

AGENDA ITEM COVER SHEET

Trustee Meeting Date:	Agenda Item Type:
September 22, 2026	Requisition Item
Submitted By:	
Mike Huxsoll, Director of Public Works/Community Services	

Motion:
Butler Tech & Career Dev Schools - \$14,880.00 - Pay tuition for CDL training

Background:
Within the Community Services Department, laborer operators must have or be able to obtain a class A Commercial Driver's License (CDL) in order to perform the required job duties. Industry changes has made it challenging to hire candidates who have a Class A CDL. As such, the Township has had to consider candidates who have relevant skills and experience for the position of labor/operator but do not have a Class A CDL. As a result, the Community Services Department has had to make an allowance for these candidates to pursue their Class A CDL in order to ultimately perform the job functions of a labor/operator. As such, the Community Services Department has budgeted for eligible full time labor operators to obtain their Class A CDLs. West Chester has reviewed several providers of the Commercial Driver's License Training available to help train staff. The department has established that working through Butler Tech provides the best, cost effective training program available for those employees that need training. The cost of the Butler Tech program is \$6,200 per student for a Class A CDL License. Butler Tech allows for the employees to complete a series of self-study modules through ODOT Local Technical Assistance Program (LTAP) for the required classroom portion of the process, which aids the employee in acquiring their temporary driver's permit. This self-study process also saves the department roughly \$2,480.00 per student. The total cost for the program is \$3,720.00. We are looking to provide training to the following newly hired employees; Zachary Sanders – Mechanic Quenton Nelson – Labor Operator Clayton Halsey – Labor Operator Jesse Reynolds – Facility Technician The Community Services Department requests a PO in the amount of \$14,880.00 to pay tuition for 4 Laborer operators for CDL training.

Finance	Budgeted Item:	Yes; Operational		
	CIP #:			
	TIF Info:			
	Purchase Req. #:	26003123	Total Encumbrance:	\$ 14,880.00