

EMPLOYER PULL NOTICE (EPN) PROGRAM DRIVER'S LICENSE NOTIFICATION TO EMPLOYEES

Instructions: Departments must provide this information to employees participating in the DMV EPN Program. After the employee has signed the notification, provide the employee with a copy and retain the original for departmental files.

TO: UNIVERSITY OF CALIFORNIA, LOS ANGELES, EMPLOYEES PARTICIPATING IN THE CALIFORNIA DEPARTMENT OF MOTOR VEHICLES EMPLOYER PULL NOTICE (EPN) PROGRAM

FROM: Office of the Administrative Vice Chancellor

Recent changes in the California Vehicle and the Public Utility Codes require the University to participate in the Department of Motor Vehicle's EPN Program. This program provides employers information about employee convictions of motor vehicle safety violations and any action the DMV takes against driver's licenses and certificates.

Because driving or operating special vehicles is a required part of your job, your position is included in the EPN Program. This means the University, as your employer, will receive notices from the DMV whenever you have been convicted of motor vehicle violations, both on and off the job. The DMV will also inform the University of any action it takes against your driver's license or any special certificate or permit.

The University must maintain a file on your driving record. Information received through the EPN Program 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" (see Attachment E), the University can no longer employ you as a driver.

As an employee covered under the EPN Program, you are responsible for maintaining in good standing your driver's license and any special certificate or permit needed to perform your job duties.

Note: 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.

Action against your driver's license or a poor driving record may result in termination of University employment. If you have any questions regarding this information or the requirements for the position, please see the departmental representative.

I have received a copy of this notification.

Employee's Name: _____

Signature: _____

Date: _____

cc: Employee
Personnel File
DMV Pull Notice Liaison