



INSTRUCTIONS: Departments must provide this information to employees participating in the DMV Employer Pull Notice System (EPN). After the employee and department head or supervisor have signed the notification, provide the employee with a copy, retain the original for departmental files, and provide a copy to Risk Services.

TO: EMPLOYEES PARTICIPATING IN THE CALIFORNIA DEPARTMENT OF MOTOR VEHICLES EMPLOYER PULL NOTICE SYSTEM

FROM: ANR Risk & Safety Services

The California Vehicle and the Public Utility Codes require the University to participate in the Department of Motor Vehicle's "Employer Pull Notice System." This system provides employers information about employee convictions of motor vehicle safety violations and any action the DMV takes against driver licenses and certificates.

Because driving or operating vehicles and/or equipment is a requirement of your job, or you drive University vehicles, your position is included in the Employer Pull Notice System. This means that the University, as your employer, will receive notices from DMV whenever you have been convicted of motor vehicle violations, both on and off the job. DMV will also inform the University of any action it takes against your driver license or any special certificate or permit.

ANR Risk & Safety Services will maintain a file on your driving record. Information received through the Employer Pull Notice System may be used as a basis for disciplinary actions up to and including dismissal. Each time your department is notified of a driving violation or action against your license, you will be counseled and may be subject to other personnel actions. If the University determines that you have a poor driving record, or your DMV point total equals or exceeds that which the DMV considers "negligent," the University can no longer allow you to drive on behalf of the University.

As an employee covered under the Employer Pull Notice System, you are responsible for maintaining in good standing your driver license and any special certificate or permit, (including a current DMV Medical Certificate, if applicable), needed to do your job. You are also responsible for immediately notifying your department whenever you are convicted of a motor vehicle violation or have action taken against your driver license, permit, or certificate. When notified by DMV of action against your driver license, additional training, restrictions on driving, or other personnel actions may be taken, in accordance with the steps outlined in the ANR Pool Vehicle use policy (<http://ucanr.edu/sites/fleet/files/239012.pdf>).

I have received a copy of this notification and hereby authorize the Department of Motor Vehicles to disclose or otherwise make available my driving record to my employer, the University of California. I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my employment.

Print employee name: _____

CA Driver License No: _____ Driver License Class: _____ Date of Birth: _____

Employee Signature: _____ Date: _____

Department head or supervisor signature: _____ Date: _____