

**UC ANR Employee Agreement Form: University-Provided Vehicle/Mobile Vehicle/Mobile Equipment**

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**Eligibility**

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In order to purchase and operate a UC-owned or leased vehicle, purchaser and operator must:

- UC ANR Employee
- Have a valid California Driver's License
- Have no traffic violations

**Policies & Agreement**

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All UC ANR employees who will be operating or utilizing UC ANR vehicles, mobile vehicles, or mobile equipment are required to follow all guidelines set forward within the following policies:

**UCOP Policy Business and Finance Bulletin (BFB)**

<https://policy.ucop.edu/advanced-search.php?action=welcome&op=browse&subject=12>

- **UCOP Policy BFB-BUS-19:** Registration and Licensing of University-Owned Vehicles
- **UCOP Policy BFB-BUS-46:** Use of University Vehicles
- **UCOP Policy BFB-BUS-56:** Material Management: Purchases from Entities Violating State or Federal Water or Air Pollution Laws

**UC ANR Policy and Procedure Manual (PPM)**

<https://ucanrpolicy.ellucid.com/pman/documents/view/182>

- UC ANR PPM Section 210: Insurance

**I certify that I am operating/utilizing the following UC ANR owned vehicles/mobile vehicle/mobile equipment.**

**Vehicle/mobile equipment** - I agree that this vehicle/mobile equipment is to be used for official UC ANR business and that any personal use will be incidental in nature. I will exercise appropriate care and caution when using the vehicle/mobile equipment, in accordance with the policy and procedures set forth in UCOP BFB Bulletin and ANR Administrative Handbook sections listed above.

I understand that all records related to the purchase, use, and disposition of this UC ANR-owned vehicle/mobile equipment are the property of UC ANR and potentially subject to disclosure under the California Public Records Act.

**I understand that my vehicle driving record will be pulled on an annual basis.** If my driving record is unacceptable and indicates that is no longer meets the UC safety standards my privileges to operate/utilize UC ANR owned vehicles/mobile equipment will be revoked.

**\*\*NOTICE\*\*** IT IS the employee's responsibility to notify Risk & Safety immediately if they receive a moving violation.

**I understand that I am responsible for safeguarding the vehicle/mobile equipment.** If UC ANR determines that there is no longer a business need for me to possess such vehicle/mobile equipment, I will return the vehicle/mobile equipment.

By signing this agreement, I verify that I am using this vehicle/mobile equipment for official UC ANR business:

Employee Name \_\_\_\_\_ Employee Signature \_\_\_\_\_

Title \_\_\_\_\_ Unit \_\_\_\_\_ Date: \_\_\_\_\_

I certify that this staff member requires use of UC ANR owned vehicle/mobile equipment for job function.

Director Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Driver's License Employer Pull Notice System**

Employee Notification & Authorization

*Revised 9/2022*

**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 submit a copy to Risk Services by uploading to this secure link: <https://ucdavis.app.box.com/f/5224b7538a074cf79574095c2fc4730f>.

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's 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 your driver's license in good standing 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's 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>).

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**Employer Pull Notice Program Signatures**

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*I have received a copy of this notification and hereby authorize the Department of Motor Vehicles (DMV) 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.*

Employee name (first, middle, last): \_\_\_\_\_

CA Driver License No: \_\_\_\_\_ Driver License Class: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UC ANR Department or Location: \_\_\_\_\_

Department point of contact name: \_\_\_\_\_ Contact email: \_\_\_\_\_

Department head/supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Upload form to secure link:** <https://ucdavis.app.box.com/f/5224b7538a074cf79574095c2fc4730f>