

SALEM COUNTY IMPROVEMENT AUTHORITY

RESOLUTION 2025-40

March 13, 2025

RESOLUTION OF THE SALEM COUNTY IMPROVEMENT AUTHORITY  
APPROVING AND ADOPTING A CDL MEDICAL EXAMINER'S CERTIFICATE  
POLICY

WHEREAS, to attract and retain employee drivers with Commercial Driver's Licenses for the Salem County Improvement Authority ("SCIA"), the SCIA Board has decided to adopt a policy entitled "CDL Medical Examiner's Certificate"; and

WHEREAS, after review, it was discovered that the revised Policy and Procedures Manual adopted in 2024 failed to address the practice of CDL Medical Examiner's Certificate for CDL requirements; and

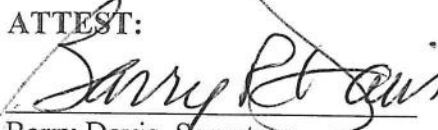
WHEREAS, SCIA has historically supported its employees who hold various licenses through such means as providing training, reimbursing employees for the cost of licensing and licensing requirements, and insuring they are in compliance with all state and federal laws and requirements, thereby incentivizing them to stay with SCIA to fully benefit from the program; and

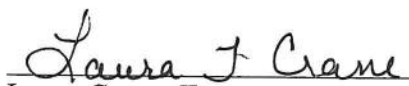
WHEREAS, the implementation of this policy requires an amendment to the SCIA Policy and Procedures Manual (in accordance with the revised CDL Policy, entitled "CDL Medical Examiner's Certificate", attached hereto and made a part of this Resolution as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that the SCIA hereby approves and adopts the form and substance of the CDL Medical Examiner's Certificate Policy, attached hereto as Exhibit A.

BE IT FURTHER RESOLVED, that the attached CDL Medical Examiner's Certificate Policy be and the same is hereby made a part of the Salem County Improvement Authority Policy and Procedures Manual.

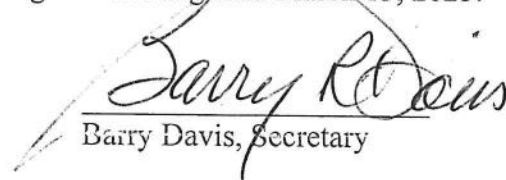
ATTEST:

  
Barry Davis, Secretary

  
Laura Crane, Treasurer

CERTIFICATION

I hereby certify the above to be a true copy of a resolution adopted by the Salem County Improvement Authority Board at their regular meeting held March 13, 2025.

  
Barry Davis, Secretary

## **CDL Medical Examiner's Certificate**

### **Purpose**

This policy outlines the procedures for maintaining a Commercial Driver's License (CDL), which includes a required medical exam. The intent is to ensure that employees maintain their CDL qualifications in compliance with federal and state regulations.

### **Scope**

This policy applies to all employees who hold a Commercial Driver's License (CDL) and are required to maintain it as part of their job duties with the Authority.

### **CDL Medical Examination**

#### **Eligibility**

All CDL holders are required to undergo a medical examination by an Authority appointed facility to ensure they meet the physical qualifications required by the Federal Motor Carrier Safety Administration (FMCSA). CDL medical exams are typically required every 1 to 2 years, depending on the driver's age, health status, and any medical conditions that may affect their ability to drive.

#### **Time away from work**

HR will schedule medical examinations during work hours and shall not charge the employee vacation, sick, personal, or compensatory time. Employees will be required to use an Authority vehicle to travel to and from the appointment.

### **Responsibilities of Employees**

Employees are expected to:

- Ensure they meet the medical and physical requirements to maintain a valid CDL.
- Ensure their CDL endorsement is not expired
- Ensure HR receives a copy of the employee's updated driver's license and Medical Examiner's Certificate for their medical file.

### **Exceptions & Modifications**

This policy is subject to change based on Authority needs, federal or state regulations, or budgetary considerations.