



# Delaware County Regional Sewer District Standard Operating Procedure

Subject	Effective	Supersedes	This Sheet	Total
Commercial Vehicles/License	May 29 <sup>th</sup> 2014	New	1	3

## 1.0 Purpose

- 1.1 This policy outlines the procedures for operating all of Delaware County Regional Sewer District (DCRSD) commercial vehicles.
- 1.2 This procedure will also define the process by which a DCRSD *employee* may secure a commercial driver's license (CDL) and the procedure to be followed for the DCRSD to pay for the training, exams and the initial CDL, and subsequent CDL renewals.

## 2.0 Definitions

- 2.1 Commercial Driver's License (CDL)-a valid driver's license issued by the State of Ohio Bureau of Motor Vehicles for the purpose of operating commercial vehicles over-the-road.
- 2.2 Commercial Driver's License endorsements and restrictions apply to commercial driver licenses, e.g., N-authorizes the driver to drive tank vehicles.

## 3.0 Requirements

- 3.1 *Employees* who operate a commercial motor vehicle in the following classes are required to hold a commercial driver license. The higher class CDL allows *employees* to drive vehicles in any of the lower classes, provided that the correct endorsements are held.
  1. **Class A** – any combination of vehicles with a combined gross vehicle weight rating of 26,001 pounds or more if the gross vehicle weight rating of the vehicle or vehicles being towed is in excess of 10,000 pounds.
  2. **Class B** – any single vehicle with a gross weight rating of 26,001 pounds or more or any such vehicle towing a vehicle having a gross vehicle weight rating that is not in excess of 10,000 pounds.
- 3.2 The following vehicles are currently being used by various departments within the DCRSD. Any commercial vehicles or trailers purchased in the future must comply with this Standard Operating Procedure as well.
  1. **Tractor and Dump Trailer**-requires a class A.
  2. **Tractor and Tank Trailer**-requires a class A with tanker endorsement.
  3. **Liquid Sludge Tanker**-requires class B with tanker endorsement.
  4. **Jet/Vac Truck**-requires a class B with tanker endorsement.
  5. **Jet Truck**-requires a class B with tanker endorsement.
  6. **Truck/ Equipment Trailer**- Class A configurations in the Maintenance and Collections Departments.

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- 3.3 The DCRSD will provide a minimum 2 weeks of in-house training prior to their skill test day.
- 3.4 After the CDL is obtained, all employees will be required to obtain actual driving experience and training satisfactory to the DCRSD Manager on the specific vehicle for which they will be driving. Adequate driving time shall be obtained prior to operating any DCRSD commercial vehicle. **No employee shall operate a commercial vehicle without proper training and driving experience.**
- 3.5 The *employee* must submit to periodic drug testing as required by Delaware County upon immediate notification by the *Director* or the designee as outlined in the Delaware County Policy Manual section IX Drug and Alcohol Policy, section C, (9).

#### **4.0 Payment or Reimbursement of CDL Exam's and CDL Licensure or Renewal**

- 4.1 Upon successful completion, the DCRSD shall reimburse the *employee* once for the temporary CDL permit fee.
- 4.2 The DCRSD shall reimburse or initially pay (if approved by the *Director*) for the skill testing required to obtain the CDL including the pre-trip inspection, off-road maneuvering and road portions of the exam. If the *employee* fails to receive a passing score in either or all exams, the DCRSD may not pay for additional training or exam fees. The *employee* may be required to pay for these additional fees.
- 4.4 The DCRSD will reimburse the *employee* for the permanent CDL fee.
- 4.5 All fees shall be reimbursed collectively to the *employee*, when the entire examination process is complete.
- 4.6 The DCRSD will reimburse the *employee* for all subsequent CDL renewal fees.

#### **5.0 Vehicle Inspections, Repairs and Maintenance**

- 5.1 The driver of any of the vehicles stated in Section 3.2 of this SOP shall perform a Daily Vehicle Inspection Report of the vehicle before it can be used. A copy of the appropriate report is included in this SOP.
- 5.2 The Vehicle Inspection Reports shall remain in the vehicle for 8 days, and subsequently filed in the respective *Managers* office for 6 months.
- 5.3 Each respective *Manager* shall conduct an audit of the Vehicle Inspection Reports on a bi-annual basis.
- 5.4 An annual inspection must be performed at least every 12 months on all DCRSD commercial vehicles. The inspection must be performed by a qualified inspector who is familiar with the procedures and tools necessary to perform the inspection. Proof of

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inspection must be carried on the vehicle and a copy maintained in the vehicle maintenance file.

- 5.5 All repairs and maintenance performed on DCRSD commercial vehicles shall be documented and maintained by following a proper method approved by the *Operations Superintendent*.



**COMMERCIAL VEHICLE  
INSPECTION REPORT**  
Delaware County Regional Sewer District

**INSPECTION REPORT IS TO BE COMPLETED EACH DAY OF USE  
PLEASE CHECK ALL THAT APPLIES**

**OUTSIDE OF VEHICLE**

- \_\_\_\_\_ CHECK TIRES
- \_\_\_\_\_ RIMS (CRACKS, RUST, LUG NUTS)
- \_\_\_\_\_ WINDSHILED WIPERS
- \_\_\_\_\_ HEADLIGHTS, TAIL LIGHTS, FLASHERS, TURN SIGNALS
- \_\_\_\_\_ MIRRORS ADJUSTED PROPERLY
- \_\_\_\_\_ BACK UP ALARMS
- \_\_\_\_\_ MUD FLAPS
- \_\_\_\_\_ CHECK TAILGATE CHAINS/PINS
- \_\_\_\_\_ TARP IS SECURE
- \_\_\_\_\_ DRAIN AIR TANKS
- \_\_\_\_\_ STEERING MECHANISMS
- \_\_\_\_\_ BRAKE SHOES/CHAMBERS
- \_\_\_\_\_ GLAD HANDS/ELECTRICAL PIGTAIL
- \_\_\_\_\_ PENAL/BALL HITCH/

**ENGINE COMPARTMENT**

- \_\_\_\_\_ BELTS (VISUAL CHECK)
- \_\_\_\_\_ HOSES (VISUAL CHECK)
- \_\_\_\_\_ WASHER FLUID
- \_\_\_\_\_ TRANSMISSION FLUID
- \_\_\_\_\_ ENGINE OIL

**CAB OF VEHICLE**

- \_\_\_\_\_ HORN
- \_\_\_\_\_ ALL GAUGES
- \_\_\_\_\_ FIRE EXTINGUISHERS
- \_\_\_\_\_ FIRST AID KIT
- \_\_\_\_\_ GLOW STICKS OR FLARES OR TRIANLGE
- \_\_\_\_\_ LISTEN FOR AIR LEAKS
- \_\_\_\_\_ BRAKES/AIR TEST/ELECTRIC

**COMMENTS**

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**EMPLOYEE**

Vehicle	_____
Signature	_____ Date _____