

**STATE OF RHODE ISLAND
DEPARTMENT OF CHILDREN, YOUTH AND FAMILIES**

PUBLIC NOTICE OF PROPOSED RULE-MAKING

In accordance with Rhode Island General Law (RIGL) 42-35 and 42-72-5, notice is hereby given that the Department of Children, Youth and Families proposes the following Department rule:

SUSPENSION OF EMPLOYEES DRIVER'S LICENSE

This rule reflects best practice and requirements necessary to perform the job duties as specified in the State position titles. In the development of this rule, consideration was given to the following: (1) alternative approaches and (2) overlap or duplication with other statutory and regulatory provisions. No alternative approach or duplication or overlap was identified based upon available information.

This rule is accessible on the DCYF website (<http://www.dcyf.ri.gov>) or the R.I. Secretary of State's website (<http://www.sec.state.ri.us/ProposedRules/>). Interested persons may submit written comments by November 8, 2012 to Susan Bowler, Implementation Director for Policy and Programs, Department of Children, Youth and Families, 101 Friendship Street, Providence, RI 02903 (Susan.Bowler@dcyf.ri.gov).

In accordance with RIGL 42-35-3, an oral hearing will be granted if requested by twenty-five (25) persons, by an agency or by an association having at least twenty-five (25) members. A request for an oral hearing must be made within thirty (30) days of this notice.

Suspension of Employees Driver's License

Rhode Island Department of Children, Youth and Families

Policy: 200.0000

Effective Date:

Version 1

Any Department of Children, Youth and Families employee whose driver's license is suspended, revoked, or canceled for any period of time notifies his or her supervisor, and the human resources department at the Executive Office of Health and Human Services of such suspension, revocation or cancellation by the end of the following business day.

The following employee classifications must maintain a valid driver's license at all times in accordance with state personnel job specifications for their respective positions.

- Child Protective Investigators
- Child Protective Investigator Supervisors
- Child Support Technicians
- Juvenile Probation and Parole Services Technicians

Related Procedure

Suspension of Employee's Driver's License

Related Policy

Use of State Vehicles

Suspension of Employee's Driver's License

Procedure from Policy 200.0000: Suspension of Employee's Driver's License

- A. Any employee of the Department who drives a state vehicle or who transports families or children under the jurisdiction of the Department, or who has occasion to utilize a private vehicle in carrying out his or her work related activities, upon the suspension of his or her driver's license, will:
1. Verbally notify their immediate supervisor of this action by the following scheduled work day;
 2. Notify the human resources department within the Executive Office of Health and Human Services in writing of this action, with a copy to their immediate supervisor and a copy to their unit administrator by the following scheduled work day; and
 3. Immediately cease any further transportation activities and immediately cease driving any state vehicle.
- B. Before any employee may recommence transportation activities or drive a state vehicle once his or her license has been suspended, he or she must:
1. Notify the human resources department within the Executive Office of Health and Human Services in writing that license has been reinstated and provide adequate proof of this action; and
 2. Receive written authorization from the Executive Office of Health and Human Services to recommence these activities.
- C. Failure to notify the human resources department within the Executive Office of Health and Human Services promptly of license suspension, or continuation of transportation activities with a suspended driver's license and recommencing these activities without prior written approval of the Executive Office of Health and Human Services may result in disciplinary action.