TOWN OF HILLSBOROUGH
PERSONNEL POLICY

POLICY 214 CREATED 8/1/08

SUBJECT: DEPARTMENT OF MOTOR VEHICLES EMPLOYER PULL NOTICE PROGRAM

PURPOSE: To establish a policy regarding the Town's participation in the Department of Motor Vehicles' Employer Pull Notice Program

STATEMENT OF POLICY:

The Town participates in the California Department of Motor Vehicles' Employer Pull Notice Program ("EPN"). The EPN is designed to provide the Town with the tool to promote driver safety, improve public safety and ensure that employees driving for the Town or on Town business have a valid driver's license. Under the EPN, the DMV will notify the Town when an employee's driver's license is updated to record one of the following specified actions/activities:

- Upon enrollment of driver in the EPN program;
- Annually from the date of enrollment or 12 months from the last action/activity printout;
- When a driver has any of the following actions/activities added to his/her driver record;
    - Convictions;
    - Failures to Appear;
    - Accidents;
    - Driver License Suspensions or Revocations; and
- Any other actions taken against the driving privilege.

Employees who are required to possess one of the following driver's licenses in connection with their employment with the Town are required to participate and are automatically enrolled in the EPN:

- Class B (formerly known as Class 2) license;
- Class C (formerly known as Class 3) with Hazardous Materials Endorsement; and
- Class C (formerly known as Class 3) with Special Certificates, issued pursuant to California Vehicle Code sections 2512, 12517, 12519, 12520, or 12523.5.

Additionally, employees who possess a Class C driver's license and drive frequently during the course of employment with the Town may be asked to enroll in the EPN. Such participation is voluntary and employees electing to participate in the EPN will be asked to complete and sign a waiver allowing the Department of Motor Vehicles to disclose or make available the employee's driving records to the Town. The following is an illustrative list of those Town positions that may be asked to participate in the EPN:

Building Inspector I-II
Secretary – PW Dept
Service Clerk I-IV – PW Dept
Maintenance Worker I-II
Lead Maintenance Worker
Water Quality Tech
PW Inspector I-II
Maintenance Craftsworker
PW Supervisor
PW Asst Water Superintendent
PW Superintendent
PW Director
Chief Building Official
Police Service Technician
Records Supervisor
Code Enforcement Officer
Police Officer Trainee
Police Officer
Police Corporal
Police Sergeant
Police Lieutenant
Police Captain
Police Chief