

## Human Resources Memorandum

<b>SUBJECT:</b> <b>Employer Pull Notice (EPN) Program</b>	<b>NUMBER:</b> <b>HR 16-012</b>
	<b>DATE ISSUED:</b> <b>3/3/16</b>
<b>DISTRIBUTION:</b> <b>All CDFW employees</b>	<b>EXPIRES:</b> <b>N/A</b>

Employees who operate vehicles on official state business as a condition of employment with either a Class A or B license or a Class C license with a special certificate, ( - i.e. hazardous materials endorsement), are required to enroll in the Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program.

### What is the California EPN Program?

In accordance with California Vehicle Code 1808.1, it is the department's responsibility to ensure that employees who operate vehicles as a condition of employment have a valid California driver license, insurance, and a good driving record. The EPN Program was established by the DMV to provide employers and regulatory agencies with a means of promoting driver safety through the ongoing review of driver records. Employers enrolling drivers in this program are notified when a change occurs to an employed driver's motor vehicle record. Enrollment is mandatory for employers of commercially licensed drivers (CDL).

An employer enrolled in the EPN Program is assigned a requester code. The requester code is added to the enrolled employee's driver's license record. When an employee's driver's license is updated to record an action/activity (defined below), a driver record is generated and sent to that employer.

### Why should you enroll your drivers in the EPN Program?

Enrollment in the program is required by law for certain employees, and it allows the department to monitor driving records of employees who drive for the department. This monitoring accomplishes the following:

- Improves public safety
- Determines if each driver has a valid Driver's License
- Reveals problem drivers or driving behavior
- Reduces the department's liability

### How does it work?

The EPN program automatically generates a report to the employer when a driver becomes enrolled. Reports are then issued annually from the date of enrollment or when any of the following triggers occur:

- Convictions
- Failures to Appear in Court
- Accidents
- Driver License Suspensions or Revocations
- Any other actions taken against the driving privilege

Generated records will be provided in hardcopy, paper format or, when specifically arranged, electronically. Reports are generally sent to employers within 2 weeks of the triggering activity.

### **Manager/Supervisor Responsibilities**

- Drivers with Class A or B licenses or a Class C license with a Special Certificate: Ensure that employees who drive as a condition of employment are enrolled in the Pull Notice Program
- Upon receipt of driving record, review with employee
- Determine that the employee has a valid driver license and a safe driving record
- Sign, date, and maintain the driving records at your office
- Upon demand, present driving records to an authorized California Highway Patrol representative
- Upon termination of a driver's employment, notify the EPN Program coordinator, to delete employee from the Program

### **Procedures/Instructions**

Administration of the EPN Program has been centralized in the Human Resources Branch. Wes Beardsley is the coordinator for the CDFW. All previous requestor codes have been canceled and a new requestor code was issue for the coordinator.

To add or delete an employee in the Pull Notice Program, complete, Government Employer Pull Notice Form, INF 1103 <https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=93475> and email it to Wes Beardsley at [Wes.Beardsley@wildilfe.ca.gov](mailto:Wes.Beardsley@wildilfe.ca.gov).

If you have any questions or need more information regarding the EPN Program, please contact Wes Beardsley at 916-657-2405.