



**CITY OF PROVIDENCE
DEPARTMENT OF HUMAN RESOURCES
DRIVERS' LICENSE VERIFICATION POLICY**

APPLICABILITY

All employees of the City of Providence whose job requires the standard Rhode Island Operator's License, and/or a Rhode Island Commercial Drivers' License including any and all endorsements.

All employees of the City of Providence who may operate a vehicle at any time during their employment.

PURPOSE

To ensure that City of Providence vehicles are operated only by employees in possession of current valid and required licenses including any and all endorsements.

PROCEDURE

- 1) Department Directors' and their staff have the responsibility to identify the required license needed by employees who operate a vehicle in the course of their employment.
- 2) A list of drivers is to be maintained by the Department identifying:
 - the employee's license number
 - the issuing state and
 - the license's expiration date.

This list should be compiled jointly with the supervisor and each employee and must also contain *both* the supervisor's and employee's signature and the date the inspection/recording took place.

- 3) It is the responsibility of each department to provide the list of drivers to Human Resources in order for Human Resources to verify that employees possess the appropriate license(s). The license verification will be performed quarterly.
- 4) At the time of an employee's hire or change in job, it is the department's responsibility to verify that the employee possesses the appropriate license for the position for which they are hired or being transferred to.

The department should request a copy of the license and forward it and the change in title to Human Resources who will verify the validity of the license.

- 5) Employees who possess Commercial Drivers' Licensees are to be dealt with in Accordance with City Policy: Pre-Employment, Random Testing, Post Accident and Reasonable Suspicion.
- 6) Employees whose job requires a valid driver's license must inform their department supervisor/director immediately if there has been any action taken against their license, including but not limited to suspension or revocation.
- 7) Operating a City vehicle without the required license is grounds for immediate dismissal.

UNDER NO CIRCUMSTANCE IS THE CITY OF PROVIDENCE OBLIGATED TO PROVIDE A POSITION FOR AN EMPLOYEE WHO FAILS TO MAINTAIN THE OPERATOR'S LICENSE NECESSARY TO PERFORM HIS/HER ASSIGNED JOB.

THE CITY ALSO MAINTAINS ITS RIGHT TO TERMINATE AN EMPLOYEE IF HE/SHE IS UNABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF HIS/HER JOB BECAUSE OF THE LOSS OF AN OPERATOR'S LICENSE WHICH IS PART OF THE JOB'S REQUIREMENTS.

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