

Town of Kernersville Policy and Procedure Manual	CDL Driver Training Program Section 0045	Date 8/24	Revised
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I. Introduction

This policy outlines the procedure for Town of Kernersville employees to obtain a Class B Commercial Driver's License (CDL). Responsibilities of the Town and employees and all required steps are defined to complete this comprehensive training program.

II. Procedure

The Town of Kernersville's Safety Administrator will manage the CDL Driver Training Policy. It will be the responsibility of the Safety Administrator to ensure the Trainee follows the prescribed North Carolina Department of Motor Vehicles, (NCDMV) and Federal Motor Carrier Safety Administration, (FMCSA) standards for receiving training. The in-class portion will be completed through the Town's Learning Management System platform (LMS). Behind the Wheel (BTW) will be trained by a responsible party within the Town who have a current Class B CDL. Once the BTW the criteria is met, the Safety Administrator, who is the licensed testing representative for the Town will conduct the driving test. The Safety Administrator will complete all forms needed for the NCDMV, and FMCSA database. To obtain their license, the Employee will then go to the local DMV.

III. Training

The following process outlines the requirements and responsibilities of the Trainee and Town Trainers. All procedures must be followed in order to proceed to the next step.

A. In Class Training

According to the FMCSA, there are no minimum hours for the in-class theory training. This training is conducted on the Town's LMS platform. However, Trainee must go over the regulations in the five main theory criteria and pass each test with a minimum passing score of 80%. There are 34 classes that require a minimum of 1 hour to learn and 30 minutes for testing, lasting a total of 51 hours of in class training.

B. CDL Permitting

Upon completion of in class Training each individual must take the test to receive a CDL permit. This is taken at the Kernersville NCDMV location.

There are different tests provided by the NCDMV, such as, Class B, general knowledge, air brake test, and endorsements (Tanker, 1,000 gallons or more). Tanker endorsement is required for employees to use a truck equipped with a salt brine system.

Permits are good for one hundred and eighty (180) days.

- The permit can be renewed one time at the NCDMV without retaking the written test.
- Permits must be held for Fourteen (14) days before BTW testing can occur.
- If a Permit expires after being renewed once, any test performed during the initial permit, will be null and void and Trainee must retake the entire test.

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- If the Trainee fails a portion of the BTW test, Trainee is not allowed to retest for forty-eight hours (48).

C. Behind the Wheel

BTW training is provided by a trained licensed driver with a current Class B CDL. During training the Pre-Trip, Trainees must identify the parts by touching and explaining what functions they perform. The Trainer will teach the Trainee about the brake test procedures, driving, and backing in a confined area of the public services yard. This portion can take as long as needed by the Trainer until they are confident the Trainee can proceed to the next step. Once a Trainee has shown sufficient skills in the yard, they will be taken on the road for a minimum of Thirty hours of driving on public roads. **Trainer will document required training using the “Town of Kernersville Hourly Documentation for CDL Drivers” (See form B Attached).**

Completed forms should be forwarded to the Safety Administrator.

NOTE: At no time should the Trainer take the Trainee on the road if they feel they will be a danger to the motoring public

D. Driving Test

Trainee will be eligible to take the driving test once the above requirements are met and the BTW Trainer is confident that the Trainee is prepared to testing. The Third-Party Examiner (**TPE**), who is the Safety Administrator for the Town will perform the scheduled driving test.

The Trainee must bring with them their permit and their driver’s license, or no test can be administered.

The driving test consists of three different portions. **Pre-Trip Inspection, Basic Vehicle Control, and On-Road Driving.**

a. Pre-Trip Inspection – Trainee will name the different parts of the truck and are graded on this portion by their number of correct answers. They will proceed to enter the truck and complete the in-cab portion, which will include the brake test.

b. Basic Vehicle Control – Trainees demonstrate basic skills in controlling the vehicle and judging its position to other objects.

c. On-Road Driving – Trainee will drive on the open road. The TPE will give directions to the Trainee on the driving route. A designated route must meet all the criteria set forth by the NCDMV. The Instructor will grade the Trainee at this time. Once the Trainee and the Instructor come back to the starting point, the Instructor will add up any deductions and will inform the Trainee if they have passed or failed the exam. No scores will be given, as its pass or fail grading.

Upon successful completion, the TPE will enter the information into the FMCSA, NCDMV-CSTIMS databases. At this time Trainee is permitted to go to the NCDMV and receive their license.

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If a Trainee passes a portion of the test, but fails other portions, they will receive credit for the correct portion and be re-tested on the incomplete portion. There is a mandatory wait time of forty-eight (48) hours between the failed test and the retake.

IV. Medical Certification Requirements

A. Commercial Drivers

Commercial Drivers operating in certain types of commerce are required to obtain a "certified" medical status and maintain the status to avoid losing their commercial driver license. There are four commerce types, two of which require a certified medical status:

Commerce Type	Certified Medical Status
Interstate Non-Excepted	Required
Interstate Excepted	Not required
Intrastate Non-Excepted	Required
Intrastate Excepted	Not required

B. The Town of Kernersville

The Town of Kernersville requires that upon initial receipt of CDL license, employees must pass a NCDOT physical to drive commercial vehicles. This can be completed at the Town of Kernersville Employee Wellness Center. After passing the physical, the Town of Kernersville does not require recertification. If an Employee leaves the Town, and is rehired, the Employee will be required to have a DOT physical at the Employee Wellness Center if it has been greater than 6 months from separation. If a Driver chooses to continue receiving the DOT physical it can be scheduled at the Employee Wellness Center at no charge to the Employee. Filing for exempt status is sometimes required at the NCDMV during renewals.

V. Costs

Below is an itemized detail of the Town of Kernersville's CDL Driver Training Program Cost. The table is based on the 2024 costs for a CDL. At any time, this may change and will be updated as needed.

The Town will incur all expenses associated with this program as stated in the CDL Agreement (Form A)

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CDL Cost Analysis	Hours	Cost	Total
Student Construction Technician I	55	\$17.00	\$935.00
Behind the Wheel			
Trainee	30	\$17.00	\$510.00
Trainer	30	\$20.00	\$600.00
Tester Safety Administrator	3	\$28.95	\$86.85
Training Cost			\$2,131.85
Permit Cost		\$43.25	
CDL B Cost		\$21.50 a year	
Endorsements		\$5.50 a year	
Total for License			\$199.50
Grand total for training and Costs of license			\$2,331.35

VI. Forms

Form A - CDL Agreement

Once the Employee completes the CDL Driver Training Program and obtains their Class B CDL, they agree to maintain employment with the Town for a minimum of two years. If the Employee does not fulfill this agreement, the Employee is required to reimburse the Town for the total cost of training.

Form B – Town of Kernersville Hourly Documentation for CDL Drivers

This form is used by the Trainer to document the Trainee has completed the required hours for BTW. The Trainer will place the date, time of training, as well as hours on the road for that date. If there are multiple Trainers for the same Trainee, a new form must be completed by each Trainer.

Form A.

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CDL Agreement

This contract between the Town of Kernersville and _____ confirms I agree to be trained in class and hands on in the operation of a CDL vehicle. In consideration of the Town of Kernersville and mutual concerns expressed in this Agreement, all parties agree that in exchange for the training to be provided and fees paid, the above-named employee will remain in the Town’s employ for a minimum of two years upon obtaining a Class B CDL. Failure to abide by this agreement will forfeit any and all responsibility of the town and the employee shall reimburse the Town for fees paid.

Employee_____ Date_____

Town Representative_____ Date_____

