
UCLA Procedure 615.1: Employee Driving Records

DRAFT FOR Public Review

Issuing Officer: Administrative Vice Chancellor

Responsible Department: Fleet & Transit

Effective Date: TBD

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I. GENERAL POLICY

The California Vehicle and Public Utility Codes require employers of drivers of certain types of vehicles to obtain reports of the driver's public driving record from the Department of Motor Vehicles (DMV). There are criminal penalties for employing or continuing to employ as a driver, a person who has had a disqualifying action taken against the person's license or certificate.

As an employer of drivers, UCLA participates in the DMV "Employer Pull Notice Program" (EPN), which is a process for providing the employer with a report showing each driver's current public driving record and the status of any required certification.

Persons against whom a disqualifying action (suspension or revocation of license or certificate) has been taken by the DMV shall not be employed as drivers. Persons considered by the University to have a poor driving record or presumed to be a "negligent" operator by the DMV based on violation point counts shall not be employed as drivers.

Applicability to UCLA Employees

This procedure applies to all University employees in the following job titles without exception:

TITLE CODE	TITLE
4823	Mail Processor
5066	Delivery Worker
8471	Automotive Technician Supervisor
8472	Lead Automotive Technician
8473	Automotive Technician
8474	Assistant Automotive Technician
8483	Driver
8485	Principal Automotive Equipment Operator
8486	Senior Automotive Equipment Operator
8487	Automotive Equipment Operator
8489	Principal Automotive Equipment Operator Supervisor

The following job titles may be included for employees who drive a truck or other light duty vehicle during the course of their University duties:

TITLE CODE	TITLE
8074	Senior Lead Laborer
8075	Lead Laborer
8076	Laborer
8102	Irrigation Mechanic
8130-8134	Groundskeeper and Grounds Equipment Operator
8218	Facilities Worker

This procedure also applies to all other University employees who in the course of carrying out their University duties:

1. Operate a vehicle requiring a Class A (or 1) or Class B (or 2) driver's license (see Reference 2, below); or
2. Operate a vehicle requiring a special certificate (ambulance, private school bus, farm labor vehicle, special construction equipment, youth bus, vehicle transporting radioactive material, vehicle transporting hazardous waste, and vehicle with tank configuration); or
3. Are identified by the University as appropriate for participation in the DMV Employer Pull Notice Program based on the job requirement to drive while on official University business;
4. Are identified by the University as appropriate for participation in the DMV Employer Pull Notice Program based on the employee's participation in a UCLA Transportation Program that requires driving, including, but not limited to, short-term rentals or commuter ridesharing.

II. RESPONSIBILITIES

- A. UCLA Transportation-Fleet & Transit (F&T), UCLA Police Department (UCPD), and UCLA Health Human Resources are the UCLA liaisons with the DMV for the EPN Program and are the only departments authorized to add, delete, or receive EPN Program records from the DMV. UCLA Health Human Resources shall procure DMV records for UCLA Health employees; UCPD shall procure DMV records for employees of the Police and Community Safety; and Transportation F&T shall procure DMV records for all other non-academic employees.
- B. The Campus and UCLA Health Human Resources Departments are responsible for advising on appropriate personnel actions to be taken related to driving records.
- C. Department heads are responsible for identification of all employees and prospective employees who will participate in the EPN Program, as defined in Section I., above. Department heads are also responsible for including driving requirements on job descriptions and employment requisitions, informing employees and applicants about the EPN information, and, in consultation with the Campus or UCLA Health Human Resources Departments, taking appropriate personnel actions related to employee driving records.
- D. Employees are responsible for maintaining their driver's licenses and special certificates required for the performance of their job duties. Employees are also responsible for promptly notifying the department head and/or manager of expiration, conviction, or other DMV actions against their driver's license or certificate (See Attachment C).

III. PROCEDURES

RESPONSIBILITY	ACTION
Department Head and/or Manager	Identifies positions which require incumbents to be included in the EPN Program and ensures that this condition is clearly stated in job descriptions and employment recruitments.
Campus/UCLA Health Human Resources	Reviews job descriptions and employment requisitions to ensure they contain notice that incumbents will be placed on the EPN Program.
Department Head and/or Manager	Requires prospective employees to provide a current public driving record report from the DMV (Motor Vehicles Report) prior to making a final offer of employment (Attachments A and E). <i>The driving record report must be current, i.e., dated within 10 calendar days of submission to the hiring department.</i>
	Completes and forwards to Transportation F&T Administration, UCPD, or UCLA Health Human Resources the EPN Program form (Attachment B) for each current and new employee identified and a photocopy of the Driver's License in order to verify that the first and last name matches DMV records.
	Provides notice to employees who are added to the EPN Program (Attachments C and E).
	For those participating in a Transportation Program (short-term rental or rideshare) submit driver's license information according to appropriate procedure for the associated program.
Transportation – F&T/UCPD/ UCLA Health Human Resources	Prepares and submits requests to the DMV to enroll employee into the EPN Program.
	Maintains a master list of employees included in EPN Program.
Employee	Maintains the driver's license and certificates required for performance of assigned job duties and promptly notifies the department head of expiration, conviction, or other DMV actions against the license or certificate.
Transportation F&T/UCPD/ UCLA Health Human Resources	Receives from the DMV all driver record reports and maintains driver's report files to ensure security and confidentiality of information to the extent legally permissible.
Campus/UCLA Health Human Resources or Division Human Resource Personnel Center (HRPC)	Reviews driver record reports and notices of convictions for motor vehicle violations and determines when information should be disseminated to the department head and/ or manager.
	Maintains driver's report files to ensure security and confidentiality to the extent legally permissible.
	Advises department head and/or manager of appropriate notice, corrective action or discipline to be taken for employees with poor driving records or who receive convictions for motor vehicle violations.
Department Head and/or Manager	In consultation with Campus or UCLA Health Human Resources, provides notice to employee's driving record (Attachments D and E).
	Notifies Transportation F&T, UCPD or UCLA Health Human Resources to delete from the EPN Program employees who have terminated or transferred from positions with driving requirements (Attachment B).
Transportation-F&T/UCPD /UCLA Health Human Resources	Periodically reviews EPN Master list of employees included in the EPN Program.

IV. REFERENCES

1. University of California Guidelines on Drivers and Drivers' Public Driving Records, dated July 24, 1989;
2. Department of Motor Vehicles, California Driver License Classes;
3. University of California: BUS-46: Use of University Vehicles.

V. ATTACHMENTS

- A. Employer Pull Notice (EPN) Program Applicant Driver's License Information
- B. UCLA Employer Pull Notice Program (EPN) Add, Delete, Update Form
- C. Employer Pull Notice Program (EPN) Driver's License Notification to Employees
- D. Notice of Point Assignment by the Department of Motor Vehicles
- E. DMV Point System

Issuing Officer

/s/ Michael J. Beck

Administrative Vice Chancellor

**Questions concerning this policy or procedure should be referred to the
Responsible Department listed at the top of this document**

EMPLOYER PULL NOTICE (EPN) PROGRAM - APPLICANT DRIVER'S LICENSE INFORMATION

Instructions: Departments must provide this information to prospective employees who would be required to participate in the DMV EPN Program.

TO: APPLICANTS FOR POSITIONS COVERED UNDER THE DEPARTMENT OF MOTOR VEHICLES EPN PROGRAM

FROM: Office of the Administrative Vice Chancellor

The California Vehicle and the Public Utility Codes require the University to participate in the Department of Motor Vehicle's "Employer Pull Notice (EPN) Program." This program provides employers information about employee convictions of traffic violations and any action the DMV takes against driver's licenses and special certificates

The job you are applying for is included in the EPN Program. If you are hired for this job, the University, as your employer, will receive notices from the DMV whenever you have been convicted of any moving vehicle violation, 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. Prior to being made a final job offer, you will be required to provide your current (within previous 10 calendar days) DMV driving record. This record may be obtained at the DMV closest to your home.

If you are hired for this job, the University will be required to keep 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 conviction for 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 or allow you to operate a University vehicle.

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

Note: You would also be responsible for notifying your department whenever you are convicted of a motor vehicle violation or have action taken against your driver's license, permit, or certificate.

If you are hired for this job, loss of your driver's license or certificate, or a poor driving record, may result in termination of University employment. If you have any questions regarding this position, please see the departmental representative.

UCLA EMPLOYER PULL NOTICE SYSTEM

ADD/DELETE UPDATE FORM

Instructions: Complete this form, and mail it marked "Confidential" to the appropriate DMV Pull liaison office for your department (Campus: Transportation Services, Attn: Fleet & Transit, 555 Westwood Plaza, mail code 136208; UCLA Health & Human Resources, 924 Westwood Blvd., Suite 200, mail code 166446; UCLA Police Department, 601 Westwood Plaza, mail code 136408).

(type or print legibly in ink)

Please complete all sections below for enrollment in the Employer Pull Notice Program

A. Check a Box

Add to Pull Notice System

Delete from Pull Notice System

Change Department From _____ Recharge ID: _____ Dept.Code: _____
 To _____ Recharge ID: _____ Dept.Code: _____

B. Employee Information

Name of Employee: _____
 (First) (Middle) (Last)

Driver's License Number: _____ Exp. Date: _____

Class of License: _____ Endorsement: _____ Medical Card Exp. Date: _____

University ID: _____ Title Code: _____ Payroll Title _____

C. Department Information

Department: _____ Dept. Code: _____

Department Address: _____ Mail Code: _____

Department Contact Name: _____ Phone #: _____ Fax # _____

Department Acct./Fund: _____

PO # _____ Exp. Date: _____

Manager/Supervisor Name: _____

Manager/Supervisor Signature: _____ Date: _____

Department Use Only	
Date addition sent to DMV: _____	Date deletion sent to DMV: _____

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

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 or allow you to operate a University vehicle.

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: _____

Employee's Signature: _____ Date: _____

Cc: Employee Personnel File
DMV Pull Notice Liaison

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 or Manager)

DATE: _____

As you know, your job is included in the Department of Motor Vehicles Employer Pull Notice System. 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 Employer Pull Notice System 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 allow you to operate a University vehicle or 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.

I have received a copy of this information.

Employee Name: _____

Employee's Signature: _____ Date: _____

Cc: Employee Personnel File
DMV Pull Notice Liaison

DMV POINT SYSTEM

Each time a driver is convicted of a moving traffic law violation, the court notifies the Department of Motor Vehicles (DMV). The DMV in turn notifies the University if the driver is enrolled in the Employer Pull Notice Program.

- A. When a traffic conviction shows a person operated a motor vehicle unsafely on a highway, it counts as one point.
- B. An accident is normally counted as one point.
- C. Two points are charged for convictions of:
- Reckless driving.
 - Driving under the influence of liquor or any drug.
 - Hitting an unattended vehicle without notifying the owner.
 - Causing property damage, injury, or death by hit and run driving.
 - Manslaughter (involving a vehicle).
 - Causing injury or death with a vehicle while evading a peace officer.
 - Driving on the wrong side of a divided highway.
 - Speed contest or exhibition of speed.
 - Illegal transport of explosives.
- D. The DMV may consider an individual with the following point totals a negligent driver:
- Class 1 (A) or Class 2 (B) with special certificate, and Class 3 (C) or 4 (M) licenses:
- 4 points in 12 months
 - 6 points in 24 months
 - 8 points in 36 months
- Class 1 (A) or Class 2 (B) license with no special certificate:
- 6 points in 12 months
 - 8 points in 24 months
 - 10 points in 36 months