

**To:** Non-Commercial Driver's License Holders, Division of Public Works  
**From:** Director, Robert Knecht, Division of Public Works *RKC*  
**Date:** June 17, 2024  
**Subject:** COMMERCIAL DRIVER'S LICENSE PILOT PROGRAM

**PLEASE ADVISE ALL ELIGIBLE DIVISION OF PUBLIC WORKS' EMPLOYEES OF THE FOLLOWING INFORMATION:**

- I. The Division of Public Works will Institute a specialized instructional program to prepare our employees to obtain a Commercial Driver's License (CDL), which is required for career advancement in various positions within the City of Memphis Division of Public Works. This will aid the Public Works Division in backfilling positions and having a pool of available CDL holders for future open vacancy needs. **This specialized instruction program is not promotional.**

The Division of Public Works will provide the tuition for the successful completion of up to a four (4) week CDL Training Program for approximately ten (10) eligible Full-Time Non-CDL Holders per class. Interested candidates will be divided into three (3) groups.

- Group 1 will be for employees holding positions that require a CDL as a probationary requirement for continued employment. They will be given 1st preference for acceptance into the program.
- Group 2 will be for employees that possess a valid commercial driver license permit. They will be given 2nd preference for acceptance in the program.
- Group 3 will be for employees that wish to obtain a CDL for career advancement with The City of Memphis. They will be selected for the program based on seniority.

Selection will begin in Group 1 that meets the Pilot Program's requirements. If there are additional spaces left in the class, the remaining selections will come from the most senior interested candidate in Group 2 that meets the Pilot Program's requirements. If there are additional spaces left in the class, the remaining selections will come from the most senior employee in group 3.

CDL Training Provider to be selected by the City of Memphis. Classroom hours will be scheduled to meet City of Memphis requirements for each class. The CDL Training Program will begin **date to be determined** and is dependent upon employee participation in the class. This CDL Training Program is a pre-qualification training program based on curriculum and minimum job requirements to hold a driver position within the Division of Public Works

In consideration of the Division of Public Works agreement to pay a selected candidate's tuition, course material, CDL permit, and license, at a currently established rate of \$3,500.00 for the Class

A CDL Course and \$2,500.00 for the Class B CDL Course. These rates are subject to change depending on minimal requirement of participation and the rates of the available vendor to facilitate the program. These rates will not change during an employee's enrollment in the program. A selected candidate agrees that once she/he starts the CDL program, and not more than two (2) years thereafter, a selected candidate will be **obligated to repay** the Division of Public Works for all monies expended on a selected candidate's behalf for tuition, course material, the CDL Permit and CDL License. If the Selected Candidates' employment is terminated or the selected candidate involuntarily or voluntarily resigns or retires before one (1) year after the starting date of the CDL Program, the selected candidate agrees to repay the Division of Public Works one hundred percent (100%) of the amounts expended on a selected candidate's behalf by the Division of Public Works. If the selected candidate is terminated or the selected candidate involuntarily or voluntarily resigns or retires after one (1) year but less than two (2) years after the starting date of the CDL Program, the selected candidate must agree to repay the Division of Public Works fifty percent (50%) of the amounts expended on the selected candidate's behalf by the Division of Public Works. No such repayment will be required if a selected candidate is terminated by the Division of Public Works for any reason other than "cause." This Agreement does not create an express or implied contract of employment between a selected candidate and the Division of Public Works for any period or limit the reasons for which a selected candidate may be terminated. Employment with the City of Memphis will remain at will. If a selected candidate leaves before two (2) years, the selected candidate must pay the amount owed directly to the Division of Public Works. If a selected candidate is unable to make full repayment, a selected candidate must immediately authorize the Division of Public Works to deduct any amount owed from a selected candidate's paycheck, or by any other means, such as any wages, PTO, and/or other funds.

Specific dates, times, locations, rules, and other factors concerning the Division of Public Works Commercial Driver's License Pilot Program (CDL Pilot Program) will be announced later.

## II. SIGN-UP / APPLICATION SUBMITTAL PERIOD

Interested Candidates will be required to complete and pass the Department of Transportation (DOT) medical evaluation and drug and alcohol testing provided by an Independent Contractor selected by the CDL Training Provider before the selected interested Candidate can attend the CDL Training Program.

Interested Candidates must sign-up at the Public Works Administration Office, Human Resources Business Partner Group **date to be determined**. Sign-Up Sheets will be promptly certified by a Public Works HRBP Specialist. Minimum employee participation in the class may be required before classes are scheduled. The Division of Public Works will select approximately ten (10) interested candidates and an alternate from Maintenance, Environmental and Neighborhood Improvement within Public Works upon satisfactory completion of all Divisional requirements for the CDL Pilot Program, successful completion of Department of Transportation regulations, and obtaining a CDL Driving Permit from the Department of Motor Vehicles to be completed as required by the CDL Training Provider. The CDL Training Program selections will be announced within 30 days of posting the class sign-up form. The Division of Public Works will retain the

certified list of all eligible Interested candidates for any future CDL Training Program until candidates have been provided the opportunity for training. If there are any future CDL programs, participants will be chosen by the next numerical interested candidate on the certified list as classes become available and are subject to employee participation.

All Interested Candidates must be prepared to submit their current Driver's License and email address at sign-up.

Interested Candidates will be informed and updated about the CDL Pilot Program through the Interested Candidates email address.

### **III. MINIMUM QUALIFICATIONS AND ELIGIBILITY FOR EXAMINATION**

#### **A. DIVISION OF PUBLIC WORKS EMPLOYEE**

An employee of the Division of Public Works will be eligible for the CDL Pilot Program provided she/he meets the following minimum qualifications as of the last day of sign-up.

#### **B. MINIMAL REQUIREMENTS**

1. 18 years of age as of the last day of sign-up.
2. Full-Time Non-CDL Holder Semi-skilled Crewpersons, Concrete Workers, Crewperson, Maintenance Mechanics, Maintenance Helpers, Mechanic Operators, Pollution Control Aide or Asphalt Technician within the Division of Public Works Maintenance, Environmental and Neighborhood Improvement locations as of the last day of sign-up.
3. Valid State of Tennessee Class D Driver's License as of the last day of sign-up.
4. One (1) year of Full-Time Continued Service in their current role with the Division of Public Works as of the last day of sign-up unless recently hired and obtaining CDL is a condition of continued employment.
5. No disciplinary actions within the last rolling calendar year as of the last day of sign-up.
6. No No-Call No Shows (NCNS) or Unauthorized Leave Without Approvals (LWOP/U) within the past 12-month period as of the last day of sign-up.
7. Must have a minimum of two (2) years of uninterrupted driving experience with the last year having a clean driving record as of the last day of sign-up.
8. Possess a High School Diploma or GED Certification as of the last day of sign-up.
9. Pass a Department of Transportation (DOT) physical as required by the CDL Training Provider.

10. Pass a Department of Transportation (DOT) Drug and Alcohol test as required by the CDL Training Provider.
11. Has not possessed a Tennessee Commercial Driver's License within the past three (3) years as of the last day of sign-up.
12. Available for up to four (4) uninterrupted weeks, Monday through Friday for daily training that could exceed beyond a daily regular work schedule, which may include weekends, and holidays if needed as of the last day of sign-up.
13. The Division will not offer Overtime for any CDL Training hours that exceed forty (40) hours within a week.
14. No Preventable Accident/Injuries in 3 years as of the last day of sign-up.
15. Must agree to have their Motor Vehicle Record (MVR) obtained and reviewed for disqualifying safety offenses, such as three (3) or more accidents within a two (2)-year rolling calendar year and three (3) or more moving violations within a two (2)-year rolling calendar year as of the last day of sign-up.
16. Selected Candidates must execute the City of Memphis' Tuition Reimbursement within twenty-four (24)-hours of selection to the CDL Pilot Program. Selected Candidates that are discharged by the CDL Training Provider for a lack of attendance, improper professional conduct, receiving an informal or formal complaint from the CDL Training Provider, unsuccessful completion of coursework, or committing academic dishonesty will still be bound by the City of Memphis' Tuition Reimbursement Agreement.
17. Selected Candidates must sign into agreement and follow all rules of conduct through the CDL Training Provider.
18. Selected Candidates must sign a HIPPA Release for the CDL Training Provider and Division of Public Works to receive their Drug Test and DOT Physical Test from the Independent Contractor provided by the CDL Training Provider.
19. Selected Candidates are required to attend all CDL Training Provider Classes. Selected Candidates cannot miss more than one (1) class or are allowed to leave early during the four (4) week CDL Training Class without prior written and expressed permission from the Director of the Public Works Division.

20. The CDL training program is contingent upon available training facilitators and will only be offered if a training facilitator is available to the City of Memphis.

**Participation will be contingent on the above requirements.**

**Participation is optional and is open to all Division of Public Works Full-Time Semi-Skilled Crewpersons, Concrete Workers, Crewperson, Maintenance Mechanics, Maintenance Helpers, Mechanic Operators, Pollution Control Aides, Asphalt Technicians, and other positions based on approval by the Division Director. Selection for Interested Candidates must meet all CDL Pilot Program requirements.**

**Notification of selection for individual Interested Candidates will be announced no later than 30 days after the posting of the sign-up form.**

Once the sign-up period has closed and certified, if an Interested Candidate who signed up to participate in the Division of Public Works, CDL Pilot Program believes that a determination regarding his/her eligibility to participate in the Division of Public Works Pilot Program has been made in error, that Interested Candidate must submit a written request for reconsideration to the Division of Public Works Human Resource Department at [pwpayroll@memphistn.gov](mailto:pwpayroll@memphistn.gov) within five (5) business days of receipt of the determination. The memo should clearly state the reasons that the Interested Candidate believes the eligibility and/or selection determination has been made in error. The Interested Candidate will be notified in writing of the decision of the Director of the Public Works Division.

If a candidate does not agree with the decision of the Director of the Public Works Division, the Interested Candidate must file an appeal in writing with the Equity, Diversity, and Inclusion (EDI) Office within five (5) business days of receipt of the determination from the Public Works Division at [EDI@memphistn.gov](mailto:EDI@memphistn.gov). The written appeal should clearly state the reasons the Interested Candidate believes the decision of the Director of the Public Works Division, concerning the eligibility and selection determination, has been made in error. The Interested Candidate will be notified in writing of the decision of the EDI Officer within five (5) business days of the appeal.

#### **IV. EXAMINATION COMPONENTS**

The CDL Training Provider will prepare selected Candidates to obtain a State of Tennessee Commercial Driver's License Permit and a State of Tennessee Commercial Driver's License.

Participants must successfully obtain a State of Tennessee Department of Motor Vehicle Commercial Driver's License Permit no later than required by the CDL Training Provider. The CDL Training Program is up to four (4) weeks in length and 160 hours of classroom and hands-on instruction depending on class of CDL to be obtained.

Every student who completes a career and technical program of The CDL Training Provider will receive a Certificate of Completion.

All students are expected to demonstrate satisfactory academic progress to continue in the training program and complete a program of study. Satisfactory academic progress is defined as achieving a "C" average in graded courses, or skill proficiency in non-graded courses.

The CDL Training Provider will supply all Course Materials.

The CDL Training Provider will schedule, escort, and provide the Tractor and Trailer for the State of Tennessee Department of Transportation's Road Examination.

If a student does not pass the first the State of Tennessee Department of Transportation's Road Examination, The CDL Training Provider will provide limited remedial training before a student is scheduled for the second State of Tennessee Department of Transportation's Road Examination.

#### V. CANDIDATE ORIENTATION SESSIONS

Employees that receive their State of Tennessee Commercial Driver's License for Divisional future needs, **must Apply for open vacancies posted by HR and complete the interview process to be considered a successful candidate to fill open vacancies.**

#### VI. CONTACT INFORMATION

If candidates participating in the Division's Commercial Driver's License Pilot Program have any questions about the process, please submit them in writing to the Division of **Public Works Human Resources Department** at [pwpayroll@memphistn.gov](mailto:pwpayroll@memphistn.gov).

cc: Robert Knecht., Director, Public Works Division  
Joy Touliatos, Deputy Director, Public Works Division  
David Howell, Senior Administrator, Public Works Division  
Scott Morgan, Senior Administrator, Public Works Division  
Melanie Neal, Senior Administrator, Public Works Division  
Joyce Vaughn, Sr. HR BP Manager, Public Works Division  
Pam Mathews, HR BP Manager, Public Works Division  
Kimberly Taylor, HR BP Administrator, EDI  
Chris Allen, Chief EDI Officer  
Fonda Fouche, Chief Officer, Human Resources  
Dana Taylor, Testing, Talent Management Supervisor  
Rex Gibson, Testing, Recruitment Coordinator  
Ciara Webb Taylor, Organizational Development Manager