

Yuba Community College District Employer Pull Notice (EPN) Program

Background:

Yuba Community College District (District) has implemented an Employer Pull Notice Program at the recommendation of Keenan and Associates, the company that insures the District. **The program is effective July 1, 2017.**

The Employer Pull Notice (EPN) Program was established by the Department of Motor Vehicles to provide employers and regulatory agencies with a means of promoting driver safety through the ongoing review of driver records. The following is a brief history of the EPN program and when legislation was enacted:

- 1982 – law enforcement and government employers began to enroll their drivers into the program voluntarily.
- 1989 – all Class A (formerly known as Class 1), Class B (formerly known as Class 2), transit authority, certified, and Public Utilities Commission (PUC) regulated drivers (limousine drivers, charter party carriers, etc.) were enrolled pursuant to California Vehicle Code (CVC) Section 1808.1.
- 1990 – PUC began enrolling owner operators.
- 1998 – DMV, Motor Carrier Branch, began enrolling owner operators who transport property. PUC continued to regulate owner operators who transport passengers and household goods.

Yuba Community College District staff (faculty, classified, management, administrators) who are the driver transporting students on field trips or to athletic activity/games/events in vehicles, including large passenger vans that carry 10-15 people or more, are required to participate in this program.

PROCESS:

1. Staff member (Driver) is to complete the top part of the DMV Employer Pull Notice Program Authorization for Release of Driver Record Information form, which is posted on the Fiscal Services portal page.
2. Completed/signed form is routed to the YCCD Business Office.
3. Driver information is submitted to DMV. If the DMV reports any driving infractions, then the College President and Vice President of Instruction is notified so that action may be taken to transport students safely to planned activity/event.
4. If the registered staff member is no longer actively driving/transporting students or is no longer employed with the District, then the YCCD Business Office is to be notified so that the staff member can be removed from the Employer Pull Notice program.
5. Colleges are required to update staff/driver information with the YCCD Business Office each academic year during the month of September.



A Public Service Agency

**EMPLOYER PULL NOTICE PROGRAM
AUTHORIZATION FOR
RELEASE OF DRIVER RECORD 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, Yuba Community College District
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) Section 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

I, _____, of Yuba Community College District
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 Section 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 Section 118) and false representation (CVC Section 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 Sections 1808.45 and 1808.46.

EXECUTED AT: CITY _____ COUNTY _____ STATE _____
Yuba City Sutter CA

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 www.dmv.ca.gov/otherservices, or by calling 916-657-6346.

**THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND
MADE AVAILABLE UPON REQUEST TO DMV STAFF.**

DO NOT RETURN THIS FORM TO DMV.