

	ORGANIZATIONAL POLICY		GENERAL ADMINISTRATION APPLICATION: All Employees		
	TITLE: Commercial Driver's License Training	RESOLUTION NUMBER RC24-023	SUPERCEDE	EFFECTIVE DATE 02/06/2024	SUPERCEDE

INTENT

It is the intent of the Washtenaw County Board of County Road Commissioners to provide its employees training with an accredited provider to obtain a Commercial Driver's License (CDL).

GENERAL PROVISIONS

The human resources manager will coordinate the CDL training and will evaluate and approve all requests for training in conjunction with the employee's immediate supervisor and department head. Disagreements concerning the eligibility of CDL training may be appealed to the managing director.

EMPLOYEE ELIGIBILITY

All regular full-time employees will be eligible to apply to participate in the CDL training.

TRAINING PROVISIONS

- A. WCRC will register the employee for CDL training with an accredited provider and cover the cost of tuition, DOT physical, DOT drug test and CDL driving exam.
- B. The employee will earn their normal wages during the duration of their CDL training. Each day of class will account for the employee's workday. The employee is responsible for their own meals and transportation; they will not be reimbursed.
- C. The employee is not eligible for call out while attending training.
- D. The employee is responsible for any additional costs associated with retaking any failed CDL test.
- E. An employee who withdraws from the training program, or who is dismissed for misconduct, will be subject to disciplinary in accordance with the WCRC progressive discipline policy.
- F. The employee is required to continue employment with WCRC for at least one (1) year following completion of the CDL training. Any employee who leaves employment at WCRC shall return the cost of the training on a pro rata basis. Repayment will be automatically deducted from the employee's final pay.