



CITY OF PROVIDENCE

8.1 DRIVER'S LICENSE VERIFICATION POLICY

Purpose

The purpose of this policy is to ensure that all employees operating City-owned, leased, or their own vehicles on behalf of the City, hold a valid and appropriate driver's license as required by Rhode Island state law (including any required endorsements). This verification protects public safety, minimizes liability, and promotes responsible operation of motor vehicles while conducting City business.

Scope

This policy applies to all employees including full-time, part-time, temporary, seasonal, volunteers, interns, fellows, and contracted employees of the City of Providence whose job requires a standard state drivers' license or commercial drivers' license, who may operate or use City-owned or leased vehicles, or who uses personal vehicles for City business.

Nothing in this policy shall supersede, modify, or diminish any rights, benefits, or obligations contained within applicable collective bargaining agreements (CBAs) or laws. In the event of a conflict, between this policy and a CBA, the CBA shall prevail for covered employees. For all other employees not covered by a CBA, this policy shall govern.

Policy

1. Initial Verification

- A. Department directors and their designated staff have the ability to request copies of identification applicable to the verification of credentials required for a position of employment as defined by the job description, including a driver's license.
- B. Upon hire and prior to operating any City vehicle employees will provide a copy of their driver's license to the Department of People and Culture (DPC) – Talent Division.
 1. DPC will then conduct a license verification check during the background check process.
 2. Results from the initial verification process will be documented and provided to the hiring department.

2. Ongoing Verification

- A. The Department of People and Culture will conduct random driver's license verifications on an annual basis.
- B. Employees are responsible for notifying the City of any changes in license status.
 1. These changes include but are not limited to:
 1. Suspension
 2. Revocation
 3. Restriction
 4. Expiration
 2. Any changes must be reported to the employee's supervisor and DPC immediately.
- C. The City reserves the right to conduct additional checks at any time, including when there is reason to believe a license may no longer be valid.

3. Job Descriptions and License Requirements



CITY OF PROVIDENCE

- A. Department directors and supervisors have the responsibility to identify the required license(s) needed by employees who operate a vehicle in the course of their employment.
 - B. The department should maintain a list of drivers that includes license number, issuing state, and expiration date.
 1. This list should be compiled jointly with the supervisor and employee.
 2. It must contain both the supervisor and employee's signatures with the date of inspection.
 - C. 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 DPC.
 1. This can be done during the hiring selection process when requesting the approval of the Chief People Officer.
 2. This can additionally be done when completing an [Employee Status Change Form](#).
 - D. Under federal law, commercial drivers' license (CDL) holders are subject to five testing requirements:
 1. Pre-employment,
 2. Random
 3. Post-accident
 4. Reasonable suspicion
 5. Return-to-duty.
 - E. Employees whose job requires a valid driver's license must inform their department supervisor or director immediately if there has been any action taken against their license as cited in section 2.B.1 – 2 above, including but not limited to suspension or revocation.
 1. Operating a City vehicle without the required license is grounds for immediate termination.
 - F. Under no circumstance is the City obligated to provide a position for an employee who fails to maintain the operators' license necessary to perform their assigned job.
 1. The City also maintains its right to terminate an employee if they are unable to perform the essential functions of their job because of the loss of an operator's license which is part of the job requirements.
4. **Recordkeeping**
- A. Verification records shall be maintained in a secure file by the Department of People and Culture.
 - B. Only authorized personnel may access these records, and all information will be handled in compliance with applicable privacy laws.
5. **Compliance**
- A. Employees who fail to provide proof of a valid driver's license or who drive with a suspended, revoked, or expired license will be prohibited from operating vehicles on behalf of the City and will be subject to disciplinary action up to and including immediate termination.
 - B. Contract workers or volunteers who fail to comply may be removed from duties requiring driving.

Related Policies:

Drug & Alcohol-Free Workplace Policy
Commercial Motor Vehicle Driver Policy and Program
Vehicle Use Policy
Vehicle / Equipment Incident Report Policy



CITY OF PROVIDENCE

Other Related Information:

[Local 1033 Collective Bargaining Agreement](#)

[Employee Status Change Form](#)

Policy History:

Policy Issue Date: July 2022

Last Revision Date: January 2026

Policy Effective Date: March: 2026

Policy Update/Review Summary: *This policy complies with all applicable federal, state, and local laws and regulations. This policy will be reviewed biennially and updated as necessary to ensure continued compliance with applicable laws and best practices. Employees will be notified of any changes.*