
UCLA Procedure 615.1: Employee Driving Records Public Review DRAFT

Issuing Officer: Administrative Vice Chancellor

Responsible Department: UCLA Events & Transportation

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May 10, 2008

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I. GENERAL POLICY

The California Vehicle and Public Utility Codes require employers of employees and covered individuals (as outlined in UC-BUS 46-C.1) who operate University vehicles as required by applicable law 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 part of its driver qualification program, 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 will 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 will not be employed as drivers. The DMV defines a driver with a poor driving record as a "Negligent Operator," identified by a pattern of traffic violations or collisions rather than a single incident. Under the Negligent Operator Treatment System (NOTS), this classification is triggered when a driver accumulates 4 points in 12 months, 6 points in 24 months, or 8 points in 36 months.

Employees holding an out-of-state driver license and whose University duties require them to operate University vehicles in California will be required to obtain a California driver license within 90 days to ensure there are no limitations in monitoring their driving record as an employee or covered individual by the University. Furthermore, employees who operate vehicles in California are considered to be establishing residency for driving purposes and must comply with California DMV requirements. Under California Vehicle Code §12505 and §12500, individuals who establish residency must apply for a California driver's license within 10 days of becoming a resident in order to operate a motor vehicle. Residency is established through actions such as working in the state, renting or owning a home, registering to vote, or enrolling children in school.

Accordingly, employees and covered individuals must: (1) obtain a California driver's license within the period required by law; (2) not drive for UCLA after establishing residency until the license is obtained; and (3) comply with any shorter University deadline, with the earliest applicable requirement taking priority. Failure to timely obtain or maintain a required driver's license or certificate may result in removal of driving duties and other employment action, up to and including termination, consistent with applicable policy, collective bargaining agreements, and consultation with Campus or Health Human Resources, as applicable.

Fleet & Transit will notify the employee's and covered individual's department and other appropriate University offices of any disqualifying driving record, license status, or driving-related concern identified through the Employer Pull Notice (EPN) Program or other authorized means. Determinations regarding

employment status, disciplinary action, or continued authorization to operate University vehicles will be made by the appropriate department in consultation with UCLA Campus or Health Human Resources (as applicable), Insurance & Risk Management, and other University offices, as applicable, in accordance with University policy and applicable law.

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

In addition, this Procedure applies to all University employees, students, and affiliates who operate a University-owned, leased, rented, or otherwise provided vehicle in the course of University business. This includes, but is not limited to, individuals who: operate a vehicle requiring a Class A (or 1) or Class B (or 2) driver license (see Reference 2, below); or

1. 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 (see list here [LINK](#)), and vehicle with tank configuration); or
2. 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; or
3. 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, shared-use motorpool vehicles per UCLA Procedure 320.1.

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 will procure DMV records for UCLA Health employees; UCPD will procure DMV records for employees of the Police and Community Safety; and Transportation F&T will procure DMV records for all other employees.
- B. Insurance and Risk Management (IRM) is responsible for overseeing driver safety training for required driver employees.
- C. The UCLA Campus Human Resources (CHR) and UCLA Health Human Resources Departments are responsible for advising on appropriate personnel actions to be taken related to driving records.
- D. 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 UCLA CHR or UCLA Health Human Resources Departments, taking appropriate personnel actions related to employee driving records.
- E. Employees are responsible for maintaining their driver licenses and special certificates required for the performance of their job duties. Employees are also responsible for promptly notifying the department head, department contact, and/or manager of expiration, conviction, or other DMV actions against their driver 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.
	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). The driving record report must be current, i.e., dated within 10 calendar days of submission to the hiring department.
	Reviews department contacts and updates Transportation F&T Resources when there is a new department contact.
Department Contact	Completes the UCLA RIDE online driver intake form using the completed Attachment B form and forwards to UCPD or UCLA Health Human Resources. The EPN Program form (Attachment B) is for each current and new employee identified and a photocopy of the Driver 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) and retains a copy of attachment C for their records.
Employee	For those participating in a Transportation Program (short-term rental or rideshare) submit driver license information according to appropriate procedure for the associated program.
Transportation – F&T Resources	Maintains a master list of employees included in EPN Program.
	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. Report notifications are automatically sent out by RIDE to department contacts to log in and review new activity.
	RIDE will automatically update the roster of drivers based on status provided by UCPath.

Employee	Maintains the driver 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.
Campus Human Resources/UCLA Health Human Resources	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 report files to ensure security and confidentiality to the extent legally permissible.
	HR to submit required driver information to EPN to pull their driving record at the time of onboarding
	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.
	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	In consultation with Campus or UCLA Health Human Resources, provides notice to employee's driving record (Attachments D and E).
Department Contact	Maintains up to date records on who needs to be deleted from the EPN Program, for example, employees who have been terminated or transferred from positions with driving requirements (Attachment B).
	Periodically reviews EPN Master list of employees included in the EPN Program.
Insurance and Risk Management (IRM)	Oversees driver safety training for required driver employees.

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 License Information
- B. UCLA Employer Pull Notice Program (EPN) Add, Delete, Update Form
- C. Employer Pull Notice Program (EPN) Driver 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

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

Instructions: Departments must provide this information to prospective employees who are 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 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 license or any special certificate or permit. Prior to making 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 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 (EPN) PROGRAM ADD, DELETE, UPDATE FORM

Instructions: Complete this form and attach a photocopy of the employee's driver's license. Once completed, provide the form to your department's designated R.I.D.E. Department Contact. The Department Contact will use the information to enroll the driver in the DMV Pull Notice Program through the R.I.D.E. system.

After the driver has been enrolled, the completed form and driver's license copy should be retained in the employee's departmental personnel file or forwarded to Campus Human Resources (CHR) for inclusion in the employee's official personnel file, in accordance with departmental recordkeeping practices.

☐	Add to Pull Notice	☐	Delete from Pull Notice
☐	Change	From _____	Dept. Code: _____
		To _____	Dept. Code: _____

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

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

License State: _____ License Zip Code: _____

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

University ID: _____ Title Code: _____ Payroll Title: _____

Department Information

Department: _____ Dept. Code: _____

Department Contact Name: _____ Phone #: _____

Manager/Supervisor Name: _____

Manager/Supervisor Signature: _____ Date: _____

Date Added to RIDE: _____

Date Removed From RIDE: _____

EMPLOYER PULL NOTICE (EPN) PROGRAM
DRIVER 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 with information about employee convictions of motor vehicle safety violations and any action the DMV takes against driver 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 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 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 license, permit, or certificate.

Action against your driver 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, you are included in the Department of Motor Vehicles Employer Pull Notice System per your position/ access to vehicles at the university. 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 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 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 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 operating 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