

Administrative Order No. 134

(Amended February 2, 2018)

Only the portion of Administrative Order No. 88, adopted December 28, 2004, dealing with CDL policy is hereby repealed. All other portions of A.O. 88 remain in full force and effect.

Pursuant to the authority granted to the City Administrator in Section 2-300, BMCC the following policy is hereby established as the City of Billings Commercial Driver's License (CDL) Policy.

CITY OF BILLINGS COMMERCIAL DRIVER'S LICENSE POLICY

Purpose

This Administrative Order provides guidance to department heads, managers, supervisors, and employees regarding the City's Commercial Driver's License policy. This Administrative Order updates the Job/Position Classifications. In addition, this Administrative Order more completely describes the type of CDL classification to be declared by affected City employees on the State of Montana CDL Self-Certification Classification and Medical Documentation.

Policy

Employees in positions designated as requiring a Commercial Driver's License, are subject to pre-employment, random, reasonable cause/reasonable suspicion and return-to-duty drug and alcohol testing. Loss of an employee's CDL may result in the termination of the employee's employment with the City, if the CDL is an essential function of the employee's job.

The following table contains a list of Job/Position Classifications requiring possession of a CDL:

Aviation & Transit	
Aviation	Airport Operations Supervisor
	Lead Airfield Maint Wkr/Mechanic I
	Airfield Maint Wkr/Electrician II
	Airfield Maint Wkr/Mechanic I
	ARFF/AFM Worker
Transit	Transit Operations Supervisor
	Transit/Paratransit Operator
	On-Call Transit/Paratransit Operator
	Mechanic II
	Vehicle Service Technician
	Transit Service Worker

Administrative Services	
Fleet Services	Fleet Services Shop Foreman Mechanic II, III, IV Vehicle Service Technician
Library	Bookmobile Librarian Outreach Library Services Specialist III
PRPL	
Parks	Sr Equipment Operator/Maint Worker Parks Maint Mechanic
Recreation	Recreation Specialist (desired) Short-Term Worker/Temporary (as designated)
Public Works	
Distribution & Collection	D & C Superintendent Engineer II Systems Maintenance Supervisor Sr Equipment Operator/Maint Worker Mechanic I Equipment Operator/Maint Worker Maintenance Worker
Solid Waste	Solid Waste Supervisor Sr Equipment Operator/Maint Worker Equipment Operator/Maint Worker Maintenance Worker
Streets/Traffic	Streets/Traffic Superintendent Streets/Traffic Supervisor Traffic Inspector II Electrical Technician I, II, III Sr Equipment Operator/Maint Worker Equipment Operator/Maint Worker Maintenance Worker
Water Quality	(employees designated by Utility Systems Engineer)

Procedures

General

Obtain a copy of the applicable Drug & Alcohol Testing Policy (either the City of Billings Drug & Alcohol Policy for Positions Requiring Commercial Driver's License (CDL) or City of Billings METropolitan Transit Substance Abuse Policy, via the City's intranet or by contacting your supervisor or Human Resources. The aforementioned policies discuss random testing, etc.

Procedures (cont'd)

State of Montana CDL Self-Certification Classification and Medical Documentation Procedures

The City of Billings reimburses affected employees for costs associated with obtaining, and retaining, either a ***MT Intrastate Commercial Driver's License or the MT Interstate Commercial Driver's License.***

The City **requires** the provision and retention of a Medical Exam Certificate for **all** employees in CDL Job Positions. Affected employees are reimbursed for the associated CDL Medical Exam fees (up to the current rate negotiated with Occupational Health provider).

Dated this 2nd day of February, 2018.



Bruce McCandless, Interim City Administrator