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AM-501-2-1

m **Obtaining a Driver Permit for City-Owned Vehicles**

The City of Baltimore Driver Permit allows an employee to operate a City-owned car, station wagon, and truck with 2,000 lb. load capacity or less and/or a commercial motor vehicle (CMV) where the driver possesses a commercial driver license (CDL). This driver must maintain a current Medical Examiner's Certificate (DOT card) by successfully completing a physical examination with the City of Baltimore Occupational Medical Services (Mercy Clinic). If an employee is to operate any other type of vehicle, he/she must complete a Special Purpose Vehicle Training Course (AM-501-2) in addition to following this procedure.

RESPONSIBILITY

ACTION

**AGENCY HEAD OR
AUTHORIZED REPRESENTATIVE**

1. Contact Department of Finance, Division of Occupational Safety (DOS), to schedule employees for the Driver Training Course and/or Basic Re-certification Course.
2. Notify employees of the date, time and location of the course.
Exceptions or noncompliance to course arrangement must be cleared with DOS at least one (1) day in advance.

EMPLOYEE

3.
 - a. Present a valid Maryland State driver's license or approved equivalent to the instructor at the beginning of the course.
 - b. Surrender current City of Baltimore Driver Permit to the instructor at the beginning of the Re-certification Course for administrative purposes.
 - c. Take corrective lenses to the course(s) if they are legally required for driving.

DIVISION OF OCCUPATIONAL SAFETY

4. Verify that the employee meets all requirements for obtaining a City of Baltimore Driver Permit in AM-501-2, Part I.
5. Conduct Driver Training Courses and/or Basic Re-certification Course for employees.

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6. Have each employee, who has successfully completed the applicable driver training course; review a NOTIFICATION OF CITY VEHICLE POLICY, AM-501-2-2. Require each employee to sign notification.
7. Will issue City of Baltimore Driver Permit upon receipt of signed NOTIFICATION OF CITY VEHICLE POLICY or as soon as possible after completion.