

AAdministrative
Services
Letter

10-01

**DMV Employer Pull
Notice Program**



Signed By	/s/ Marie Stephans, Chief Administrative Services Division	Number	10-01
Distribution	All Employees	Date Issued	February 3, 2010
Subject	DMV Employer Pull Notice Program	Expires	When Canceled
Guide Section	Health and Safety	Reference	SAM 0751, California Vehicle Code 1808.1. Cancels ASL 07-17

In compliance with State Administrative Manual [\(SAM\) 0751](#), Air Resources Board (ARB) employees who operate vehicles on official State business as a condition of their employment (as stated in their duty statement) must be enrolled in the Department of Motor Vehicles' (DMV) Employer Pull Notice (EPN) program. Specifically, all Automotive Emission Test Specialists and Air Resources Field Representatives are required to enroll in this program as a condition of employment. Any other ARB employees who drive State-owned vehicles or drive frequently (at least 2 days per month) on State business must also be enrolled in the program. Managers and supervisors are responsible for enrolling employees in the program by completing the required forms and submitting them to the DMV Employer Pull Notice Program Coordinator listed in the [Directory of Administrative Services](#).

Driving on State business is a privilege, which may be suspended or revoked at any time. It is the manager's responsibility to ensure that employees who operate vehicles on official business have a valid California driver's license, insurance, and a good driving record. The DMV EPN program is designed to assist managers and supervisors in meeting these requirements. All information obtained through the DMV EPN program is confidential.

- [Manager/Supervisor Responsibilities Regarding Employees Who Drive on State Business](#)
- [Responsibilities of Employees Who Drive on State Business](#)

Any questions about the administration of the DMV EPN program should be directed to the DMV Employer Pull Notice Program Coordinator at (916) 323-1158.

Manager/Supervisor Responsibilities Regarding Employees Who Drive on State Business:

1. Immediately, enroll new employees who drive as a condition of employment, drive State vehicles, or drive frequently on State business (at least 2 days per month) in the DMV EPN program (this excludes students and volunteers). The employee must complete the upper portion of the DMV EPN Authorization for Release of Driver Record Information ([INF 1101](#)) form and submit it to their supervisor. The supervisor makes a copy of the INF 1101 and retains in the employee's file and sends the original to the [DMV Employer Pull Notice Program Coordinator](#), who will complete the lower portion of the form and enroll each new employee in the program. Please indicate on the INF 1101 what class of license the employee has. The supervisor will keep a copy of the INF 1101 with the employee's current [Authorization to Use Privately Owned Vehicles on State Business \(STD. 261\)](#) and a copy of the Defensive Driving Certificate in the employee's file.
2. In January of each year, the supervisor should have these employees update STD. 261 by signing on the renewal line of the form the supervisor should have in their employee file. It is not necessary to send the STD. 261 to the DMV Employer Pull Notice Coordinator.
3. These same employees MUST attend Defensive Driver Training offered by the [Department of General Services, Office of Risk and Insurance Management](#) at least once every four years (SAM 0751). It is the supervisor's responsibility to insure that all employees enrolled in the DMV Pull Notice Program meet the requirement for attending Defensive Driver Training. Contact the [ARB Training Office](#) to be advised of the training schedule. Keep a copy of the Defensive Driving Training card in the employee's file.
4. Any employee who does not have a valid California Driver's License and a good driving record is NOT allowed to drive on official State business until such time as their driving record is cleared through DMV. On occasion ARB may require restructuring of job duties, reassigning the affected employee to other duties or taking disciplinary action.

Responsibilities of Employees Who Drive on State Business:

1. **Immediately notify your supervisor if your driver's license has been suspended, revoked, or reinstated by DMV.**
2. Annually, each January, update STD. 261, Authorization to Use Privately Owned Vehicles on State Business, which the supervisor should have on file. This certifies that your vehicle is safe and that you have a valid driver's license and maintain liability insurance on the vehicle.
3. Maintain a current Defensive Driver Certificate by attending Defensive Driver Training at least once every four years. The training is offered by the [Department of General Services, Office of Risk and Insurance Management](#). An approved ARB Training Request ([ASD-27](#)) submitted to the [Training Coordinator](#) is required to register for the class.
4. Drive in a safe and professional manner, abiding by all laws and following safe driving practices, and not be under the influence of any substances that may impair driving.
5. Use and ensure that all passengers use all available safety equipment in the vehicle being operated. Safety equipment includes safety belts and shoulder harnesses.