

**Policy: AD-08-02**

**Policy Title: Maintaining and Documenting Equipment Operator Licenses and Certifications**

**Policy Purpose: Process for tracking and documenting Equipment Operator Licenses and Certifications**

**Implementation Date: 7/14/2008**

**Revision Date: N/A**

**CITY OF WESTFIELD  
PUBLIC WORKS DEPARTMENT**

**MAINTAINING AND DOCUMENTING EQUIPMENT OPERATOR  
LICENSES AND CERTIFICATIONS**

This policy is being written to provide guidance in maintaining and documenting equipment operator licenses and certifications.

In maintaining licenses and certification of equipment operators within the department, the department must adhere to the following criteria according to the State of Indiana Administrative Code (IAC) 140, Article's 4 and 7.

**Operator's License: 140 IAC 4**

Westfield Public Works Department requires all associates who drive company vehicles to be in possession of a valid Indiana Driver's License. An Indiana Operator's License must be renewed every four (4) years.

**Commercial Driver's License (CDL)**

Any associate whose duties require the operation of a single vehicle with a declared gross vehicle weight rating of twenty-six thousand one (26,001) pounds or more or any such vehicle towing a vehicle not in excess of ten thousand (10,000) pounds declared gross vehicle weight rating must be in possession of a Class B- CDL, as required by 140 IAC 7-3-8, and air brake endorsement per 140 IAC 7-3-10.

**Renewal of CDL**

The renewal of associates CDL is required every four (4) years. 140 IAC 7-3-3 requires all applicants to pass a physical examination every two (2) years prior to application. In addition to the renewal process the department requires a heavy equipment operator (backhoe, loader, and bobcat) to obtain operator training on an annual basis for each piece of equipment operated.

Due to the above mentioned requirements, a spreadsheet has been developed and will be maintained by the Office Manager to keep track of all Operator Licenses and CDLs, along with required physical examinations. A copy of all licenses and certifications are to be maintained by the Office Manager.

30 days prior to expiration of a license or physical examination, the Office Manager will notify the associate that those requirements are due. Once the associate has obtained the

renewal of their license, physical examination, and annual operator training, they will provide the Office Manager with a copy of their license and/or a copy of their physical examination to be filed, scanned and provide an update of the spreadsheet.

On a semi-annual basis (every June and December), the Office Manager will contact the department's insurance company and have a motor vehicle revocation (MVR) check conducted on each associate within the department. If the results of the check determine that an associate's license has been revoked the Office Manager will immediately notify the immediate supervisor and the Director of Public Works.



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