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.