

COMMERCIAL DRIVER LICENSE (CDL) ISSUANCE

Summary of Changes

Added Military Applicant CDL skills test waiver as section D. Removed eligibility criteria for Foreign Visitors in section AA.

Purpose

The purpose of this policy is to provide information regarding Commercial Driver License (CDL) classes and endorsements.

Policy

- A. Prior to the issuance of a CDL and/or CDL instruction permit (IP), the customer must meet all applicable eligibility, identity, and authorized presence requirements, see policies [2.1.5 Commercial Driver License Information System \(CDLIS\)](#), [2.1.7 Problem Driver Pointer System \(PDPS\)](#), [2.1.8 Social Security Online Verification \(SSOLV\)](#), all Driver License Issuance and Commercial Driver License policies.
- B. Upon the successful completion of the entire CDL examination process, a CDL may be issued to the qualified applicant and shall reflect any necessary and applicable restrictions.
- C. A valid Arizona CDL DL/IP will display the words “Commercial Driver License”, the appropriate CDL class and when applicable, CDL endorsement(s), as required by federal and state law.
- D. The Motor Vehicle Division (MVD) may waive the skills testing portion of the CDL requirements for individuals domiciled in Arizona who are on active duty in the armed forces of the United States or have separated from the armed forces of the United States under honorable conditions in the last ninety days. The applicant must certify that they have driven a commercial motor vehicle (CMV) during the two-year period immediately before application for the waiver See Policy 16.4.4 CDL Skill Test Requirements.

CDL Classes

- E. Pursuant to A.R.S. § 28-3101, the Division issues the following classes of CDLs:
 - Class **A** license, valid for operating either of the following:
 - A motor vehicle that tows a vehicle with a gross vehicle weight rating (GVWR) of 10,001 lbs or more if the combined GVWR is 26,001 lbs or more
 - A vehicle that requires a Class B, C or D license
 - Class **B** license, valid for operating any of the following:
 - A single motor vehicle with a GVWR of 26,001 lbs or more
 - A motor vehicle with a GVWR of 26,001 lbs or more that tows a vehicle with a GVWR of 10,000 lbs or less

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- A vehicle that requires a Class C or D license
- Class **C** license, valid for operating any of the following:
 - A single motor vehicle with a GVWR of 26,000 lbs or less
 - A motor vehicle with a GVWR of 26,000 lbs or less that tows a vehicle with a GVWR of 10,000 lbs or less
 - A motor vehicle with a GVWR of 26,000 lbs or less that tows a vehicle with a GVWR of 10,001 lbs or more, provided the combined GVWR is less than 26,001 lbs
 - A vehicle that is required to be placarded for hazardous materials
 - A bus or school bus
 - A vehicle that requires a Class D license

Endorsements

- F. Pursuant to A.R.S. § 28-3103, in order to apply any of the following CDL endorsements to the applicant's CDL, the applicant shall submit to, and successfully complete, the CDL operator knowledge test and when applicable, road/skill test appropriate to the type of endorsement being requested:
- **H** - Hazardous Materials endorsement (HME), for the operation of a vehicle that transports hazardous materials, wastes or substances in a quantity and under circumstances that require the placarding or marking of the transport vehicle as required by the safety rules prescribed by R17-5-202 and R17-5-203, pursuant to Title 28, Chapter 14, of the Arizona Revised Statutes
 - Prior to the issuance of a HME, certain requirements must be met, see Sections F through L and X below
 - **N** - Tanker endorsement, for the operation of a commercial motor vehicle (CMV) that is designed to transport a liquid or gaseous material within a tank that is either permanently or temporarily attached to the vehicle or chassis, including a cargo tank and a portable tank and excluding a portable tank having a rated capacity under 1,000 gallons
 - **P** - Passenger endorsement, for the operation of a non-school bus designed to transport 16 or more passengers, including the driver
 - A CDL skill test, using the size of bus the driver intends to operate, is required prior to placing the "P" endorsement on the CDL. Restrictions may apply, see Section U of this policy
 - **S** - School Bus endorsement, for the operation of a school bus designed to transport at least 16 passengers, including the driver
 - To qualify for the "S" endorsement, the applicant must have an existing Passenger (P) endorsement or must apply for the "P" endorsement at the time of application
 - A CDL skill test using the size of school bus the driver intends to operate is required prior to placing the "S" endorsement on the CDL
 - Restrictions may apply, see Section U of this policy. Prior to the issuance of the "S" endorsement, certain requirements must be met, see Sections M through P and Y below
 - **T** - Double-triple trailer endorsement, for the operation of a vehicle towing double or triple trailers
 - The Double-triple trailer endorsement is restricted to applicant's who are applying for or possess a Class A CDL
 - A CDL skill test is not required when adding a "T" endorsement to an existing Class A CDL

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- **X** - Combination HME and Tanker, for the operation of a tank vehicle transporting placardable amounts of hazardous materials

Hazardous Materials Endorsement (HME)

G. Federal regulations require that all new CDL applicants or current CDL holders, who request a HME, undergo and successfully complete a Transportation Security Administration (TSA) fingerprint-based Background Records Check (BRC) prior to issuance of the HME.

H. Applicants may begin the TSA/BRC process only after the Division has determined that the applicant has fully qualified for the endorsement by successfully completing all required CDL and HME knowledge tests. Upon completion of the knowledge test, the applicant will be provided a Hazmat Background Check Authorization, form #96-0412, which must be presented to the TSA authorized fingerprint collection site.

Note: TSA has designated authorized agents responsible for the collection of fingerprints and the electronic transmission of information (provided by HME applicants) to the Federal Bureau of Investigation (FBI) where the BRC will be performed. Prior to visiting a TSA authorized agent location for fingerprinting, the applicant must provide the TSA authorized agent with all of the information requested on the "Driver's License Hazardous Materials Endorsement Application". TSA authorized agents will not accept handwritten HME applications. The applicant may obtain more detailed information regarding the TSA/BRC process and TSA authorized agents by visiting the Transportation Security Administration website at <http://www.hazprints.com>.

- I. For new CDL applicants requesting a HME, the process is as follows:
1. Apply for CDL with HME at designated CDL office.
 2. Pass all appropriate CDL knowledge tests.
 3. Receive CDL IP for Road/Skill tests (issued without HME).
 - An IP is not issued when the applicant is applying for a Class C IP with an HME, see Policy [16.4.4 Commercial Driver License \(CDL\) Skill Test Requirements](#)
 4. Receive Hazmat Background Check Authorization, form #96-0412.
 5. Apply to TSA authorized agent for BRC.
 6. Complete all appropriate Road/Skill tests.
 - After completing the Road/Skill test(s), the applicant may choose to receive a CDL without the HME for use until TSA approval is received
 - When the applicant is applying for a Class C CDL with an HME, the CDL will not be issued until TSA approval is received
 - After receiving a TSA HME approval letter, the applicant will return to a designated CDL office for issuance of a Hazmat-endorsed no-fee duplicate CDL
- J. For existing CDL holders requesting a new HME (when upgrading to a higher class), the process will be as follows:
1. Apply for CDL with HME at designated CDL office.
 2. Pass all appropriate CDL knowledge tests.
 3. Receive CDL IP for Road/Skill tests (issued without HME).
 4. Receive Hazmat Background Check Authorization, form #96-0412.
 5. Apply to TSA authorized agent for BRC.
 6. Complete all appropriate Road/Skill tests.

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- After completing the Road/Skill tests, the applicant may choose to receive a CDL without the HME for use until TSA approval is received
 - After receiving a TSA HME approval letter, the applicant will return to a designated CDL office for issuance of a Hazmat-endorsed no-fee duplicate CDL
- K. For existing CDL holders requesting a new HME (when keeping the same class CDL), the process will be as follows:
1. Apply for HME at designated CDL office.
 2. Pass all appropriate CDL knowledge tests.
 3. Receive Hazmat Background Check Authorization, form #96-0412.
 4. Apply to TSA authorized agent for BRC.
 - After receiving a TSA HME approval letter, the applicant will return to a designated CDL office for issuance of a Hazmat-endorsed no-fee duplicate CDL
- L. The BRC and TSA approval for the HME will only be valid for five years. TSA Hazmat approval/disapproval is stored in Customer Characteristics segment of the Customer Record. It will be the responsibility of the driver to arrange for a new BRC no later than 30 days prior to the expiration of the current BRC/TSA approval to avoid cancellation of the CDL. The expiration date of the HME and the expiration date of the CDL will remain completely independent of one another. The HME expiration date will not display on the CDL.
- M. A lawful permanent resident must provide proof of citizenship or immigration status, as specified below, when applying for a Hazardous Materials endorsement:
- Permanent Resident Card, Alien Registration Receipt Card (Form I-551)
 - Temporary I-551 stamp in foreign passport
 - Temporary I-551 stamp on Form I-94, Arrival/Departure Record, with photograph of the bearer
 - Reentry Permit (Form I-327)
 - The lawful permanent resident's United States Citizenship and Immigration Service (USCIS) alien registration number must be recorded on the customer record

School Bus Endorsement

- N. The Division has adopted the American Association of Motor Vehicle Administrators (AAMVA) approved School Bus endorsement knowledge test required by the Federal Motor Carrier Safety Improvement Act (MCSIA).
- O. Upon successful completion of all appropriate CDL knowledge tests, a CDL IP is issued with an "S" endorsement and any other applicable endorsements.
- P. The required School Bus road skill test, using the size of school bus the driver intends to operate, may be conducted through any school district with an Authorized Third Party Examiner or a Division CDL facility. Restrictions may apply, see Section U of this policy.
- Q. After obtaining a CDL IP with "P" and "S" endorsements, the individual must report to the hiring school district or private bus company to successfully complete the more extensive Arizona Department of Public Safety (DPS) authorized school bus endorsement training.

CDL Instruction Permit

- R. A person who is at least 18 years of age may apply to the Division for an IP for a Class A, B or C license. CDL IPs may only be issued to applicants holding a valid Arizona driver license. The Division may issue an IP to the applicant after the applicant passes all parts of the examination and meets all other requirements for a Class A, B or C license other than the driving test.
- S. The IP entitles the permittee to drive a motor vehicle requiring a Class A, B or C license on the public highways for six months from the date of issuance when the following conditions are met:
1. The permittee has the IP in immediate possession.
 2. The permittee is accompanied by a person with the same class or higher class of license issued by this state and who occupies a seat beside the driver.
 3. If the permittee is under 21 years of age, the permittee does not operate a CMV interstate or containing hazardous materials.
- T. The HME shall not be applied to a CDL IP (including a duplicate of any previously issued CDL IP).

Restricted CDL

- U. Pursuant to A.R.S. § 28-3159, with good cause, the Division may issue a CDL reflecting certain restrictions suitable to the applicant's driving ability for the type of motor vehicle or special mechanical control devices required on a motor vehicle operated by the licensee. Other restrictions may be placed as appropriate to ensure the safe operation of a motor vehicle by the licensee.
- V. The Division may issue a restricted Class A, B or C CDL that restricts the driver from operating:
- A CMV equipped with air brakes, when the applicant either did not take or did not successfully complete the air brake component of the knowledge examination or performs the skill test in a vehicle not equipped with air brakes
 - To remove the "non-air brake vehicle" restriction, the customer must purchase a CDL IP and successfully complete the air brake knowledge and CDL skill tests
 - A vehicle in interstate commerce, if the applicant is not subject to 49 Code of Federal Regulations part 391
 - A motor vehicle for the purpose of interstate commerce, if the applicant is at least 18 years of age
 - Pursuant to A.R.S. § 28-3153 and R17-5-204, the Division may issue a Class A, B or C CDL that is restricted to only intrastate driving when the applicant, is at least 18 years of age, but under 21
 - A bus or school bus under 26,001 lbs GVWR
- W. When placed on the CDL or CDL IP record, these restrictions will display on the driver's Motor Vehicle Record (MVR), the Commercial Driver License Information System (CDLIS) Driver History Record, and to law enforcement personnel.

Transfers from Another State or Country

- X. Upon the surrender of CDL issued by any state, possession or territory of the United States, a CDL issued in any province in Canada, or a Licencia Federal de Conductor issued in Mexico, the Division may issue to that applicant a CDL of the same class, including any existing endorsements, provided the out-of-state/country CDL is not expired more than one year. Exceptions: The CDL licensee must meet certain requirements before a HME or School Bus endorsement may be issued.
- Y. The Division will issue a CDL with a HME pending TSA approval being received within 90 days of issuance, provided the out-of-state CDL has an existing HME. If TSA approval is not received within 90 days of issuance, the Arizona CDL will be cancelled. Current HME holders may transfer existing TSA approval from one state to another within five years of the driver's last security threat assessment. Therefore, the following guidelines shall be used when transferring an HME to Arizona from another state or country:
1. If the applicant currently holds an HME and states that they have not undergone the required TSA security threat assessment in another state:
 - The Customer Characteristic (90-Day HME Extension) is entered onto the record
 - An Arizona CDL with the HME is issued
 - The applicant is advised that in order to avoid a system-generated cancellation of the Arizona CDL, they must immediately apply to TSA for the security threat assessment
 - The required TSA approval must be received by the Division within the 90-Day Extension period
 - If TSA approval is not received, the system will generate a letter to inform the applicant that the Arizona driver license is cancelled
 2. If the applicant currently holds an HME and states that they have undergone the required TSA security threat assessment in another state:
 - The Customer Characteristics (Out-of-State HME Transfer and 90-Day HME Extension) are entered onto the record
 - An Arizona CDL with the HME is issued
 - The applicant is advised that if TSA approval for the HME cannot be verified within 90 days, the system will generate a letter informing the licensee that the Arizona CDL is cancelled

Note: The customer desiring a CDL with a HME must successfully complete the HME knowledge test prior to the issuance of the CDL, see Policy [16.4.3 Commercial Driver License \(CDL\) Knowledge Test Requirements](#).

- Z. The CDL School Bus endorsement is a federally mandated standard. Therefore, if indicated on an out-of-state/country CDL, the School Bus endorsement may be transferred to the Arizona CDL without having to re-test for the operation of a school bus.

When the out-of-state/country CDL has an existing "P" endorsement alone, after successfully completing the School Bus knowledge test, the driver shall be issued a CDL IP with the "S" endorsement to successfully complete the required School Bus skill test in the size of school bus the licensee intends to operate with the "S" endorsement.

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Foreign Visitor

AA. Only lawful permanent residents can apply for a CDL.

- Foreign students are not eligible for a CDL

21 Aug 2013
Date


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Division Director

Authority: HB2076, Laws 2013, Chapter 85, effective September 13, 2013. A.R.S. §§ 28-3001, 28-3101, 28-3103, 28-3152, 28-3153, 28-3159, 28-5204 and 49 CFR, 383.71, 383.77 and 391 as amended and adopted by R17-5-202, R17-5-203, and R17-5-204

Procedure Information: [Commercial Driver License \(CDL\)](#)