

DRIVER RECORD REVIEW POLICY

**This model form/template must be customized to meet your Agency’s needs.**

Sample Driver Record Review Policy

Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Enacted/Updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PURPOSE**

The purpose of establishing a written Driver Record Review Program is to apply uniform criteria when evaluating the acceptability of driver record information.

**SCOPE**

The Program applies to employees, volunteers, and directors who drive on Agency business.

**RESPONSIBILITIES**

It is up to the Agency to obtain, review, and interpret driver record reports.

**PROGRAM REQUIREMENTS**

**A. Enrollment in the Department of Motor Vehicles (DMV) Employer Pull Notice Program (a.k.a Pull Program)**.

1. Each member shall enroll in the DMV Pull Program. This is a free service for public agencies.

2. Complete a Government Agency Requester Account Application and Agreement [(Form INF 1130/1)](https://www.dmv.ca.gov/portal/wcm/connect/8195abf0-ed2c-4449-8fbc-7922cfe92d0b/inf1130.pdf?MOD=AJPERES) and submit/forward it to the DMV in Sacramento.

3. Once the application has been received and processed by the DMV, the Agency will be sent a letter containing its requester code number. This number must be shown on all future requests and correspondence with the DMV.

4. Upon receipt of the requester code, the Agency should then submit a completed Government Employer Pull Notice [(INF 1103)](https://www.dmv.ca.gov/portal/wcm/connect/88dc7d41-e790-4888-9497-8a8820f83551/inf1103.pdf?MOD=AJPERES&amp;CONVERT_TO=url&amp;CACHEID=ROOTWORKSPACE-88dc7d41-e790-4888-9497-8a8820f83551-mxjrEvN) to request records for all employees who operate vehicles on Agency business (Agency-owned or personal owned).

a. Drivers may include temporary employees, seasonal employees, part-time employees, and volunteers.

b. Directors are encouraged to provide their license information, but cannot be required to do so in accordance with state law.

c. Driver record checks should also be made of all prospective hires. This can be done through the Pull Program or by having the prospective employee bring a copy of their report to the employment interview.

5. Form INF1103 should be used to add any new employees once the account is in place. The form is also used to delete employees who have terminated employment.

6. For purposes of determining point count, the Agency should refer to the violation date.

7. Driver record information reports are generated every six months or immediately in the event of new activity (moving violation, accident, address change, etc.)

8.Information and forms are available from theDMV at [Employer Pull Notice Program](https://www.dmv.ca.gov/portal/dmv/?1dmy&urile=wcm:path:/dmv_content_en/dmv/vehindustry/epn/epnformlist) or calling (916) 657-6346 for assistance.

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**B. Suggested Review Criteria**

1. Review criteria should be in writing and should be disseminated to all employees. It is important that the policy be uniformly applied.

2. The Agency’s adopted criterion is in Appendix A.

**C. Report Review**

1. Type of license

2. The expiration date of license

3. License endorsements

4. Other department action suspensions, revocations, penal code violations

5. Vehicle Code Violations - Refer to the current [Vehicle Code Violations used in Negligent Operator Counts](https://www.dmv.ca.gov/portal/dmv/detail/dl/vioptct) for Violation points are assigned by the DMV for Vehicle Code sections and any other code section, or city or county ordinance, involving the safe operation of a motor vehicle.

**Driver Record Review Criteria**

**1. Immediate Attendance in a Defensive Driver Training Course:**

• Two points within 12 months of report date; or

• Any moving violation in an Agency vehicle within 12 months of report date; or

• Any “at fault” accident within 12 months of report date; or

**2. Twelve (12) Month Driving Probation. Additional point violations within this probation period may trigger a suspension of Agency driving privileges:**

• Three or more points within 12 months of report date; or

**3. \_\_\_ Day Suspension of Agency Driving Privileges:**

• Four or more points within 24 months of report date; or

* Two chargeable (resulting in a point violation) accidents within 24 months of the report date
* Six or more points within 36 months of report date; or
* DUI, reckless driving, or speed contest on personal time within 36 months of report date; or

**4. Permanent Suspension of Agency Driving Privileges:**

• DUI, reckless driving, or speed contest during Agency business within 36 months of report date; or

• Two DUI, two reckless driving, or two-speed contest on personal time within 12 months of the report date.

Occasionally, it may be brought to the Agency’s attention that an employee is exposing it to undue liability through poor driving techniques and habits. All such complaints will be investigated and acted upon accordingly.