

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: October 5, 2021	TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
---	---

DEPARTMENT: Personnel
APPROVING PARTY: Margaret Long
PHONE NUMBER: 530-289-2879

AGENDA ITEM: Resolution adopting the Sierra County Department of Motor Vehicles Employer Pull Notice Program Policy.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION:
The DMV Employer Pull Notice Program provides employers with information about employee's convictions of traffic violations and any action the DMV takes against driver's licenses and special certificates. The EPN Program was established to provide employers and regulatory agencies with a means of promoting driver safety through the ongoing review of driver records.

FUNDING SOURCE: N/A
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND: N/A
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED?
 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No
IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2021- _____ Agreement 2021- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

CLERK TO THE BOARD

DATE

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

**RESOLUTION ADOPTING THE
SIERRA COUNTY DEPARTMENT OF MOTOR VEHICLES EMPLOYER PULL
NOTICE PROGRAM POLICY**

Resolution 2021-

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors, County of Sierra, State of California does hereby adopt the attached Sierra County Department of Motor Vehicles Employer Pull Notice Program Policy.

ADOPTED by the Board of Supervisors of the County of Sierra on the 5th day of October 2021, by the following vote:

AYES: Supervisors
NOES: None
ABSTAIN: None
ABSENT: None

COUNTY OF SIERRA

LEE ADAMS, CHAIRMAN
BOARD OF SUPERVISORS

ATTEST:

APPROVED AS TO FORM:

HEATHER FOSTER
CLERK TO THE BOARD

DAVID PRENTICE
COUNTY COUNSEL



**SIERRA COUNTY
DEPARTMENT OF MOTOR VEHICLES (DMV)
EMPLOYER PULL NOTICE PROGRAM (EPN) POLICY**

The DMV Employer Pull Notice Program provides employers with information about employee's convictions of traffic violations and any action the DMV takes against driver's licenses and special certificates. The EPN Program was established to provide employers and regulatory agencies with a means of promoting driver safety through the ongoing review of driver records.

POLICY:

Sierra County employees are required to be enrolled in the Employer Pull Notice Program if their position:

1. Requires assignment to drive any county vehicle or construction equipment.
 2. Allows occasional use of a county vehicle.
 3. Allows or requires driving a personal car for county business, to include travel to trainings and conferences.
 4. Their job description requires a valid driver's license of any type.
- A. The pull notice program automatically generates a driver record when any of the following actions or activities occurs:
- a. Upon enrollment of driver in the program.
 - b. Annually.
 - c. When a driver has any of the following added to his/her driver record:

1. Convictions,
2. Failures to appear,
3. Accidents,
4. Driver license suspensions or revocations,
5. Any other action taken against the driving privilege.

B. Benefits of the pull notice program include:

1. Determine if each driver has a valid driver's license in accordance with the driver's classification.
2. Helps minimize the county's liability by revealing problem driving behaviors.
3. Improves public safety.

C. All pull program notices will be sent to the Sierra County Personnel Department.

D. Using the following criteria, the Personnel Department will contact the appropriate department manager or designated representative, who shall take the following action:

1. Revocation of license.
2. Suspension of license.
3. Restriction of license of any other action taken against the driving privilege.
4. Driver's record review based on the following:
 - a. Liability exposure,
 - b. Seriousness of the offense,
 - c. Number of offenses,
 - d. Frequency of offenses.

E. The department manager or designated representative will review the facts in the case and meet with the employee to address the presenting issues.

F. The department manager or designated representative shall require all future employees, who are required to drive as part of their job duties, to provide a copy of a current DMV motor vehicle record (driving record).

G. The Sierra County Personnel department, in conjunction with the motor vehicle division, shall enroll employees through the Department of Motor Vehicles (DMV) "Pull Notice Program".

H. The Sierra County Personnel department and the employee's department manager, in conjunction with Risk Management, may require employees to attend a defensive driving course following at-fault employee accidents while on county business.



EMPLOYER PULL NOTICE PROGRAM

AUTHORIZATION FOR RELEASE OF DRIVER RECORD INFORMATION

SECTION 1 — DRIVER INFORMATION

I, _____, California Driver License Number, _____, hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record, to my employer, _____.

COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code (CVC) §1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY COUNTY STATE

DATE SIGNATURE OF EMPLOYEE X

SECTION 2 — AUTHORIZED REPRESENTATIVE CERTIFICATION

I, _____, of _____, AUTHORIZED REPRESENTATIVE COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am requesting driver record information on the above individual to verify the information as provided by said individual. This record is to be used by this employer in the normal course of business and as a legitimate business need to verify information relating to a driving position not mandated pursuant to CVC §1808.1. The information received will not be used for any unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal Code §118) and false representation (CVC §1808.45). These are punishable by a fine not exceeding five thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to CVC §§1808.45 and 1808.46.

EXECUTED AT: CITY COUNTY STATE

DATE SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE X

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website at dmv.ca.gov/otherservices, or by calling 916-657-6346.

PLEASE RETAIN AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND MAKE AVAILABLE UPON REQUEST TO DMV STAFF.

DO NOT RETURN THIS FORM TO DMV.