

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

Guidelines for Determining

DRIVER'S LICENSE CLASS 4

And

COMMERCIAL DRIVER'S LICENSE (CDL)

REQUIREMENTS

AGE REQUIREMENT:

In order to obtain a Class 4 or Commercial Driver's License, persons must be at least 21 years of age.

DRIVER'S LICENSE CLASS 4:

1. Any single vehicle with a gross vehicle weight rating (GVWR) of 15,001 - 26,000 pounds; or
2. Any combination of vehicles where the lead vehicle GVWR is 15,001 - 26,000 pounds and the combined GVWR is 26,000 pounds or less.

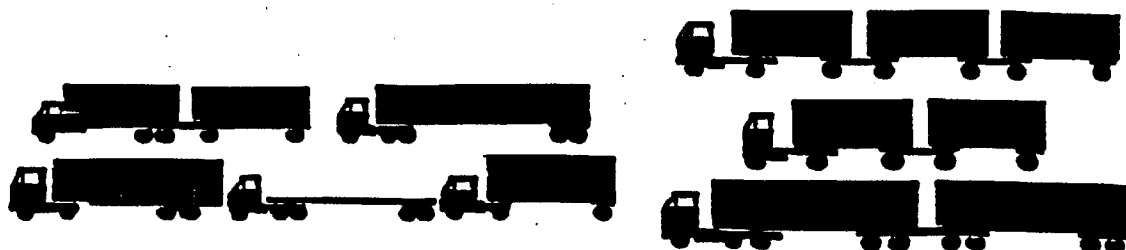
COMMERCIAL DRIVER'S LICENSE:

1. A CDL is required for:
 - A single vehicle or combination of vehicles with a GVWR of 26,001 pounds or more; or
 - Any single vehicle/combination of vehicles that is designed to transport 16 or more passengers, including the driver; or
 - Any single vehicle/combination of vehicles used in the transportation of hazardous materials, which requires the vehicle to comply with 49 C.F.R., Part 172, Subpart F. See Item #4 for application of CDL law for transportation of hazardous materials.
2. If a CDL is required, also determine whether endorsement(s) is required.
3. The holder of a CDL A or B may drive all vehicles in the category for which the license is issued, and all lesser categories of vehicles except motorcycles (CDL A is the highest category license). A driver must have the proper license endorsement if the vehicle he is driving requires an endorsement. For example, before a Category A driver can drive a Category B bus, he must obtain a "P" endorsement.

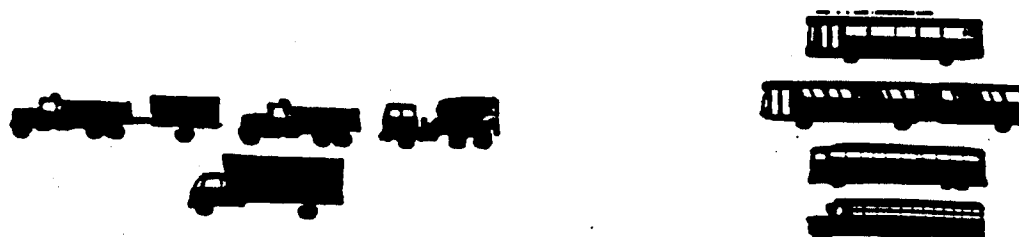
- 4. Opinion of Hazardous Materials Specialist and Motor Vehicle Safety Office: CDL requirements for transporting hazardous materials are applicable only to motor vehicles/carriers engaged in commerce. In general, State agencies are not engaged in commerce activities, and are therefore not required to meet CDL hazardous materials endorsement and placarding requirements for transporting hazardous materials. (Department of Transportation issued a letter of opinion in May 1992 to City and County of Honolulu Department of Public Works; CDL hazardous materials endorsement, and placarding are not required to transport chlorine in responding to raw sewage spills because it is not considered commerce activity.)
- 5. Driver's licenses are required to operate vehicles on public roads. A public road is any road under the jurisdiction of a public agency and open to public travel or any road on private property that is open to public travel. If uncertain, check with the Department of Transportation Motor Vehicle Safety Office.

CDL CATEGORIES:

Class A - Any combination of vehicles (i.e., can be detached) with a gross vehicle weight rating (GVWR) of 26,001 pounds or more; provided that the GVWR of the vehicles being towed is in excess of 10,000 pounds.



Class B - Any single vehicle (a solid vehicle which cannot be detached) with a GVWR of 26,001 pounds or more; or a lead vehicle and towed vehicle where the combined GVWR is 26,001 pounds or more and the vehicle being towed is not in excess of 10,000 pounds.



Class C - any single vehicle or combination of vehicles that meets neither the definition of A nor B but is either:

1. Designed to transport 16 or more passengers, including the driver; or
2. Used in the transportation of hazardous materials which requires the vehicle to comply with 49 C.F.R., Part 172, Subpart F.



CDL ENDORSEMENTS:

CDLs may be issued with the following endorsements:

- H** Authorizes driving a vehicle transporting hazardous materials that are required to be placarded;
- T** Authorizes driving double and triple trailers;
- P** Authorizes driving vehicles designed to transport 16 or more passengers, including the driver;
- N** Authorizes driving tank vehicles which carry either gas or liquid (in permanently attached tank or a portable tank having a capacity of 1000 gallons or more) that is not hazardous; and
- X** Authorizes driving tank vehicles that carry hazardous materials that are required to be placarded.

RESTRICTIONS:

A CDL may be issued with restrictions that could limit the kinds of vehicles a person may operate.

- Code K** A person may not operate vehicles with air brakes if she/he did not pass the air brake knowledge test, or if the vehicle used for the CDL skills test is not equipped with air brakes.
- Code O** A person may not operate vehicles with standard transmission if the vehicle used for the CDL Class 4 skills test is equipped with automatic transmission.

- Code X CDL with P endorsement may operate only Class B and C vehicles if the bus used for the passenger endorsement skills test is a Class B bus.
- Code Y CDL with P endorsement may operate only Class C vehicles, if the bus used for the passenger endorsement skills test is a Class C bus.
- Code Z A person with a Class A CDL may not operate tractor-trailer combinations if the vehicle used for the Class A CDL skills test is a truck-trailer combination.

If a position is required to operate any of the following types of vehicles, make sure the driver's license is free of any restrictions that would not allow the person to operate those vehicles.

- | | |
|--|--------------------------------------|
| | Should not carry
Restriction Code |
| • Vehicles quipped with air brakes | K |
| • Vehicles equipped with standard transmission | O |
| • Class A bus with Passenger endorsement | X |
| • Class A or B bus with Passenger endorsement | Y |
| • Class A tractor-trailer combination | Z |

CDL QUICK CHECK:

Total/Combined GVWR	Towed Vehicle 10,000 or Less	Towed Vehicle 10,001 or More
less than or equal to 26,000	CDL not required	CDL not required
26,001 or more	CDL B	CDL A

Selective Certification Requirement
(Driver's License, Class 4 or CDL)

Refer to Guidelines for Determining Driver's License Class 4 and Commercial Driver's License (CDL) Requirements (revised July 2001)

I. Position Identification

Position No.	_____	Authorized Class Code	_____	Dept	_____
Authorized Title	_____				
Division	_____	Branch	_____		
Section	_____	Unit	_____		

II. Vehicles Operated Requiring a State of Hawaii, Class 4 or CDL

The officially assigned, essential duties of the position involve operating the following vehicles requiring the possession of either a State of Hawaii, Class 4 driver's license or CDL:

- List only the vehicles (including towed vehicles, if applicable) requiring State of Hawaii, Class 4 Driver's License. If the position operates combination vehicle(s), please list the "lead" vehicle separately from the "towed" vehicle.

<u>Description of Vehicle(s)</u>	<u>GVWR of Vehicle</u>	<u>GVWR of Towed Vehicle, if applicable</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

- List only vehicles (including towed vehicles, if applicable), requiring a CDL. If the position operates combination vehicle(s), please list the "lead" vehicle separately from the "towed" vehicle.

<u>Description of Vehicle(s)</u>	<u>GVWR of Vehicle</u>	<u>GVWR of Towed Vehicle, if applicable</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

III. Tasks Requiring Licensure (describe the use of the vehicle)

The following duties are currently reflected in or hereby incorporated into the official position description for the position. The position will be operating the above vehicle(s) to:

IV. License/Other Requirements

Certification of eligibles shall be restricted to those eligibles meeting the qualification requirements of the class and possessing the following valid State of Hawaii Driver's License (check all classes of licenses, endorsements, and other requirements as appropriate):

- | | |
|---|--|
| <p>1. CLASS</p> <p><input type="checkbox"/> Class 4</p> <p><input type="checkbox"/> CDL, Class A</p> <p><input type="checkbox"/> CDL, Class B</p> <p><input type="checkbox"/> CDL, Class C</p> | <p>2. ENDORSEMENTS:</p> <p><input type="checkbox"/> H - Vehicles hauling hazardous materials requiring placards.</p> <p><input type="checkbox"/> T - Vehicles towing double and triple trailers.</p> <p><input type="checkbox"/> P - Vehicles designed to transport 16 or more passengers including the driver.</p> <p><input type="checkbox"/> N - Tank vehicles (1000 gallon or more capacity).</p> <p><input type="checkbox"/> X - Tank vehicles hauling hazardous materials requiring placards.</p> |
|---|--|

3. Must be able to operate the following (check all that apply and make sure applicants'/incumbents' licenses have no restrictions relating to items checked):

- Vehicles equipped with air brakes (Restriction Code K)
- Vehicles equipped with standard transmission (Restriction Code O)
- Class A bus with Passenger endorsement (Restriction Code X)
- Class A or B bus with Passenger endorsement (Restriction Code Y)
- Class A tractor-trailer combination (Restriction Code Z)

4. Applicants must possess a valid Class 4 or CDL, as indicated above:

- at the time of application
- upon appointment
- within six months from the date of hire

V. Program Resource

Name _____ Phone No. _____
 Official Title _____

VI. Departmental Certification

I hereby certify that the information provided is accurate and that the possession of the specified license/endorsement is an essential requirement for the performance of the work of this position.

 Signature of Department Head or
 Authorized Representative

 Date

VII. Cancellation

This Selective Certification Requirement is canceled.

 Signature of Department Head or
 Authorized Representative

 Date

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

Instructions for Authorizing Selective Certification Requirements
Driver's License, Class 4 and Commercial Driver's License

(Delegated)

1. Coverage

Positions assigned tasks requiring possession of a valid Class 4 or Commercial Driver's License.

2. Procedures

a. Employing Department Preparation and Approval of HRD 252

Appropriate program personnel shall be provided a copy of these instructions and guidelines, and provide the information on the assigned tasks and other circumstances requiring a Class 4 or Commercial Driver's License (HRD Form 252, Parts I, II, III, IV and V) .

The employing department's Classification Staff shall review the information in Parts I, II and III, IV and V to insure that the facts provided are accurate and adequately stated and that the need for a Class 4 or Commercial Driver's License is a genuine job requirement supported by business necessity.

The Departmental Personnel Officer or authorized representative shall certify to these duties and circumstances, and concurrently, approve the Selective Certification Requirements (SCR) (on behalf of the director of HRD), in Part VI of the HRD 252.

b. Reporting

The employing department shall:

- Annotate the appropriate position records in HRMS in accordance with established procedures for delegated selective certification (SCD) actions, and
- Send one copy of the approved HRD 252 to HRD/ECCD.

c. Post Audit

If post audit indicates that documents do not contain sufficient justification for the action, the employing department Classification Staff will be notified.

3. Duration

a. Reallocation for Recruitment Purposes

When a position is reallocated for recruitment purposes (formerly known as "joint memo", "MODA"), the SCR may remain in effect only if the operation of the vehicle requiring the Class 4 or Commercial Driver's License is appropriate for the class/level of work to which the position is being reallocated.

b. Other Reallocations/Redescriptions

When a position is redescribed, the SCR is automatically cancelled unless continuation of a selective certification is indicated on the HRD-1; also, include a statement that the duties requiring selective certification continue to exist. (Attach one copy of the existing delegated selective certification to the back of the position description.)

c. Cancellations

The employing department classification staff may cancel an SCR currently in effect at any time:

- 1) If the driving tasks are not described in the official position description, the SCR may be cancelled by submitting a copy of the SCR to be cancelled with the Cancellation Section signed by the Departmental Personnel Officer or an authorized representative, or by submitting a memo which states:

"The Selective Certification Requirement for Position Number _____, (Authorized Class Title), (Authorized Class Code) , approved on (date) is cancelled." A copy of the cancelled SCR shall be sent to HRD/ECCD.

- 2) If the driving tasks are described in the official position description for the position, a redescription, deleting those tasks, must be submitted. This redescription automatically cancels the SCR.

4. Employing Department Responsibilities

- a. Existing SCR's shall be reviewed by the employing department prior to filling the position to ensure that the tasks and other circumstances have not changed and still support the requirement for driving.
- b. When a position is reallocated for recruitment purposes, the employing department shall determine whether operation of the vehicle requiring the Class 4 or Commercial Driver's License is appropriate for the class/level of work to which the position is being reallocated, and whether the SCR should remain in effect.

- c. Existing SCR's shall be applied by the employing department in screening applications for internal employee movements.
- d. The employing department is responsible for informing the Employee Staffing Division, HRD, of approved SCR's by posting the words "Driver's License Class 4, SCR, approved date" or "CDL, SCR, approved date" on the requisition for eligibles.

The employing department may not indicate "Driver's License Class 4" or "CDL" on a requisition unless an SCR has been approved.