Commercial Motor Vehicle Operations Manual for Municipalities

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This manual has been specifically developed for municipalities that have employees operating commercial motor vehicles (CMVs) - vehicles that have a gross vehicle weight rating of 10,001 pounds or more, such as dump trucks and garbage/recycling vehicles. This is an important resource to **help your municipality comply with federal drug and alcohol testing, hiring, and ongoing recordkeeping requirements.**

*If your municipality does **not** have CMVs that are driven by employees, you are not required to comply with federal CMV requirements and do not need this manual.*

PACIF Risk Management Services has developed this manual to help you comply with Federal Motor Carrier Safety Administration (FMCSA) and U.S. Department of Transportation (DOT) requirements. In it you will find numerous resources, forms, guidance, and a model drug and alcohol testing policy.

Refer to the table of contents to easily find the information you need.

- If you need to **hire a new CDL driver,** you will find forms and a checklist in the Hiring section.
- Various **commonly asked questions and related information** are provided in the Guidance section.

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- **Annual tasks** are listed in the Recordkeeping section.
- **Important contact information** for DISA, our drug and alcohol testing program partner, and InvestEAP our employee assistance program partner which also makes referrals to substance abuse professionals for the drug and alcohol testing program.

A copy of our **Model Drug & Alcohol Testing Policy for CMV Operators** is included in this manual. The policy has decision points that your municipality is required to make prior to adopting. Those points are bolded or otherwise marked within the model policy. Make sure to download and edit the document **to reflect those decisions.**

Please keep in mind that all employers with employees who operate commercial motor vehicles must have a drug & alcohol testing policy in place that addresses the key elements established by the FMCSA.

Your loss control consultant is available to help answer questions and provide guidance on this issue as well as other risk management practices. You may also contact our loss control support staff in the office at 802-229-9111 or via email at losscontrol@vlct.org.

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