

Date: (Today's date)

To: (Employee's name)

From: Robert Defendini
Director, Transportation and Parking Services

Re: DMV Employee Pull Notice Program

The California Commercial Motor Vehicle Safety Act of 1988 requires employers of drivers of certain types of vehicles to obtain reports of the driver's public driving records from the Department of Motor Vehicles. A public driving record includes incidents which occur while driving during and outside of University business. There are criminal penalties for employing or continuing to employ as a driver a person who has had a disqualifying action taken against his/her license or certificate.

For those employees who are hired primarily as drivers or who routinely drive as part of their employment, the law requires their enrollment in the DMV Employee Pull Notice (EPN) Program. It also requires enrollment of drivers with Class A or Class B licenses, as well as drivers with Hazardous Materials Endorsement or Special Certificates. The law specifies the number of violation points assigned by the DMV that will result in a presumption that a driver is a negligent operator of a motor vehicle.

Because you meet the criteria for inclusion in the program, your name and license number have been included in the EPN Program. Driving record reports received through the EPN Program will remain on file in Transportation Services. A loss of license/certificate or a poor driving record could result in loss of employment.

As an employee covered under the EPN Program, you are responsible for maintaining in good standing your driver's license and any certificate required for the performance of job duties. You are also responsible for notifying your department of any expiration of license or certificate, convictions of motor vehicle violations, or other DMV actions taken against your driver's license or certificate. If you have any questions regarding this information, please consult your supervisor.

Employee Signature: _____ Date: _____

File: Employee's Personnel File