

ATTACHMENT C  
POLICY NO. 200.005  
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

CDL Guidelines  
rev. 4/2/19

GUIDELINES FOR DETERMINING  
DRIVER'S LICENSE CLASS 4  
And  
COMMERCIAL DRIVER'S LICENSE (CDL)  
REQUIREMENTS

**AGE REQUIREMENT:**

In order to obtain a Class 4 or Commercial Driver's License, persons must be at least 21 years of age.

**DRIVER'S LICENSE CLASS 4:**

1. Any single vehicle with a gross vehicle weight rating (GVWR) of 18,001 - 26,000 pounds; or
2. Any combination of vehicles where the lead vehicle GVWR is 18,001 - 26,000 pounds and the combined GVWR is 26,000 pounds or less.

**COMMERCIAL DRIVER'S LICENSE:**

1. A CDL is required for:
  - A single vehicle or combination of vehicles with a GVWR of 26,001 pounds or more; or
  - Any single vehicle/combination of vehicles that is designed to transport 16 or more passengers, including the driver; or
  - Any single vehicle/combination of vehicles used in the transportation of hazardous materials, which requires the vehicle to comply with 49 C.F.R., Part 172, Subpart F.
2. If a CDL is required, also determine whether any endorsement(s) is required.
3. The holder of a CDL A or B may drive all vehicles in the category for which the license is issued, and all lesser categories of vehicles except motorcycles (CDL A is the highest category license). A driver must have the proper license endorsement if the vehicle s/he is driving requires an endorsement. For example, before a Category A driver can drive a Category B bus, s/he must obtain a "P" endorsement.

4. Driver's licenses are required to operate vehicles on public roads. A public road is any road under the jurisdiction of a public agency and open to public travel or any road on private property that is open to public travel. If uncertain, check with the Department of Transportation Motor Vehicle Safety Office.
5. Federal, State and County firefighters and police operating authorized emergency vehicle are exempt from CDL license requirements.

If you need more information regarding CDL requirements, please refer to the Hawaii Commercial Driver's License Manual which is available at <http://hidot.hawaii.gov/highways/library/motor-vehicle-safety-office/>

**CDL CATEGORIES:**

**Class A** - Any combination of vehicles (i.e., can be detached) with a gross combination weight rating (GCWR) of 26,001 pounds or more; provided that the gross vehicle weight rating (GVWR) of the vehicles being towed is in excess of 10,000 pounds.



**Class B** - Any single vehicle (a vehicle which cannot be detached) with a GVWR of 26,001 pounds or more; and any towed vehicle not in excess of 10,000 pounds.



**Class C** - Any single vehicle or combination of vehicles with a GVWR or GCWR less than 26,001 pounds and is either:

1. Designed to transport 16 or more passengers, including the driver; or
2. Used in the transportation of hazardous materials which requires the vehicle to comply with 49 C.F.R., Part 172, Subpart F.



### **CDL ENDORSEMENTS:**

CDLs may be issued with the following endorsements:

- H\*** Authorizes driving a vehicle transporting hazardous materials that are required to be placarded;
- T** Authorizes driving double and triple trailers;
- P** Authorizes driving vehicles designed to transport 16 or more passengers, including the driver (does not include school buses);
- S** Authorized driving school buses;
- N** Authorizes driving tank vehicles which carry either gaseous or liquid materials that is not hazardous in a tank or tanks having an individual rated capacity of more than 119 gallons and an aggregated rate capacity of 1000 gallons or more that is either permanent or temporarily attached to the vehicle or chassis; and
- X\*** Authorizes driving tank vehicles that carry hazardous materials that are required to be placarded.

\*Hazardous Material Regulations are contained in the Code of Federal Regulations, Title 49, Parts 100 – 185, Drivers who transport hazardous material must possess a CDL with an H or X endorsement. For clarification regarding hazardous materials, please call the Motor Vehicle Safety Office at 692-7656 or 692-7658.

**RESTRICTION CODES:**

A CDL may be issued with restrictions that could limit the kinds of vehicles a person may operate.

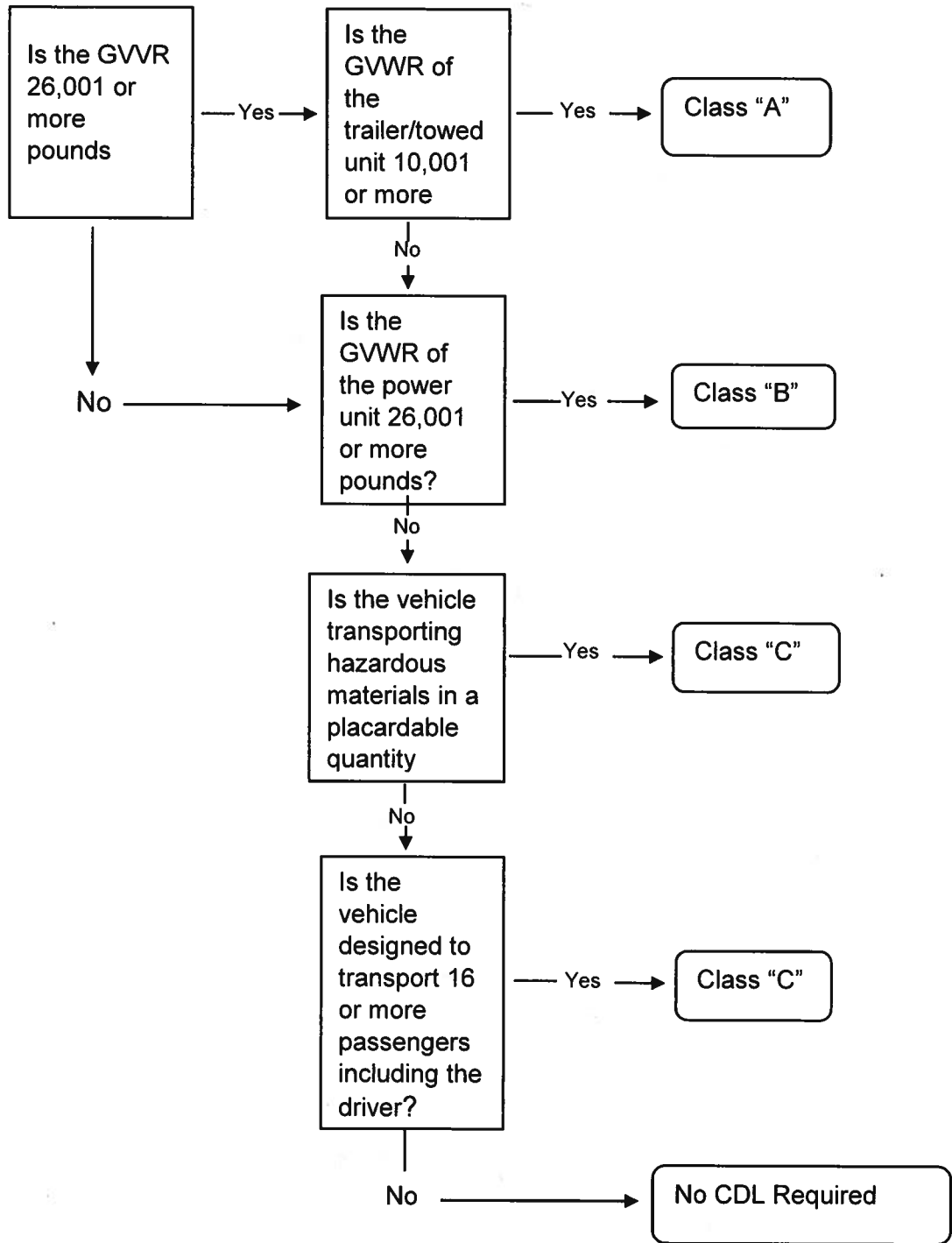
E	No manual transmission CDL vehicle.
I	Class C vehicle up to a GVWR of 18,000 pounds
J	Automatic or synchromesh transmission only. CDL privileges will be limited if the vehicle used for the CDL skills tests is equipped with an automatic or synchromesh transmission. This code is only for CDL vehicles.
L	No air brake equipped CDL vehicle. You will be restricted from operating vehicles with air brakes if you do not pass the air brake knowledge test, or if the vehicle you use for the CDL skills tests is not equipped with air brakes.
M	No Class A passenger vehicle. Passenger endorsement will be restricted to class B and C vehicles if the bus used for the passenger endorsement skills tests is a class B bus.
N	No Class A or B passenger vehicle. Restricted to Class C passenger vehicle.
O	The class A CDL is not valid for operating tractor-semitrailer combinations if the vehicle used for the class A CDL skills tests is a truck-trailer combination.
Z	No CDL vehicle with full air brakes

If a position is required to operate any of the following types of vehicles, make sure the driver's license is free of any restrictions that would not allow the person to operate those vehicles.

	Should not carry Restriction Code
Vehicles equipped with manual transmission	E
Class C vehicle over 18,000 pounds (GVWR)	I
Vehicles not equipped with automatic or synchromesh transmission	J
Vehicles equipped with air brake	L
Class A vehicle with a Passenger endorsement	M
Class A or B vehicle with a Passenger endorsement	N
Class A tractor-trailer vehicle	O
Vehicles equipped with full air brakes	Z

**CDL QUICK CHECK:**

**Determining Class of CDL Required**



NOTE: A bus may be Class A, B, or C depending on whether the GVWR is over 26,001 pounds or is a combination vehicle.

**Selective Certification Requirement**  
**(Driver's License, Class 4 or CDL)**

Refer to Guidelines for Determining Driver's License Class 4 and Commercial Driver's License (CDL) Requirements.

**I. Position Identification**

Position No. \_\_\_\_\_ Authorized Class Code \_\_\_\_\_ Dept \_\_\_\_\_  
Auth Class Title \_\_\_\_\_  
Division \_\_\_\_\_ Branch \_\_\_\_\_  
Section \_\_\_\_\_ Unit \_\_\_\_\_

**II. Vehicles Operated Requiring a State of Hawaii, Class 4 or CDL**

The officially assigned, essential functions of the position involve operating the following vehicles requiring the possession of either a State of Hawaii, Class 4 Driver's License or CDL:

1. List only the vehicles (including towed vehicles, if applicable) requiring State of Hawaii, Class 4 Driver's License. If the position operates combination vehicle(s), please list the "lead" vehicle separately from the "towed" vehicle.

Description of Vehicle(s) (e.g., dump truck)	GVWR of Vehicle	GVWR of Towed Vehicle, if applicable
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. List only vehicles (including towed vehicles, if applicable), requiring a CDL. If the position operates combination vehicle(s), please list the "lead" vehicle separately from the "towed" vehicle.

Description of Vehicle(s) (e.g., boom truck)	GVWR of Vehicle	GVWR of Towed Vehicle, if applicable
_____	_____	_____
_____	_____	_____
_____	_____	_____

**III. Tasks Requiring Licensure (Describe the use of the vehicle, e.g., what is transported, frequency of trips and destination)**

The following duties are currently reflected in official position description for the position. The position will be operating the above vehicle(s) to:

**IV. License/Other Requirements**

Certification of eligibles shall be restricted to those eligibles who meet the minimum qualification requirements of the class the position is allocated to and possessing the following valid State of Hawaii Driver's License (check appropriate license, endorsements, and other requirements as appropriate):

1. **CLASS**

- Class 4
- CDL, Class A
- CDL, Class B
- CDL, Class C

2. **ENDORSEMENTS:**

- H - Vehicles hauling hazardous materials requiring placards.
- T - Vehicles towing double and triple trailers.
- P - Vehicles designed to transport 16 or more passengers including the driver.
- S - School buses
- N - Tank vehicles (permanently mounted tank rated greater than 119 gallons, or portable tank rated greater than 1000 gallons).
- X - Tank vehicles hauling hazardous materials requiring placards.

3. Must be able to operate the following (check all that apply and make sure applicants/incumbents' licenses have no restrictions relating to items checked):

- Vehicles equipped with manual transmission (Restriction Code E)
- Class C vehicle over 18,000 pounds (GVWR) (Restriction Code I)
- Vehicles not equipped with automatic or synchromesh transmission (Restriction Code J)
- Vehicles equipped with air brakes (Restriction Code L)
- Class A bus with Passenger endorsement (Restriction Code M)
- Class A or B bus with Passenger endorsement (Restriction Code N)
- Class A tractor-trailer combination (Restriction Code O)
- Vehicles equipped with full air brakes (Restriction Z)

4. Applicants must possess a valid Class 4 Driver's License or CDL, as indicated above:

- at the time of application
- upon appointment
- within six months from the date of hire

**V. Program Resource**

Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Official Title \_\_\_\_\_

VI. **Departmental Certification**

I hereby certify that the information provided is accurate and that the possession of the specified license/endorsement is an essential requirement for the performance of the work of this position.

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Signature of Department Head or  
Authorized Representative

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Date

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VII. **Cancellation**

This Selective Certification Requirement is cancelled.

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Signature of Department Head or  
Authorized Representative

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Date



**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**

**Instructions for Authorizing Selective Certification Requirements**  
**Driver's License, Class 4 and Commercial Driver's License**  
(Delegated)

**1. Coverage**

Positions assigned tasks requiring possession of a valid Class 4 or Commercial Driver's License.

**2. Procedures**

a. Employing Department Preparation and Approval of HRD 252

Appropriate program personnel shall be provided a copy of these instructions and guidelines, and provide the information on the assigned tasks and other circumstances requiring a Class 4 or Commercial Driver's License (HRD Form 252, Parts I, II, III, IV and V) .

The employing department's Classification Staff shall review the information in Parts I, II and III, IV and V to insure that the facts provided are accurate and adequately stated and that the need for a Class 4 or Commercial Driver's License is a genuine job requirement supported by business necessity.

The Departmental Personnel Officer or authorized representative shall certify to these duties and circumstances, and concurrently, approve the Selective Certification Requirements (SCR) (on behalf of the director of HRD), in Part VI of the HRD 252.

b. Reporting

The employing department shall:

- Annotate the appropriate position records in HRMS in accordance with established procedures for delegated selective certification (SCD) actions, and
- Send one copy of the approved HRD 252 to HRD/ECCD.

c. Post Audit

If post audit indicates that documents do not contain sufficient justification for the action, the employing department Classification Staff will be notified.

### 3. Duration

#### a. Reallocation for Recruitment Purposes

When a position is reallocated for recruitment purposes (formerly known as "joint memo", "MODA"), the SCR may remain in effect only if the operation of the vehicle requiring the Class 4 or Commercial Driver's License is appropriate for the class/level of work to which the position is being reallocated.

#### b. Other Reallocations/Redescriptions

When a position is redescribed, the SCR is automatically cancelled unless continuation of a selective certification is indicated on the HRD-1; also, include a statement that the duties requiring selective certification continue to exist. (Attach one copy of the existing delegated selective certification to the back of the position description.)

#### c. Cancellations

The employing department classification staff may cancel an SCR currently in effect at any time:

- 1) If the driving tasks are not described in the official position description, the SCR may be cancelled by submitting a copy of the SCR to be cancelled with the Cancellation Section signed by the Departmental Personnel Officer or an authorized representative, or by submitting a memo which states:

"The Selective Certification Requirement for Position Number \_\_\_\_\_, (Authorized Class Title), (Authorized Class Code), approved on (date) is cancelled." A copy of the cancelled SCR shall be sent to HRD/ECCD.

- 2) If the driving tasks are described in the official position description for the position, a redescription, deleting those tasks, must be submitted. This redescription automatically cancels the SCR.

### 4. Employing Department Responsibilities

- a. Existing SCR's shall be reviewed by the employing department prior to filling the position to ensure that the tasks and other circumstances have not changed and still support the requirement for driving.
- b. When a position is reallocated for recruitment purposes, the employing department shall determine whether operation of the vehicle requiring the Class 4 or Commercial Driver's License is appropriate for the class/level of work to which the position is being reallocated, and whether the SCR should remain in effect.

- c. Existing SCR's shall be applied by the employing department in screening applications for internal employee movements.
- d. The employing department is responsible for informing the Employee Staffing Division, HRD, of approved SCR's by posting the words "Driver's License Class 4, SCR, approved date" or "CDL, SCR, approved date" on the requisition for eligibles.

The employing department may not indicate "Driver's License Class 4" or "CDL" on a requisition unless an SCR has been approved.