



## DRIVERS' LICENSE VERIFICATION

### Applicability

All employees of the City of Providence whose job requires a standard state drivers' license or commercial drivers' license, all employees who may operate a City vehicle at any time during employment and/or employees who receive an automobile allowance.

### Purpose

To ensure that City vehicles are operated only by employees in possession of current, valid 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 his/her employment.
2. The department maintains a list of drivers that includes license number, issuing state and expiration date. This list should be compiled jointly with the supervisor and employee. It must contain both the supervisor's and employee's signature and date of inspection.
3. The department provides the list to the Human Resources Department who verifies that the employees possess the appropriate licenses. License verification is done 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 by forwarding a copy of the license and title change to the Human Resources Department.
5. Under federal law, CDL holders are subject to five testing requirements pre-employment, random, post-accident, reasonable suspicion and return-to-duty.
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 his/her license, including but not limited to suspension or revocation. **Operating a City vehicle without the required license is grounds for immediate dismissal.**

Under no circumstance is the City 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 requirements.