Suspension of Employees Driver's License

Rhode Island Department of Children, Youth and Families
Policy: 200.0000
Effective Date: January 22, 2013 Version 1

Any Department of Children, Youth and Families employee whose driver's license is suspended, revoked, or canceled for any period of time notifies his or her supervisor, and the human resources department at the Executive Office of Health and Human Services of such suspension, revocation or cancellation by the end of the following business day.

The following employee classifications must maintain a valid driver's license at all times in accordance with state personnel job specifications for their respective positions.

- Child Protective Investigator
- Child Protective Investigator Supervisor
- Chief Child Protective Investigator
- Junior Human Services Policy and Systems Specialist
- Inspector DCYF
- Child Support Technician
- Juvenile Probation and Parole Services Technician
- Social Case Worker II

Related Procedure

Suspension of Employee's Driver's License

Related Policy

Use of State Vehicles

Suspension of Employee's Driver's License

Procedure from Policy 200.0000: Suspension of Employee's Driver's License

A. The following employee classifications must maintain a valid driver's license at all times in accordance with state personnel job specifications for their respective positions.

1. Child Protective Investigator
2. Child Protective Investigator Supervisor
3. Chief Child Protective Investigator
4. Junior Human Services Policy and Systems Specialist
5. Inspector-DCYF
6. Child Support Technician
7. Juvenile Probation and Parole Services Technician
8. Social Case Worker II

B. Any employee of the Department who drives a state vehicle or who transports families or children under the jurisdiction of the Department or who has occasion to utilize a private vehicle in carrying out his or her work related activities, upon the suspension of his or her driver's license, will:

1. Verbally notify their immediate supervisor of this action by the following scheduled work day;
2. Notify the human resources department within the Executive Office of Health and Human Services in writing of this action, with a copy to their immediate supervisor and a copy to their unit administrator by the following scheduled work day; and
3. Immediately cease any further transportation activities and immediately cease driving any state vehicle.

C. Before any employee may recommence transportation activities or drive a state vehicle once his or her license has been suspended, he or she must:

1. Notify the human resources department within the Executive Office of Health and Human Services in writing that license has been reinstated and provide adequate proof of this action; and
2. Receive written authorization from the Executive Office of Health and Human Services to recommence these activities.

D. Failure to notify the human resources department within the Executive Office of Health and Human Services promptly of license suspension, or continuation of transportation activities with a suspended driver's license and recommencing these activities without prior written approval of the Executive Office of Health and Human Services may result in disciplinary action.