

**BOARD OF PUBLIC WORKS AND SAFETY**

**RESOLUTION NO. 25-06**

**A RESOLUTION OF THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY  
OF GREENWOOD APPROVING AND ADOPTING A COMMERCIAL DRIVERS  
LICENSE TRAINING AND REIMBURSEMENT POLICY**

WHEREAS, the Board of Public Works and Safety of the City of Greenwood, Indiana (the "Board") believes that attracting and retaining qualified employees benefits the City of Greenwood ("City"), its employees, its citizens, and its government;

WHEREAS, to promote adequate staffing of positions that require a Commercial Drivers License ("CDL"), the Board has determined it is prudent to invest in CDL training of employees;

WHEREAS, the Board has further determined it is in the fiscal interest of the City to also provide for reimbursement to the City of the costs of CDL training by an employee if the employee fails to maintain employment for a period of two (2) years from the date the employee obtains a CDL;

WHEREAS, the Board has determined that it is in the best interest of the City to approve and adopt a Commercial Drivers License Training and Reimbursement Policy to provide CDL training of employees and reimbursement of City costs for the training should the employee fail to maintain employment with the City,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF GREENWOOD, INDIANA THAT:

1. The following Commercial Drivers License Training and Reimbursement Policy is hereby established and adopted and all employees are expected to comply with said Policy:

Commercial Drivers License Training and Reimbursement Policy

1. Applicability. This policy applies to all full-time City of Greenwood employees and new hires who are required to have a Commercial Drivers License ("CDL") as a position qualification for employment.
2. Policy.
  - a) Eligibility. Employees and new hires who are required to have a CDL as a position qualification may receive CDL training at no cost to the employee. The City will pay up to \$5,000 per employee for the CDL training for the employee: provided that,
    - The employee is otherwise qualified to hold the position (Federal Motor Carrier Safety Administration (FMCSA) pre-employment drug screen (result negative) and FMCSA Drug and Alcohol Clearinghouse (Clearinghouse response not prohibited); employee has an acceptable Drivers Qualification File (DQF))
    - The employee completes the training, and passes the applicable written and practical test(s) and skills exam, and medical exam.
  - b) City Reimbursement. An employee who participates in the training who leaves his/her position voluntarily or by termination within two (2) years

from the date the employee obtains the CDL shall reimburse the City for the cost of the training, which shall be reduced by One Thousand Two Hundred Fifty Dollars (\$1,250) for every six months of employment. Employees who participate in the training program must sign a Promissory Note in the form attached as "Exhibit A", and incorporated by reference.

PASSED BY THE BOARD OF PUBLIC WORKS AND SAFETY OF GREENWOOD, INDIANA this 2nd day of JUNE, 2025, by a vote of 3 ayes, 0 nays.

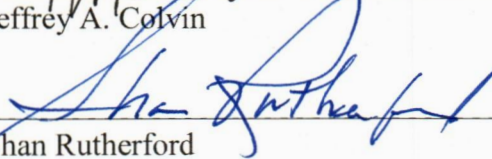
**BOARD OF PUBLIC WORKS AND SAFETY**



Kevin A. Hoover

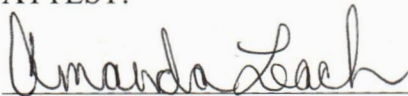


Jeffrey A. Colvin



Shan Rutherford

ATTEST:



Amanda Leach, Clerk



## EXHIBIT A

### Promissory Note

Amount: \$ 5,000

Expiration Date:

I, \_\_\_\_\_, residing at \_\_\_\_\_, \_\_\_\_\_ Indiana  
("Employee"), promise to pay to the City of Greenwood, Indiana ("City"), the sum of Five  
Thousand and no/100 Dollars (\$5,000.00) for the reimbursement of training and expenses incurred  
by the City to obtain a commercial driver's license ("CDL").

Services provided by the City:

- Training to prepare for the Commercial Driver's License pre-trip inspection and practical exam
- Practical exam taken at an off-site testing facility during work hours with a City vehicle

Payment of the principal shall be paid should the Employee not maintain employment with the  
City for the specified time period of two (2) years from the date of obtained CDL. This Promissory  
Note shall be repaid in the full amount stated within thirty (30) days of Employee leaving the  
employment of the City before the date of \_\_\_\_\_. The amount due  
under this instrument shall be reduced by One Thousand Two Hundred Fifty and no/100 Dollars  
(\$1,250.00) for every six months of employment after receipt of the CDL.



Employee acknowledges that the City may utilize any legal means to collect and enforce any amounts due and owing. Should the City file an action to collect amounts due, Employee shall be additionally responsible for court costs and attorney fees of the City.

IN WITNESS WHEREOF, \_\_\_\_\_, does hereby set his/her hand and seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

/s/ \_\_\_\_\_

Printed: \_\_\_\_\_

City of Greenwood \_\_\_\_\_ Department Employee

STATE OF INDIANA       )  
  ) SS:  
COUNTY OF JOHNSON    )

Before me, the undersigned notary public in and for said County and State, personally appeared \_\_\_\_\_, and being duly sworn upon oath, acknowledged the execution of the foregoing document this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Witness my hand and notarial seal.

\_\_\_\_\_  
\_\_\_\_\_, Notary Public

My Commission expires: \_\_\_\_\_

My County of Residence: \_\_\_\_\_