





DEPARTMENT OF TRANSPORTATION POLICY/PROCEDURE

Policy No. 527
Supersedes: 527 dated
11-18-2015

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SUBJECT: DRIVER'S LICENSE COMPLIANCE	Effective Date: 3-2-2018	Commissioner Approval:  Sponsor Approval:  Amalia P. McShane, Acting Inspector General Contact Telephone #: 609-530-3091
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I. PURPOSE

The Department is committed to the efficient and safe management of both State issued vehicles and personally owned vehicles used in the course of official Department business. The Department is obligated by Statewide policy to assure that a State employee holds a valid driver's license in the operation of a vehicle for Department purposes. The Department hereby establishes a Departmental procedure for conducting motor vehicle license and driver history checks of Department employees who operate a vehicle for Department purposes.

II. POLICY

All Department of Transportation employees whose job responsibilities require their operation of a motor vehicle, either a State issued vehicle or personal vehicle, for Department purposes, must possess a valid driver's license and applicable endorsements and may not have their driver's license/applicable endorsements or privileges suspended in any state.

The Department will semi-annually monitor all employees' motor vehicle driving records and will prohibit an employee from operating a motor vehicle for Department purposes, if a question exists about the validity of the employee's driver's license or driving privileges in any state.

An Employee-Driver who operates a State vehicle, or whose Department responsibilities involve driving a motor vehicle, and who fails to report a change in a driver's license status, may be subject to appropriate disciplinary action consistent with [Policy 528, "Loss of Driver's License."](#)

III. PROCEDURE

A. Division of Human Resources

1. As part of a pre-employment screening process, ensure that all candidates for employment who are required to possess a driver's license and applicable endorsements as a condition of employment provide proof of a valid driver's license/applicable endorsements.
2. Collect and record employee driver's license information as part of normal personnel record keeping on a biennial basis.

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3. Maintain a record of which positions are required by title to possess a valid driver's license, in addition to those designated [in Policy 516, "Commercial Vehicle Driver's Licensing."](#)
4. Update employee driver's license information when required.
5. Prohibit Department employees who lack a valid driver's license or applicable endorsements from operating any vehicle, publicly or privately owned, in the course of Department business.
6. Inspect an employee's driver's license as needed.
7. Ensure that all NJDOT employees that are required to operate a vehicle either by job specification or consistent with [Policy 516, "Commercial Vehicle Driver's Licensing,"](#) possess the appropriate license and/or endorsement(s) for the position held.
8. Determine any appropriate personnel action to be taken against an employee in accordance with [Policy 528, "Loss of Driver's License"](#) and with [Policy 532, "Employee Discipline."](#)
9. Request investigative assistance from OIG, as necessary.
10. Coordinate appropriate administrative action against any employee shown to have violated this policy.

B. Office of Inspector General

1. Conduct semi-annual batch driver's license status reviews of Department employees.
2. Conduct investigations into the validity of employee driver's licenses as needed.
3. Report to Executive Management and the Division of Human Resources when an employee has experienced a loss of license and/or applicable endorsement(s), or driving privileges as reported by the Motor Vehicle Commission.

C. Immediate Supervisor

1. Prohibit any NJDOT employee from operating a vehicle for Department purposes if a question exists about the validity of the employee's driver's license and/or applicable endorsement(s).
2. Ensure that all employees complete the [Automobile Driver's License Certification Form](#) (PR-186) on a biennial basis.
3. Ensure that Employee-Drivers fulfill driving-related training requirements and acknowledgments prior to operating vehicles in the line of duty.
4. Advise the Division of Human Resources of changes to an employee's driver's license/endorsement status of which the supervisor becomes aware.
5. Request that a driver's license verification be performed when the supervisor reasonably believes one is necessary.

D. Employee-Drivers

1. Acknowledge receipt of this policy.

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2. Maintain a current and valid driver's license and applicable endorsement(s) as well as maintain the privilege to drive in the State of New Jersey or any other state in which the employee is required to perform the work assignment as required by job specification or actual job duties.
3. Establish and maintain accurate records with the New Jersey Motor Vehicle Commission (NJMVC) as required by law, including but not limited to notifying NJMVC of changes to mailing address or residence within one week.
4. Complete [Automobile Driver's License Certification Form](#) (PR-186) on a biennial basis.
5. Report any loss of driver's license or impending loss of license to the immediate supervisor on the next work day after receiving such notification from the court or the Motor Vehicle Commission.
6. Produce a valid driver's license whenever requested to do so by the Division of Human Resources, Office of the Inspector General, or management.

V. AUTHORITY

[N.J.S.A. 39:3-36](#)

[N.J.A.C. 13:21-8.24](#)

[N.J.A.C. 13:21-23.22](#)

[Department of the Treasury, Circular 12-11-ADM, "State Vehicular Assignment and Use Policy" \(April 20, 2012\)](#)