



## **POLICY 2026-07 (LICENSE POLICY)**

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**PURPOSE:** To establish procedures and guidelines for collecting license information for Village of Hobart employees that may have an opportunity to drive a Village-owned vehicle.

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### **A. INTENT AND APPLICABILITY**

This License Policy ("Policy") establishes the procedures and guidelines to ensure all individuals employed by the Village of Hobart hold a valid driver's license.

### **B. DEFINITIONS**

The following definitions shall apply to the Policy

#### **REGULAR DRIVER'S LICENSE**

A standard Class D license issued to allow full, unrestricted driving privileges for non-commercial personal vehicles, such as cars and light trucks. May include extra endorsements for motorcycles or non-commercial school buses.

#### **COMMERCIAL DRIVER'S LICENSE**

An official state Driver's license required to operate large, heavy, or placarded commercial motor vehicles including semi-trucks, large busses (16 or more passengers), delivery trucks or any vehicle carrying hazardous materials.

**CLASS A:** for combination vehicles with a gross combined weight rating over 26,000 pounds where the towed unit weighs over 10,000 pounds.

**CLASS B:** for single vehicles weighing over 26,000 pounds or towing another vehicle less than 10,000 pounds.

**CLASS C:** smaller vehicles not considered Class A or B, designated to carry sixteen or more people or hazardous materials.

#### **FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA)**

Established January 1, 2000 within the Department of Transportation to prevent commercial motor vehicle-related fatalities and injuries. The Administration enforces safety regulations, targets high-risk carriers, and commercial motor vehicle drivers by working with Federal, State and local enforcement agencies to improve safety information systems, commercial motor vehicle technologies, equipment and operating standards and to increase safety awareness.

### **C. POLICY**

(a) The Village of Hobart shall require all employees to provide proof of a valid Regular Driver's License in order to comply with insurance regulations.

(b) The FMCSA requires commercial driver's licenses based on vehicle weight and cargo. The Village of Hobart shall require employees to provide proof of Commercial Driver's License if their job duties require the operation of a FMCSA defined commercial vehicle.

#### **D. PROCEDURES**

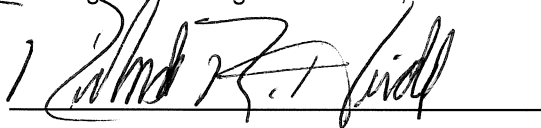
1. Employees will be required to show proof of a valid Driver's License upon hire.
2. Employees must report a change in license status to their supervisor immediately.
3. Driver's License expirations will be reviewed annually. Employees shall notify the designated Human Resource representative upon reissuance or renewal of their Driver's License.
4. The Employee name, license expiration date, type and class of license shall be recorded.

#### **E. REVIEW OF POLICY AND PROCEDURES**

This policy will be reviewed as State or Federal regulations are revised and necessitate a change.

This policy shall take effect immediately.

This policy has been approved by the Board of Trustees of the Village of Hobart, Brown County, Wisconsin, at a regular meeting of the Board, held on September 1st 2026.



Richard Heidel, President, Hobart Village Board

Attest:

  
Lisa Vanden Heuvel, Village Clerk  
Aaron Kramer, Village Administrator