

UC Davis Policy and Procedure Manual

Chapter 380, Personnel--General

Section 20, Employee Driving Record

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Responsible Department: Fleet Services

Source Document: University of California Guidelines on Drivers and Drivers' Public Driving Records

I. Purpose

This section outlines policy and procedures regarding the participation of UC Davis in the California Department of Motor Vehicles (DMV) Pull Notice System, as required by the California Commercial Motor Vehicle Safety Act of 1988. The DMV Pull Notice System notifies the University when driver-employees are convicted of motor vehicle violations and when action is taken against a driver's license or special certificate.

II. Scope

This policy applies to all University employees in certain job classes (listed at http://www.fleet.ucdavis.edu/business/pull_notice.php). The policy also applies to all other employees (including Unitrans employees) who, in the course of their employment:

- A. Operate a vehicle requiring a Class A or B driver's license; or
- B. Operate a vehicle requiring a special certificate/endorsement (ambulance, private school bus, farm labor vehicle, special construction equipment, youth bus, vehicle transporting radioactive or hazardous materials, vehicle with tank configuration); or
- C. Are identified by the department head as appropriate for participation in the Pull Notice System, based on the job requirement to drive while on official University business.

III. Policy

- A. The California Commercial Motor Vehicle Safety Act of 1988 requires employers of drivers of certain types of vehicles (see II, above) to obtain reports of the driver's public driving record from DMV. Therefore, it is the policy of UC Davis to participate in the Pull Notice System, a process by which DMV provides such reports.
- B. Under the California Vehicle Code, there are criminal penalties for employing or continuing to employ as a driver a person who has had a disqualifying action taken against his or her license or certificate. Individuals considered by the University to have a poor driving record, or considered "negligent" by DMV, cannot be employed as drivers.

IV. Responsibilities

- A. The Vice Chancellor--Administration has overall administrative responsibility for implementation of policies relating to procurement and maintenance of driving records for employees.
- B. Campus Fleet Services, UCDCM Fleet Services, and Unitrans are the only departments authorized to add, delete, or receive Pull Notice System records from DMV. Campus Fleet Services has this authority for all campus employees except Unitrans employees, who are managed by Unitrans. UCDCM Fleet Services has this authority for all UCDCM employees.
- C. Department heads are responsible for identification of all employees and prospective employees who participate or will participate in the Pull Notice System, as specified in II, above. Department heads are also responsible for updating position descriptions, orienting employees and prospective employees to the Pull Notice System, and in consultation with the Employee & Labor Relations Office, taking appropriate personnel actions related to employee driving records. Departments with employees required to possess Class A or B licenses or special certificates must document types and combinations of types of vehicles these employees are

permitted to operate. Departments are also required to document possession of current DMV Medical Certificates that are required with these licenses or special certificates.

- D. Employees are responsible for maintaining driver's licenses and special certificates required for the performance of job duties. Employees are also responsible for promptly notifying the department head of expiration, conviction, or other DMV actions against their driver's license or certificate.

V. Procedures

- A. Campus Fleet Services, UCDCM Fleet Services, and Unitrans shall:
1. Procure and maintain a Pull Notice System Employer Identification Number from DMV.
 2. Receive from department heads names of employees to be added or deleted from the Pull Notice System, and forward this information to DMV.
 3. Receive from DMV all notices of actions regarding employees participating in the Pull Notice System, and forward these notices to departments within 1 working day of receipt.
 4. Maintain a Pull Notice System master file.
 5. Provide each department an annual update of the license status of all participating employees.
 6. Notify both the department and Employee & Labor Relations when a participating employee has accumulated the number of points considered by DMV to be negligent (http://www.fleet.ucdavis.edu/business/pull_notice.php) or has had an action against their license that renders their license invalid.
 7. Design and perform periodic audits to measure departmental compliance and overall system performance.
 8. Ensure that each University employee having direct or incidental access to DMV Pull Notice records has signed DMV Form INF1128, Employee Security Statement (http://www.fleet.ucdavis.edu/business/pull_notice.php), agreeing to protect DMV records from unauthorized access, use, or disclosure.
- B. Department heads shall:
1. Complete and forward to campus Fleet Services, UCDCM Fleet Services, or Unitrans, the Pull Notice System form (http://www.fleet.ucdavis.edu/business/pull_notice.php) for each current employee and new employee identified for participation in the Pull Notice System.
 2. Ensure that all individuals who participate in the system receive the Driver's License Pull Notice System Notification (http://www.fleet.ucdavis.edu/business/pull_notice.php) and DMV Point System (http://www.fleet.ucdavis.edu/business/pull_notice.php).
 3. Document in writing and place in employee's department personnel file the type or combinations of types of vehicles employees with Class A or B licenses or special certificates are permitted to operate.
 4. Ensure that all employees with Class A or B licenses or special certificates also have in their possession a current DMV Medical Certificate. Medical Certificates are renewed every 2 years. Without a current Medical Certificate, the license reverts to a Class C license.
 5. Receive from campus Fleet Services, UCDCM Fleet Services, or Unitrans notices of convictions for motor vehicle violations, and maintain such notices in a manner that ensures reasonable security and confidentiality. These notices shall be signed by the department head, acknowledging receipt of information on the notice.

6. Counsel employees who receive convictions of motor vehicle violations using the Notice of Point Assignment (http://www.fleet.ucdavis.edu/business/pull_notice.php), and in consultation with Employee & Labor Relations, apply appropriate corrective action or discipline.
7. Notify Campus Fleet Services, UCDCM Fleet Services, or Unitrans by means of the Pull Notice System form (http://www.fleet.ucdavis.edu/business/pull_notice.php), within 5 working days, of individuals who should be deleted from the Pull Notice System.
8. Identify vacancy listings for positions that will be included in the Pull Notice System, and ensure that this condition is clearly stated in the job description and vacancy listing. Department heads shall provide prospective hires with the Driver's License Pull Notice System Applicant Information (http://www.fleet.ucdavis.edu/business/pull_notice.php) and shall require a copy of the applicant's DMV driving record as a condition of final appointment.
9. Read and sign DMV Form INF1128, Employee Security Statement (http://www.fleet.ucdavis.edu/business/pull_notice.php), agreeing to protect DMV records from unauthorized access, use, or disclosure. The department DMV Pull Notice coordinator must also sign the statement.

VI. Reference and Related Policy

- A. Office of the President: University of California Guidelines on Drivers and Drivers' Public Driving Records, 7/24/89.
- B. [Section 300-30](#), University-Owned Vehicles.