

**Please note if you are filling in the form fields using your computer**

**Filling in the Form.** Put your cursor in the first field, enter your data, and use the TAB key to advance to the next field or SHIFT-TAB to go to the previous field. Once you have entered data in the last field, you must hit TAB one more time before printing.

**Saving Your Work.** You can fill out the form electronically, but depending on your software/computer you may not be able to save the document with the information you have entered. If that is the case, be sure to print out the completed form before exiting the document.

**Memory Cache.** The information you have entered on the form may persist for a while before it is cleared from your computer's memory.

**GO TO THE NEXT PAGE TO VIEW THE FORM**

**NOTICE OF POINT ASSIGNMENT BY THE 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 Department of Motor Vehicles Employer Pull Notice (EPN) 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, certificate, or permit.

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

Information received through the EPN 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 your DMV point total equals or exceeds that which the DMV considers to be "negligent," the University can no longer employ you as a driver.

Your driver's license, as well as any special driver certificates or permits necessary for your job, must be maintained in good standing. The loss of your driver's license or certificates, or a poor driving record, may result in termination of employment with the University.

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I have received a copy of this notification.

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

Date: \_\_\_\_\_

cc: Employee  
Personnel File  
DMV Pull Notice Liaison