



## DRIVER LICENSE UPDATE

### POLICY 1.19

Effective Date: 07/18

**Purpose:** To govern the updating of driver licenses on record at BRDHD and maintain a consistent record of updated driver licenses within the agency.

**Failure to Comply:** Employee failure to comply with this policy could result in the loss of agency vehicle privileges. Agency failure to comply with this policy could result in liabilities to the agency from drivers not having a valid driver license.

**Policy:** Barren River District Health Department (BRDHD) is committed to protecting the safety and well-being of all employees and other individuals in our workplace. For the allowance of employees to utilize agency vehicles, employees must have a valid, unexpired driver license on file with the Human Resources Department. Employees should submit their new driver license to the Human Resources Department when employment begins; when driver licenses have been updated (usually every four years unless relocating requires a change sooner than the four year expiration); or when a license has been reinstated.

Human resources will keep track of all employee driver licenses and will send out a courtesy reminder to any employees with expiration dates occurring within that month. **It is the responsibility of the employee to inform human resources on any change to their driver license's validity status.**

---

**Forms:** None

**References:** None

**Contact Person:** Human Resources Manager

**Policy Origination, Revision, and Review Tracking**

Policy Number	Origination Date	Description of Revision or Reviewer Name
1.19	04.02.2018	HR Manager – Policy Creation
1.19	09.29.2020	HR Manager-review