

CITY OF EUREKA

Category: PERSONNEL

POLICIES & PROCEDURES

Subject: STATE OF CALIFORNIA CLASS  
II DRIVERS LICENSE PHYSICAL  
EXAMINATIONS

Date Adopted: July 15, 1995

File 3.48.4  
Number

### POLICY OBJECTIVE

To establish procedures for Class II Drivers License physical examinations to ensure that proper procedures are followed for compliance for driving City of Eureka-owned equipment requiring a Class II State of California Drivers License.

### ASSIGNED RESPONSIBILITY

City Manager, Director of Administrative Services, all Department Heads, supervisors and affected employees.

### APPLICABILITY

Applicable to all individuals who require a Class II State of California Drivers License.

### PROCEDURES

- A. Department Head shall notify Director of Administrative Services in memo form stating name of employee and request for Class II Drivers License examination.
- B. Administrative Services/Personnel shall prepare Personnel Medical Requisition (Exhibit A) and make the following distribution:
  1. City Physician – Original and first copy (white and yellow). Administrative Services shall attach City of Eureka Health Questionnaire. (Yellow copy of requisition and completed questionnaire to be returned to Administrative Services with physician's final report).
  2. Workers' Compensation Administrator – Second copy (pink).
  3. Administrative Services – Third copy (goldenrod).
- C. Administrative Services/Personnel shall make all appointments with physician.
- D. Administrative Services/Personnel shall notify employee of appointment date, time and location of the scheduled physical. Employee shall complete form DL 51, Medical Examination Report and give to physician. This form will be provided to the employee by Administrative Services/Personnel.

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- E. Administrative Services/Personnel shall notify department for information purposes only, the appointment date, time and location of the physical and request release time. It is the responsibility of the employee and the department that the appointment be kept on the scheduled date.
- F. The physician or physicians shall forward to Director of Administrative Services the results of the examination in writing, along with the completed City of Eureka Health Questionnaire and the complete yellow copy of the Personnel Medical Requisition. A copy of both the physician's comments and questionnaire will be sent by the physician to the Workers' Compensation Administrator.
- G. The Workers' Compensation Administrator shall review the report and advise Director of Administrative Services of the results.
- H. Director of Administrative Services shall notify department and employee regarding results of the examination.
- I. All physician's bills for Class II Drivers License examinations shall be sent by physician directly to the Workers' Compensation Administrator and paid out of the Workers' Compensation Fund.
- J. The Workers' Compensation Administrator shall provide status reports on a monthly basis per the contract with the City regarding Class II Drivers License examinations paid out of the Workers' Compensation Fund.