

<b>Title:</b> Acceptable Commercial Driver's License (CDL) Record	<b>Number:</b> ES-4.05.01
	<b>Approved:</b> February 6, 2009
	<b>Originator:</b> Office of Employee Services & Quality Improvement
	<b>Review:</b> February 6, 2014

**I. PURPOSE AND SCOPE**

The purpose of this document is to provide procedures to determine whether an applicant's or employee's Commercial Driver's License (CDL) record qualifies to operate a commercial motor vehicle when it is a requirement of their job description.

**II. REFERENCES**

- A. Acceptable Driving Record Procedure (ES.05.01)
- B. Lake County's Corrective Action Policy and Procedure

**III. APPLICABILITY**

This procedure applies to applicants and employees of Lake County Board of County Commissioners (BCC) who are required to operate a commercial motor vehicle and maintain a valid CDL as a requirement of their job description.

**IV. PROCEDURES**

An applicant/employee must possess a "valid" Florida CDL when it is a requirement of their job description. A "valid" CDL shall mean a Class A, B or C Commercial Driver's License including any applicable endorsements that maybe required to meet the minimum qualifications of their job such as: P - for passenger vehicles; N - for tank vehicles carrying liquids in permanent tanks or portable tanks; H - for carrying hazardous materials; and/or X - for tank vehicles (N) carrying hazardous materials (H).

**A. Acceptable CDL Record for Applicants**

During the conditional offer of employment with Lake County, an applicant who is required to operate a commercial vehicle when it is a requirement of their job description will be subject to a CDL record check.

The Office of Employee Services & Quality Improvement (Employee Services) will obtain from the Florida Department of Highway Safety and Motor Vehicles (or from another state, when applicable) the applicant's current CDL record. If the CDL record check indicates information that is unacceptable as indicated in these procedures, the conditional offer of employment will be rescinded.

If an applicant begins employment prior to the completion of the CDL check and the report indicates information that is unacceptable as indicated in these procedures, the conditional offer of employment may be rescinded and the applicant will be terminated from employment.

If an applicant is moving from out-of-state, the applicant must possess a valid Florida CDL within the Florida Department of Highway Safety and Motor Vehicles guidelines; normally within ten (10) days of an address change. A copy of the new valid Florida CDL must be provided to Employee Services.

An acceptable CDL record is defined as the following (the points below represent Florida Traffic Violation Points; violations from other states may be weighed differently according to that particular state and will be analyzed on a case-by-case basis):

1. Less than six (6) points in a twelve (12) month period.
2. Less than nine (9) points in an eighteen (18) month period.
3. Less than twelve (12) points in a thirty-six (36) month period.
4. No violations or convictions that indicate the valid Florida CDL is/was denied, expired, suspended or revoked during the five (5) years prior to the conditional offer date of hire.
5. No indicators of a history as a habitual violator of traffic laws during the five (5) years prior to the conditional offer date of hire.

An un-acceptable CDL record may lead to the withdrawal of the conditional offer of employment, or immediate separation of employment should the employee have started working prior to their CDL record check being received and reviewed by the County.

If an applicant does not hold the CDL required to operate a commercial motor vehicle as a requirement of their job description at the time of hire, the hiring Department may grant the applicant up to six (6) months to obtain one. The applicant must possess a "valid" Florida driver's license when required to operate motor vehicles while conducting County business, but cannot operate County owned commercial motor vehicles until a valid CDL is obtained. The applicant's current valid driver's license will be qualified in accordance with the Acceptable Driving Record procedure (ES-4.05.02). If the applicant cannot obtain a CDL within six (6) months, the applicant may be released from employment with the County.

#### B. Acceptable CDL Record for Current Employees

Lake County employees, who operate commercial motor vehicles as a requirement of their job description, must inform their direct supervisor immediately if their valid Florida driver's license is denied, expired, suspended or revoked.

Lake County employees who are required to have a CDL because of their job description must inform their direct supervisor immediately when issued any traffic violation (except parking) regardless of the nature of the violation or the type of vehicle which was driven at the time.

Employee Services conducts periodic checks of employee CDL records for those employees who are required to operate commercial motor vehicles as a requirement of their job description.

Corrective action up to and including termination of employment may result if an employee does not maintain a valid driver's license and their position requires them to drive on County business or requires possession of a valid Florida driver's license.

C. Acceptable CDL Record Acknowledgement

Employees shall be advised of the contents of this procedure and be required to acknowledge receipt and understanding of this procedure. This acknowledgement shall be placed in the personnel record.

Exceptions to these standards will be analyzed on a case-by-case basis and may be approved with consensus of the respective Department Director, Division Director and the Director of Employee Services.

**IV. RESERVATION OF AUTHORITY**

The authority to issue or revise this Procedure is reserved to the County Manager. The County Manager may authorize exceptions to this procedure when deemed appropriate.

Approved By: Cindy Hall, County Manager  
Date: 2/6/2009