



Title: **Driver's License Verification Program**

Purpose: To ensure that all City employees who are driving for City related business have a current and valid Pennsylvania driver's license. This includes employees who may be required to drive at any time during the course of their employment with the City of Philadelphia.

A. Driver's License Status

1. All employees who may be required to drive either a City owned or leased vehicle or a personally owned vehicle for City business must possess a current and valid Pennsylvania driver's licenses. If an employee has reason to believe that their license may not be current and valid, the employee shall notify their department within forty-eight hours.
2. Departments who discover or are informed that an employee who drives does not possess a current and valid Pennsylvania driver's license must immediately prevent that employee from driving until their license is reinstated. Any requests for the use of pool managed City vehicles shall be granted only after checking that the employee possesses a current and valid Pennsylvania driver's license.
  - a. Departments should notify each employee with an invalid driver's license in writing of their restriction from operating any City vehicle or personal vehicle for City business. **(See attachments #1 - Revoked Driving Privilege and #2 - No Record Found as a suggested template)**
  - b. Departments should notify employees with **“pending cancellation”** or **“pending suspension”** license statuses that they may have some responsibility or infraction, which unless resolved, can result in suspension or cancellation of driving privileges. However, these employees need not be restricted from driving for City business unless their license status becomes expired, cancelled, revoked or suspended.

- c. All written notification shall be supplied to the employee directly or via an immediate supervisor or unit administrator. The employee's direct superior should also be notified and provided a copy of the letter.
  - d. A copy of the written correspondence informing an employee of their restricted driving privileges must be forwarded to Risk Management.
- B. All departments shall provide information about employees' driver's license information to the Office of Human Resources for entry into the H.R.I.S. database for any employee who may drive for City business. This record must include a verified driver's license number and the employee's payroll number. A photo copy of the employee's state issued driver's license should be kept by the department in the employee's personnel file.
1. To the extent possible, all new City employees, departmental transfer employees, and employees promoted to positions that may require them to drive, shall have their driver's license number collected and input into the H. R. I. S. system at the time of appointment to their position.
  2. Per state requirements, whenever an employee has a change of address or a name change, such person shall notify PennDot within 15 days of the change in writing. This notification must include the old address and/or name and the new address and/or name.
  3. Any changes or corrections to driver's license information must be maintained by the department with the information submitted to the Office of Human Resources in a timely manner.
- C. The Risk Management Division will distribute, on a monthly basis, information about employees' driver's license statuses for each department. This information will consist of a listing of employees with expired, canceled, revoked, suspended, pending, or photo ID licenses (E, C, R, S, P or PI); a listing of employees who could not be matched with PennDOT data for some reason—No record found (i.e. incorrect address, no exact name match, etc.); and a listing of all drivers with a valid license. Each month the department must:
1. Ensure that each of their employees who does not possess a current and valid Pennsylvania driver's license is prevented from driving for City business.
  2. Ensure that accurate information about employee's driver's license data is provided to the Office of Human Resources on a timely basis.
  3. Ensure that drivers' addresses are checked, corrected and updated in the H.R.I.S. system.

- D. The monthly Driver's License Verification Report will be distributed electronically to all City departments for review and prompt action of invalid drivers. The report is in Microsoft Excel format with three colored tabs indicating the sections of the report. [This replaces the previous paper format which included three separate attachments (Exceptions – E, C, R, S, P or PI; Exceptions – No Records Found; All Drivers).]
1. **Red Tab (Exceptions – E, C, R, S, P or PI)** - Listing of drivers who have license statuses classified as expired, canceled, revoked, suspended, pending or photo ID only. **These drivers should be immediately removed from driving for City business until their driver's license status is verified as valid. Employees with a state issued Non –Drivers License Photo ID cannot drive for City Business.**
  2. **Yellow Tab (Exceptions – No Records Found)** – Listing of drivers whose license number does not match with any of PENNDOT's records. Verification of driver's license data, license number and last name must be conducted. **If the employee has not corrected this issue and/or is found to be on this list two consecutive months after notification, the employee should be removed from driving for City business.**
  3. **Blue Tab (All Drivers)** – Listing of all drivers in your department. Departments should check to make sure all employees who may be expected to drive for City Business are included in this list. **Only those employees listed as having a “valid” driver's license should be driving for City business.**
- E. Any employee who is found to have an expired, canceled, revoked, suspended or photo ID license must be prevented from driving for City business. Departments should forward their current disciplinary policies for this type of violation to the Risk Management Division, Safety and Loss Prevention Unit, Attention: Kendall Banks. The need for general disciplinary procedures will be reviewed and guidance will be issued, if necessary.
- F. Those employees who possess a driver's license from another state must obtain a Pennsylvania driver's license within three months of their date of hire.