

Policy and Procedure Manual

Chapter 380, Personnel—General Section 20, Employer Pull Notice System

Date: 3/20/12

Supersedes: 3/27/03 **Responsible Department:** Fleet Services

Source Document: University Guidelines on Drivers and Drivers' Public Driving Records

I. Purpose

This section outlines the policy and responsibilities regarding University's participation in the Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) system, as required by the STATE's Commercial Motor Vehicle Safety Act of 1988.

II. Policy

- A. The following University employees are subject to participation in the EPN system:
 - 1. Specific job titles designated as drivers (see pdf).
 - 2. Operators of vehicles requiring a Class A or B driver's license.
 - 3. Operators of vehicles requiring a special certificate/endorsement (ambulance, private school bus, farm labor vehicle, special construction equipment, youth bus, vehicle transporting radioactive or hazardous materials, vehicle with tank configurations).
 - 4. Positions identified by the department head as appropriate for participation in the EPN based on the job requirement to drive while on official University business. (See guidelines.)
 - 5. Employees who rent a University vehicle based on job requirement.
- B. Individuals considered by the University to have a poor driving record or considered "negligent" by the DMV cannot be employed as drivers.
- C. Fleet Services (campus and University), University Police Department, University Fire Department, and Unitrans are authorized to obtain a DMV requester code and administer a list of employees in the EPN system.

III. Responsibilities

- A. University Police Department, Fire Department, and Unitrans are responsible for the following:
 - 1. Procuring and maintaining EPN System Requestor Codes from the DMV.
 - 2. Maintaining a master file of their employees enrolled in the EPN system.
 - 3. Receiving notices of actions regarding employees participating in the EPN system.
 - 4. Notifying Employee and Labor Relations within 48 hours when an enrolled employee is considered negligent by the DMV or has taken action against his/her license that renders it invalid.

B. Fleet Services (campus and University)

In addition to the responsibilities listed in III.A, above, Fleet Services is also responsible for the following:

- 1. Forwarding information to the DMV for employees who need to be added to or deleted from the EPN system based on feedback from department heads.
- 2. Forwarding MVRs to departments within 2 working days of receipt.

3. Providing each department with an annual MVR for all enrolled employees.
4. Notifying departments within 24 hours when an enrolled employee is considered negligent by the DMV or has taken action against his/her license that renders it invalid.
5. Receiving annual self-audit results from each department and submitting a summary to the Vice Chancellor—Administrative and Resource Management, indicating departments that are not in compliance.

C. Department heads are responsible for the following:

1. Identifying positions to be included in the EPN system and including the EPN enrollment requirement in position descriptions.
2. Taking appropriate personnel actions related to employee driving records, in consultation with Employee and Labor Relations.
3. Storing driver record information in a secure location.
4. Providing prospective hires with the Applicant Information form and requiring a copy of the applicant's DMV records as a condition of appointment.
5. Completing the EPN Add/Delete form for each employee to be enrolled in or deleted from the EPN system and forwarding to Fleet Services.
6. Ensuring all individuals who participate in the EPN system receive the Driver License EPN System Notification and DMV Point System forms.
7. Documenting the type or combination of vehicles employees with Class A or B licenses or special certificates have been trained on and are permitted to operate in the employees' departmental personnel files.
8. Ensuring employees with Class A or B licenses or special certificates have a current DMV Medical Certificate.
9. Reviewing and acknowledging receipt by signing and retaining each MVR. .
10. Counseling or applying appropriate corrective action or discipline for employees who receive convictions of motor vehicle violations, in consultation with Employee and Labor Relations (See PDF for guidelines).
11. Ensuring employees viewing MVRs agree to protect DMV records from unauthorized access, use, or disclosure by signing DMV Information Security Statement (see). D. Employees are responsible for the following:
 1. Maintaining a valid driver license and special certificates required for the performance of job duties.
 2. Promptly notifying the department head of driver license expiration, citation, or conviction of traffic violations or other DMV actions against his/her driver's license or certificate.
 3. Renewing medical certificates for commercial driver licenses and reporting results directly to the DMV.

IV. Further Information

Additional information is available from campus Fleet Services.

V. References and Related Policies

- A. University Office of the President:

1. University Guidelines on Drivers and Drivers' Public Driving Records
 2. Business and Finance Bulletin BUS-46, Use of University Vehicles.
- B. Personnel Policies for Staff Members Section 21.E, Appointment—Background Checks—
System-wide Guidelines on Designating Critical Positions
- C. University Policy and Procedure Manual:
1. Section 300-30, University-Owned Vehicles.
 2. Section 380-22, Drug and Alcohol Testing of Drivers.
- D. State Department of Motor Vehicles Employer Pull Notice EPN Program General Information