

Section 8 – How to Handle Driver License Suspensions

Driver License Suspension

- When you learn that any driver has a suspended driver's license, you must revoke state driving privileges immediately. Consult Human Resources before taking any further action.
- The employee may ask for the employer's signature in support of a DMV hardship permit application. A hardship permit gives the individual restricted driving privileges. In its most basic form, it only allows the employee to drive to and from work within a specified area. It can, but does not necessarily have to, be expanded to give him or her the ability to drive on the job as well.
- Before making final decisions about hardship permits, review driving and citizen complaint records. ***If you decide to take the risk of allowing the employee to drive on state business in his or her own personal vehicle and/or to use a state car, you must obtain DAS Risk Management approval before returning the hardship request to DMV.*** DAS Risk Management will require a written loss control agreement to be submitted before agreeing to insure the employee. For further information, contact DAS Risk Management.