



City of Santa Clarita  
POLICY/PROCEDURE

Number III-19.2

**SUBJECT: EMPLOYER PULL NOTICE PROGRAM**

ORIGINAL ISSUE

EFFECTIVE: 10/01/2005

CATEGORY: HUMAN RESOURCES

CURRENT ISSUE

EFFECTIVE: 10/13/2020

SUPERSEDES: III-19.1

RESPONSIBLE DEPARTMENT: CITY MANAGER'S OFFICE

**STANDARD MANAGEMENT PROCEDURE**

**I. PURPOSE**

The Employer Pull Notice ("EPN") Program allows the City to monitor the driver's license records of all regular employees through reports from the Department of Motor Vehicles ("DMV"). Part-time, temporary, seasonal (PTS) employees who drive City vehicles may also be enrolled in the EPN Program. The City receives these reports upon the enrollment of a driver, annually from the date of enrollment or 12 months from the last action/activity printout, and when any action is taken against an employee's driving record.

**II. POLICY AND PROCEDURES**

A. The EPN Program was established to provide employers with employees' current driving records and to alert the employers to any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations and any other actions taken against the employees' driving record for the duration of the employer's participation in the EPN Program. It is mandatory that employers enroll drivers who operate vehicles that require any of the following credentials:

- Class 1 Driver's License;
- Class 2 Driver's License;
- Class A Driver's License;
- Class B Driver's License;
- Class C Driver's License with a hazardous materials endorsement;
- Class C Driver's License for drivers between the ages of 16 and 18; or
- Class C Driver's License plus a certificate for driving any of the following vehicles:
  - School buses
  - Farm labor vehicles
  - Tow trucks
  - Youth buses
  - Paratransit vehicles

B. The City will enroll other employees into the EPN Program if they:

- Drive frequently during the course of employment, are eligible to drive City vehicles and/or submit for mileage reimbursement, and;
- Sign an EPN authorization form (INF 1101 attached) that is maintained at the employee's worksite.

It will be the City's policy to enroll drivers who meet the above criteria. Those employees who refuse to sign a waiver will not be authorized to drive any vehicle (including their own) on City-related business. Further, the City will adhere to the following requirements for these employees:

- The City will maintain the authorization form at the employee's worksite.
- Information received by the City shall be for the business use of the City.
- The City shall not pass on or share any information that it receives with any third party.

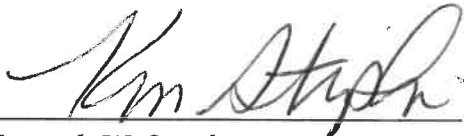
C. Upon the termination of a driver's employment, the City shall notify the DMV to discontinue the driver's enrollment in the EPN Program.

III. EXCEPTION

There is no exception to this policy without the express authorization of the City Manager.

IV. AUTHORITY

By the authority of City Manager.



Kenneth W. Striplin  
City Manager