# AGENDA ITEM HISTORY SHEET

| ITEM TITLE | AGENDA NO. 10 |
|---|---|
| Resolution 2025-39 CDL Policy | AGENDA DATE: 9/30/2025 |

**FUNDING CERTIFICATION** (Finance Director) (Signature, if applicable)

**MANAGEMENT STAFF REVIEW** (Signature)

**MAYOR** (Signature)

**ITEM HISTORY** (Previous Council reviews, action related to this item, and other pertinent history)

Reviewed by Public Works, Legal and Human Resources

**ITEM COMMENTARY** (Background discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

Resolution establishing policies and procedures for employees obtaining commercial drivers license through the City of Bryant, this will be new policy that will be added.

(This section to be completed by the Mayor)

**ACTION PROPOSED** (Motion for Consideration)

Proposal to approved policies and procedures for obtaining commercial drivers license through the City of Bryant.

**RESOLUTION NO. 2025-____**

**A RESOLUTION ADOPTING POLICY AND PROCEDURES FOR OBTAINING COMMERCIAL DRIVERS LICENSE THROUGH THE CITY OF BRYANT PUBLIC WORKS DEPARTMENT AND ADDING POLICY AND PROCEDURES TO THE CITY OF BRYANT EMPLOYEE HANDBOOK.**

**WHEREAS**, The City of Bryant finds it necessary to adopt policy and procedures for employees obtaining commercial drivers license through the City on Bryant Public Works Department;

**WHEREAS**, The City of Bryant Public Works has obtained ability and licensing to certify commercial drivers license within the City of Bryant Public Works Department;

**WHEREAS**, The City of Bryant Public Works Department has a Commercial Drivers License Administrator on staff to certify and assist employees in obtaining a commercial drivers license through the City of Bryant Public Works Department.

**WHEREAS**, The City of Bryant Public Works finds in its best interest to protect training budgets, tax paying citizens and longevity of employees obtaining commercial drivers licenses through the City of Bryant Public Works the following policies and procedures shall be put in full force and effect:

1. It is the sole discretion of the City Bryant Public Works for which employees will obtain a commercial drivers license through the City of Bryant Public Works Department.
2. New employees must maintain a six month probationary period from the date of hire before being eligible to obtain a commercial drivers license through the City of Bryant Public Works Department.
3. Employees who are currently employed before the acceptance of this resolution shall be grandfathered and do not have to follow a six month probationary period.
4. Any employee who obtains a commercial driver license through the City of Bryant and does not remain employed with the City of Bryant for a minimum of twenty-four (24) months after obtaining their commercial drivers license will be responsible for incurring the cost for the commercial drivers license that was obtained.
5. Cost incurred will be accompanied by receipts put in the employees human resources file from the Commercial Drivers License Administrator. Costs incurred may include but are not limited to Commercial Drivers License Theory Training, Commercial Driver's License Manual for Permit, Endorsements and updates to drivers license with commercial endorsement.
6. If an employee terminates employment with the City of Bryant after purchasing the Commercial Drivers License Theory Training or the Commercial Driver's License Manual for Permit the employee shall be responsible for those costs incurred at the time of employment termination.

7. Employees who are terminated or self terminate their employment with the City of Bryant during the procurement process of obtaining a commercial drivers license or before their twenty-four (24) month probationary period is met, shall be responsible for repaying the cost incurred to obtain their commercial drivers license through the City of Bryant. All incurred charges shall be charged back through payroll deductions on the employees final payroll process.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Bryant, Arkansas:

The City of Bryant hereby finds it necessary to adopt policy and procedures for employees obtaining commercial drivers license through the City of Bryant Public Works Department.

**PASSED AND APPROVED this _____day of September, 2025.**

**APPROVED:**

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Chris Treat, Mayor

**ATTEST:**

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Mark Smith, City Clerk