

**NOTICE OF POINT ASSIGNMENT BY DEPARTMENT OF MOTOR VEHICLES**

*Instructions: After the employee signs this notice, departments provide the employee with a copy and retain the original for departmental files.*

TO: \_\_\_\_\_(Employee)

FROM: \_\_\_\_\_(Department Head)

DATE: \_\_\_\_\_

As you know, your job is included in the DMV Employee Pull Notice Program. This means the University, as your employer, receives notices from the DMV whenever you have been convicted of any moving vehicle violation (both on and off the job) or have had any action taken against your driver's license or certificate.

This is official notice that the University has been notified by the DMV of the following action regarding your driving record:

Action	Points	Cumulative Point Total
		/12 months
		/24 months
		/36 months

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. Information received through the DMV Employee Pull Notice Program may be used as a basis for disciplinary actions up to and including dismissal. If the University determines that you have a poor driving record, or if you are presumed to be a "negligent" driver by the DMV based on your violation point total, the University can no longer employ you as a driver.

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I have received a copy of this information.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_