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| Title: Driver's License Verification Policy | Policy Category: Human Resources |
| Issuing Authority: Administration & Finance | Responsibility: Human Resources |
| Publication Date: 11/18/2022 | Next Review Date: 11/18/2025 |

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Policy Statement/Background:

None

Policy:

The University requires those persons who operate state-owned vehicles or other vehicles for University business to maintain a valid New York State driver's license of the appropriate class.

- The University reserves the right to verify the status of these licenses.
- It is the responsibility of every employee who is required to operate a vehicle as part of his or her duties to advise his or her supervisor if their license is temporarily or permanently revoked or suspended.
- Any employee who operates a state-owned vehicle or other vehicle for University business without a valid driver's license of the appropriate class is in violation of University policy even if he or she has notified his or her supervisor of the revocation or suspension.

Definitions:

None

Contact:

Additional information about this policy is available here:

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Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

None