



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective April 15, 2008, Revised August 6, 2020
Reviewed: July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 1.018

Subject: Driver's License Verification

Purpose: To formalize Facilities Management procedure to insure all employees have a valid Driver's License to operate University Motor Vehicles on Campus.

Policy: In May and November of each year all Facilities Management employees must show their drivers license to their supervisor and a copy will be made and kept on file in the Director's office.

Procedure: Each supervisor shall verify all appropriate Florida licenses using <https://services.flhsmv.gov/dlcheck/> and provide copy of the verification results to the Director. The University Police will verify non-Florida Driver's licenses. Individuals in positions requiring a valid driver's license found without a valid Driver's License will be subject to the university discipline policy.

Developed by: Facilities Management

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