

UC SANTA BARBARA POLICY AND PROCEDURE

Driving Records for Designated Employees and Drivers

Contact: Transportation & Parking Services or Human Resources

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DRIVING RECORDS FOR DESIGNATED EMPLOYEES AND DRIVERS

I. POLICY

- A. The university will participate in the [California Department of Motor Vehicles Employer Pull Notice \(EPN\) Program](#) to comply with the California Commercial Motor Vehicle Safety Act of 1988. The Act requires employers of drivers of certain types of vehicles to obtain reports of drivers' public driving records from the California Department of Motor Vehicles (DMV). The public driving record includes incidents that occur while driving during and outside of university business. The EPN Program provides the university with a report of enrolled drivers' public driving records and current certifications, including when employees are convicted of motor vehicle violations and when actions are taken against a driver's license or special driver certificate(s).
- B. The incumbents in the following university positions shall be enrolled in the EPN program:

TITLE CODE	TITLE
4823	Mail Processor
5066	Delivery Worker
8473	Automotive Technician
8483	Driver
8485	Principal Automotive Equipment Operator
8486	Senior Automotive Equipment Operator
8487	Automotive Equipment Operator
8563	Equipment Operator

In addition, all other employees, **including students and those with limited appointments**, shall be enrolled who in the course of their employment:

1. Operate a vehicle requiring a Class A or Class B driver's license;
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); and/or
3. Are identified by the university as appropriate for enrollment in the DMV EPN program based on the job requirement to drive while on official university business.

Although not a job requirement and the driving is outside of university business, drivers for the UCSB vanpool shall be enrolled in the DMV EPN program and are responsible for complying with this policy.

- C. There are criminal penalties for employing or continuing to employ as a driver a person who has had a disqualifying action (suspension or revocation of license or certificate) taken against the person's license or certificate. Individuals against whom a disqualifying action has been taken by the DMV or whom the university considers to have a poor driving record based on violation point counts shall not be hired or continue to be employed as a driver.

II. RESPONSIBILITIES

A. Assistant Vice Chancellor, Physical Facilities, Transportation and Parking Services

1. Implement procedures to comply with the California Commercial Motor Vehicle Safety Act of 1988; and
2. Ensure that affiliated records are managed consistent with the UC Records Management Program and disposition schedules.

B. Employing Department

1. Identify and enroll appropriate employees in the EPN Program through Transportation and Parking Services and as consistent with this policy;
2. Include a notification statement on employment requisitions and job descriptions that employees in covered positions are subject to enrollment in the EPN Program and are required to sustain good driving records;
3. Notify finalists that any job offer will be contingent upon the receipt of a current DMV report that indicates an acceptable driving record;
4. Receive DMV reports from finalists;
5. Forward finalists' DMV reports to Human Resources when returning the original job application materials to Human Resources;
6. Provide the new employee with an Employee Notice Regarding EPN Program and a [DMV EPN Program Enrollment/Deletion Form](#);
7. Review the notice letter with the employee and place a copy, signed by the employee, in the employee's personnel file;

8. Submit a [DMV EPN Program Enrollment/Deletion Form](#) to Transportation and Parking Services when an employee is hired and when an employee leaves a covered position, or is no longer required to drive as part of his or her job duties; and,
9. In consultation with Human Resources, take appropriate personnel actions in response to poor driving records or convictions of motor vehicle violations.

C. Employees and Candidates for Covered Positions

1. Provide a current DMV report to the potential hiring department prior to the start date for the position;
2. Maintain a driver's license and any special certificate(s) required for the performance of job duties; and
3. Promptly notify the employing department head of all DMV actions against the driver's license or certificate, including but not limited to license/certificate expirations and convictions.
4. An employee may request a review of action taken in response to an EPN driving record (excluding release during the probationary period) consistent with appropriate personnel policy or collective bargaining agreement.

D. Transportation and Parking Services

1. Procure and maintain an EPN Employer Identification Number;
2. Provide periodic notification to campus departments of the program;
3. Receive from employing departments the names of employees to be added or deleted from EPN and forward this information to the DMV;
4. Provide Notice of Point Assignment to both the employing department and Human Resources when a participating employee's report contains vehicle violations or a disqualifying action is taken against the driver's license or driver's certification (see [DMV Violation Point Assessment](#) for a list of point assignments for common California vehicle code violations); and
5. Monitor and maintain Employee Pull Notice reports in a secure and confidential manner consistent with the UC Records Management Program and records disposition schedules.

E. Human Resources

1. Advise departments of the employee hiring process for positions subject to enrollment in the EPN Program;
2. Review job descriptions and employment requisitions to ensure that they contain notice that the incumbent is subject to enrollment in the EPN Program and must sustain a good driving record;
3. Advise departments on appropriate personnel actions and notification in response to poor driving records or convictions of motor vehicle violations; and
4. Review and recommend action on employee requests for reviews of action taken in response to an EPN driving record report (excluding release during the probationary period) consistent with appropriate personnel policy or collective bargaining agreement.

III. REFERENCES

- A. [California Codes, Vehicle Code, Section 1808.1](#)
- B. [California Commercial Motor Vehicle Safety Act of 1988](#)
- C. [California Commercial Motor Vehicle Safety Program, Division 6, Chapter 7](#)
- D. [California Department of Motor Vehicles Employer Pull Notice \(EPN\) Program](#)
- E. [University of California Business and Finance Bulletin BUS-46, Use of University Vehicles](#)
- F. [University of California Guidelines on Drivers and Drivers' Public Driving Records, July 24, 1989](#)
<http://www.ucop.edu/ucophome/coordrev/policy/OT072789.pdf>