

**STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES**

Procedure No: II.D.PR.004  
Subject: Motor Vehicle License and Record Review  
Section: Human Resources

Issue Date: April 30, 2005  
Effective Date: Upon issue  
Revised: February 1, 2009

**A. Purpose**

In accordance with DDS Policy No.II.D.PO.004, to provide guidance to the DDS Human Resources staff regarding Motor Vehicle License and Record Review for individuals who provide direct services to consumers (clients of the department) and who are required by their position to transport consumers.

**B. Applicability**

These procedures apply to all Human Resources staff in the Department of Developmental Services

**C. Definitions**

DDS - Department of Developmental Services

DMV - Department of Motor Vehicles

Human Resources Staff - Includes Human Resources Assistant, Human Resources Associate, Human Resources Specialist, Principal Human Resources Specialist, Human Resources Managers, Human Resources Administrators and Administrative staff assigned to the Human Resources Division.

**D. Implementation**

1. General

- a. Memorandum of Understanding 08-43 was executed between DDS and DMV on October 20, 2008.
  - b. In accordance with Memorandum of Understanding 08-43, DMV agrees to furnish DDS, upon request, copies of motor vehicle records for the purpose of conducting driver history checks on employees who are responsible for direct services to and transport of DDS clients.
  - c. In accordance with Memorandum of Understanding 08-43, DDS agrees to provide DMV with the names, e-mail addresses and work locations of its staff members authorized to request DMV records. The list of such names shall be updated annually and as changes occur.
2. Following a Conditional Offer of Employment to candidates for positions which provide direct services to consumers (clients of the department) and who are required by their position to transport consumers. This includes **but is not limited to** all positions in the following classifications:
- Developmental Services Worker 1
  - Developmental Services Worker 2
  - Lead Developmental Services Worker
  - Supervising Developmental Services Worker 1
  - Supervising Developmental Services Worker 2

- Developmental Services Supported Living Worker
  - Developmental Services Adult Services Instructor
  - Developmental Services Adult Services Specialist
  - Developmental Services Adult Services Supervisor
  - Developmental Services Case Manager
- a. DMV will accept one file per week from the regional offices identified
  - b. Each weekly file will be submitted on Fridays via DMV's Tumbleweed Secure FTP Transport Server at <https://sfile.ct.gov>
  - c. Each designated DDS employee will be assigned a log-in name and initial password to DMV's Tumbleweed Secure FTP Transport Serve;
  - d. Each designated DDS employee will be responsible for maintaining their password in a secure manner
  - e. The sharing of ids and passwords is prohibited
  - f. The designated format of each electronic list/file is:
    - 1) Last name, comma, first name in positions 1 through 20
    - 2) License # in positions 22 through 30
    - 3) DOB (mm/dd/ccyy) in positions 32 through 41
  - g. The request must be in a Word document or Notepad text
  - h. Each designated DDS employee will upload their weekly list to DMV's secure server and send an e-mail to designated staff at DMV to let them know that a list was placed on tumbleweed and is waiting to be processed
  - i. The email must identify the number of records to be processed, the address that the paper records are to be mailed to and contact information
  - j. DDS will request a read receipt on the message so that DDS will know when DMV is aware of the file and can assume it is being processed
  - k. Record requests received on Fridays will be processed no later than the following Tuesday
  - l. The hardcopy driving history records will be provided to DDS in a sealed envelope via interdepartmental mail services to the address designated in the e-mail notification unless other arrangements are made
  - m. Faxed requests will not be honored

3. On an Annual Basis for employees occupying positions which provide direct services to consumers (clients of the department) and who are required by their position to transport consumers. This includes **but is not limited to** all positions in the following classifications:

- Developmental Services Worker 1
- Developmental Services Worker 2
- Lead Developmental Services Worker
- Supervising Developmental Services Worker 1
- Supervising Developmental Services Worker 2
- Developmental Services Supported Living Worker
- Developmental Services Adult Services Instructor
- Developmental Services Adult Services Specialist
- Developmental Services Adult Services Supervisor

- Developmental Services Case Manager
- a. DMV will annually accept one file from each Region in accordance with the following schedule:
  - West Region - March
  - North Region - June
  - South Region - September
- b. Each file will be submitted via DMV's Tumbleweed Secure FTP Transport Server at <https://sfile.ct.gov>
- c. Each designated DDS employee will be assigned a log-in name and initial password to DMV's Tumbleweed Secure FTP Transport Server;
- d. Each designated DDS employee will be responsible for maintaining their password in a secure manner
- e. The sharing of ids and passwords is prohibited
- f. The designated format of each electronic list/file is:
  - 4) Last name, comma, first name in positions 1 through 20
  - 5) License # in positions 22 through 30
  - 6) DOB (mm/dd/ccyy) in positions 32 through 41
- g. The request must be in a Word document or Notepad text
- h. Each designated DDS employee will upload their annual list to DMV's secure server and send an e-mail to designated staff at DMV to let them know that a list was placed on tumbleweed and is waiting to be processed
- i. The email must identify the number of records to be processed, the address that the paper records are to be mailed to and contact information
- j. DDS will request a read receipt on the message so that DDS will know when DMV is aware of the file and can assume it is being processed
- k. The hardcopy driving history records will be provided to DDS in a sealed envelope via interdepartmental mail services to the address designated in the e-mail notification unless other arrangements are made
  - 1. Faxed requests will not be honored
  - 2. Maintaining Records
    - a. Files
      - i. All information regarding Motor Vehicle Record License and Record Review must be maintained in the employee/candidate's administrative file.

#### E. References

1. CGS 17a-210(a)
2. DMR Employment Practice Standards Employer Handbook
3. DDS/DMV Memorandum of Understanding 08-43

#### F. Attachments

None

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**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES  
AND THE DEPARTMENT OF MOTOR VEHICLES CONCERNING  
THE PROVISION OF DMV RECORDS**

This Memorandum of Understanding (MOU) is entered into by and between the Department of Motor Vehicles (hereinafter referred to as DMV) and the Department of Developmental Services (hereinafter referred to as DDS) to confirm that DMV has agreed to provide copies of motor vehicles records, which it compiles and maintains, to DDS as needed in accordance with DDS Policy II-D-Po-4, Motor Vehicle License and Record Review.

The Commissioner of Motor Vehicles and the Commissioner of Developmental Services agree on behalf of their respective agencies and offices that access to such records shall be on the following terms and conditions:

**FIRST:** During the term of this MOU, DMV will furnish DDS, upon request, with copies of motor vehicle records for the purpose of conducting driver history checks on employees who are responsible for direct services to and transport of DDS clients. The motor vehicle records will be provided in conformance with the provisions of the **SECOND** paragraph of this MOU, through written procedures developed by DMV and DDS.

**SECOND:**

- (a) All information and material provided in performance of this MOU shall be regarded as confidential information and all necessary steps shall be taken by DDS to safeguard the confidentiality of such information in compliance with Section 14-10 of the Connecticut General Statutes, as amended, and the Driver's Privacy Protection Act, 18 USC Section 2721, et seq., and any other applicable state and federal laws. DDS agrees to maintain control of this information and further agrees not to disseminate or disclose this information to any third parties, except as may occur in the course of carrying out its official responsibilities, and for no other purpose. Furthermore, DDS agrees to notify DMV of any Freedom of Information Act request made to DDS through which the disclosure of the contents of DMV records as furnished, is sought, so that DMV has the opportunity to take a position concerning whether or not such information collected and maintained by DMV is subject to disclosure. "As furnished" means the contents of DMV records as such exist in the records provided to DDS

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employees pursuant to this MOU, but does not include the incorporation or inclusion of any such information into a DDS file, document, report or the like through hand-written notation, computerized print-out or otherwise. DDS agrees to maintain customary and reasonable physical security of all records and information provided hereunder.

- (b) DDS agrees to provide DMV with the names, e-mail addresses and work locations of its staff members authorized to request DMV records. The list of such names shall be updated annually and as changes occur.
- (c) By entering into this MOU, DDS represents and warrants that it has knowledge of the provisions of Section 14-10 of the Connecticut General Statutes, as amended, and the Driver's Privacy Protection Act, 18 USC Section 2721, et. seq., and will comply fully with the terms of these laws and all other applicable laws and regulations regarding access to motor vehicle records and use of information contained therein.

THIRD: DMV will accept one weekly list from each DDS regional office for which motor vehicle records are requested. Each list shall be in a format determined by DMV. DMV will return by a method acceptable to both parties a paper copy of the driving history records found in its files that match those on each DDS weekly list. It is understood that the weekly lists submitted by DDS contain the names of those employees identified as "conditional" DDS employees. It is also agreed that DDS may request and DMV will provide through procedures established in connection with this MOU motor vehicle record information for all current DDS employees whose responsibilities include client transport. Such records will be provided no more than one time per year for each employee.

FOURTH: DMV and DDS agree that each shall be responsible for any liabilities that may be incurred in connection with this MOU or performance hereunder. DMV shall not be responsible for any errors, omissions or discrepancies in the records and data furnished pursuant to this MOU.

FIFTH: The request for, use or dissemination of motor vehicle records or the information therefrom for any reason or purpose other than as stated herein shall be deemed to constitute good cause for the immediate cancellation of this MOU by DMV.

SIXTH: This MOU contains the entire agreement between the parties concerning the subject matter hereof, and supersedes any previous understandings, presentations, commitments or agreements, oral or written, relating hereto.

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SEVENTH: Except as provided in the FIFTH Paragraph, this MOU shall remain in effect until cancelled at any time by either party, upon thirty (30) days written notice to the other party.

IN WITNESS THEREOF, the parties hereto have caused this MOU to be duly signed on the dates hereinafter stated.

State of Connecticut  
Department of Developmental Services

By:   
Peter H. O'Meara  
Commissioner

Date: 10/15/08

State of Connecticut  
Department of Motor Vehicles

By:   
Robert M. Ward  
Commissioner

Date: 10/20/08