

To:

Re: Louisiana Resident with Out of State Driver's License

Date:

**OFFICE OF JUVENILE JUSTICE
NOTICE OF INVALID DRIVER'S LICENSE**

All OJJ employees must have a valid driver's license in order to be considered an authorized driver who can drive a state vehicle on state business. All OJJ employees may be required to drive a state vehicle at any time and must therefore be authorized drivers. YS Policy A.2.48 (Driver Safety Program) sets out the requirements that must be met in order to be an authorized driver of a state vehicle.

All authorized drivers are required to maintain a valid driver's license for the class of vehicle they are operating. Any change in the status of one's license (i.e. suspension, revocation or expiration of driver's license) shall be reported to his/her supervisor and safety officer immediately.

All Louisiana residents must have a valid Louisiana driver's license. La. R.S. 32:409.1(D) requires that you transfer your license to Louisiana no later than thirty (30) days after you move to this state. La. R.S. 32:57(A) provides that if you fail to follow this law, for a first violation you shall be **punished by a fine of not more than one hundred seventy-five dollars or by imprisonment for not more than thirty days, or both**, unless otherwise specifically provided. A subsequent violation shall be punished by a fine of not more than five hundred dollars or by imprisonment for not more than ninety days, or both.

If an employee currently resides in the state of Louisiana and possesses an out-of-state driver's license, he/she will be given 30 days to obtain a valid Louisiana driver's license. A copy of the driver's license must be provided to the Safety Officer or designee for verification. If the employee does not provide this document within 30 days this person must be placed on the unauthorized list.

Your name has been placed on the **unauthorized drivers** list because you are a Louisiana resident with an Out of State Driver's License. You must clear this matter within 30 days of the day you sign for this notice, or you may be written up for failure to follow a direct order.

I have received this notice on the _____ day of _____, 201____. I understand that I must obtain a Louisiana driver's license within 30 days of this date. If I have not obtained a Louisiana driver's license thirty days from this date, I may be written up for failure to obey a direct order.

Employee's Signature

July 1, 2012