

## A-2 DRIVER AUTHORIZATION AND DRIVER PERFORMANCE POLICY



Inception Date: 10/28/2002  
Last Revision Date: 02/07/17  
By: Human Resources  
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**REVIEW TIME: Annually in January of each Year**

### 2.1.0 PURPOSE

2.1.1 The purpose of this policy is to outline the responsibilities of every person authorized to drive in the service of Solano County and who is required to participate in the California Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) system, as defined by the California Motor Vehicle Safety Act of 1988.

### 2.2.0 POLICY

2.2.1 It is the policy of Solano County that every person, while driving on County business, meets the minimum authorization requirements set forth below for driving a County vehicle or a personal vehicle.

2.2.2 This policy sets forth standards of driving performance and procedures for administration of the County's Employer Pull Notice program.

### 2.3.0 DEFINITIONS

2.3.1 "Authorized driver" Any person who is approved by a department to drive on County-related business, whether on an intermittent or regular basis, utilizing a County owned/leased vehicle or a personal vehicle, and who is enrolled in the County's Employer Pull Notice program. The term "authorized driver" includes an employee, volunteer, student, contract employee, and contractor. Any individual who is otherwise eligible for mileage reimbursement in accordance with County policy is subject to the requirements of this policy, including enrollment in the Employer Pull Notice program.

2.3.2 "Employer Pull Notice program" or "EPN program" A County program that reflects the Department of Motor Vehicle's EPN program established by California Vehicle Code Section 1808.1 to provide employers with a means of promoting driver safety through the ongoing review of drivers' records.

2.3.3 "Poor driver" California Vehicle Code Section 12810.5, and its successor, defines poor driver as having a violation point count of four (4) or more points in 12 months, six (6) or more points in 24 months, or eight (8) or more points in 36 months. Other considerations are provided in Section 2.5.0 below.

2.3.4 "Repeated Non-Serious Vehicle Accidents" "Repeated" accidents are more than one on-the-job vehicle-related accident in a 24-month time period. "Non-serious" accidents are defined as accidents that do not result in any personal injuries and/or property damage that does not exceed \$500 per incident.

2.3.5 "Serious Vehicle Accidents" Are vehicle accidents resulting in personal injury or death, and/or resulting in property damage exceeding \$500 per incident.

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### 2.4.0 GENERAL REQUIREMENTS

- 2.4.1 The Department Head, or his/her representative, may authorize driving privileges by completing the *Authorization to Drive a Vehicle on County Business* application for each person who must drive a County owned/leased, and/or a privately owned/leased motor vehicle to perform assigned functions.
- 2.4.2 The Department Head, or his/her representative, is required to ensure that the person requesting authorization to drive a vehicle on County business meets the following minimum requirements:
- A. A valid and current California driver's license that is appropriate for the type(s) of motor vehicle(s) the applicant will be authorized to drive; and
  - B. For privately owned or leased vehicles driven on County business, proof of automobile liability insurance coverage at the required levels, and maintenance of current California vehicle registration and license plates on the vehicle(s) to be driven in the service of the County. The minimum acceptable insurance limits shall comply with the minimum required by California state law, unless higher limits are specified by the authorized driver's applicable Memorandum of Understanding, contract, or other applicable County policies. Proof of valid registration and insurance must be provided to the department.

### 2.5.0 DRIVING PERFORMANCE

- 2.5.1 The failure to drive safely is a matter of concern to every department. Department heads are expected to identify poor drivers, address known or suspected impairments that would affect safe vehicle operation, and take appropriate corrective and/or disciplinary actions to address single or repeated non-serious or serious accident(s).
- 2.5.2 Risk Management and/or Fleet Management will review and analyze all reported accidents and monitor the DMV records of authorized drivers to control and minimize the liability to the County.

### 2.6.0 REVOCAION OR SUSPENSION OF AUTHORITY TO DRIVE ON COUNTY BUSINESS

- 2.6.1 When a motor vehicle record check on an authorized driver reveals that the driver has an invalid, suspended, or revoked California driver's license, authorization to drive in the service of the County shall be immediately revoked or suspended.
- 2.6.2 An authorized driver who fails to report an invalid California driver's license status in a timely manner may be subject to disciplinary action, including suspension, demotion, or termination.

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2.6.3 An authorized driver who fails to report changes to his/her automobile liability insurance that cause coverage to be reduced below the County-required level of coverage will have his/her authorization to drive in the service of the County revoked or suspended immediately. Failure to report loss of automobile liability insurance coverage may be subject to disciplinary action which could include suspension, demotion, or termination.

2.6.4 An authorized driver who fails to report all accidents or collisions that occur while driving in the service of the County may be subject to disciplinary action, including suspension, demotion, or termination.

2.6.5 The Department Head, or his/her representative, shall revoke or suspend a previously authorized driving privilege when an authorized driver retires, terminates, is discharged, or whenever the privilege is no longer necessary for his/her job function or assignment. Immediate written notification of revocation and/or suspension shall be provided to:

- A. The authorized driver; and
- B. Human Resources, Risk Management Division.

2.7.0 EMERGENCY OPERATIONS

2.7.1 Solano County is responsible for providing a wide variety of emergency assistance to other governmental agencies. Nothing in this Driver Authorization and Driver Performance Policy should impede the provision of emergency assistance. If at any time a department has an emergency need that conflicts with this policy, Risk Management or Fleet Management should be contacted during working hours to request assistance. During non-business hours, in the event of an emergency, the person(s) in charge has the authority to make decisions regarding temporary authorizations for drivers relating to vehicle usage for the County. Risk Management and/or Fleet Management should be contacted as soon as possible to relate information regarding these temporary authorizations of drivers. Risk Management and Fleet Management will work with each department to assure compliance with this policy, without slowing or impeding the response time.

2.8.0 AUTHORIZATION TO DRIVE ON COUNTY BUSINESS

2.8.1 The *Authorization to Drive a Vehicle on County Business* application form, and all other related form(s) approved by Risk Management, will serve as the application to drive on behalf of the County.

2.8.2 The department representative will complete and review the *Authorization to Drive a Vehicle on County Business* application form with the applicant to assure he/she meets the minimum requirements identified in Section B, Section 2.4.2. Completion, execution

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and authorization of the Application will automatically trigger enrollment of the authorized driver in the County's Employer Pull Notice program.

2.8.3 All applicants whose job classification (indicated in the *Solano County Alcohol and Drug-Free Workplace Policy*) requires them to possess a commercial Driver License must participate in the Department of Transportation (DOT) required alcohol and drug testing program, 49 CFR Part 40.

### 2.9.0 EMPLOYER PULL NOTICE PROGRAM

2.9.1 The DMV Employer Pull Notice (EPN) program was established by the California Department of Motor Vehicles to provide employers with a means of promoting driver safety through ongoing review of driver records. As an employer enrolled in the DMV EPN program, the County is entitled to receive reports from the California DMV that include convictions, failures to appear, accidents, driver's license suspensions or revocations, or any other actions taken against driving privileges by the State of California. Monitoring accomplishes the following:

- A. Determines if the driver has a valid California driver's license;
- B. Reveals driving behavior;
- C. Improves public safety; and
- D. Helps to minimize liability.

2.9.2 Any information gained through the EPN program will be used for County purposes, including disciplinary matters.

2.9.3 An authorized driver who declines participation in the EPN program shall not be permitted to drive on County business, and if driving is an essential function of the job, he/she may be subject to applicable disciplinary procedures.

2.9.4 If an authorized driver cannot drive and/or perform his/her job as a result of the invalid, suspended or revoked California driver's license, he/she may be subject to applicable disciplinary procedures.

2.9.5 Once an authorized driver leaves County employment or assignment, the driver's name shall be deleted from the EPN program account.

### 2.10.0 RESPONSIBILITIES

2.10.1 Authorized driver will:

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- A. Immediately advise the Department Head or his/her designee, in writing, in the event of any changes to his/her driver license status or driving history that affects his/her qualifications to operate a motor vehicle;
- B. Immediately report the Department Head or his/her designee, in writing, of any and all accidents or collisions that occur while driving in the service of the County, regardless of the degree of damages or injuries sustained;
- C. Immediately advise the Department Head or his/her designee, in writing, in the event of any changes to his/her automobile liability insurance causing it to be reduced below the County required level of coverage. Proof of insurance will be provided to the department each year evidencing compliance with this policy;
- D. Comply with all policies, procedures and related guidelines regulating the use of vehicles driven in the service of the County including, but not limited to, the information provided in the *County of Solano Fleet Operations Division Driver Handbook*; and
- E. Ensure that the vehicle operated in the service of the County is kept in good working condition and operated in a safe and prudent manner at all times.

2.10.2 Department of Human Resources will:

- A. Establish one master DMV requestor code for Solano County;
- B. Establish separate identifiers for each department within the EPN program data system to ensure departmental data is kept separate and viewable only by the home department of the authorized driver and by Human Resources;
- C. Manage and administer the EPN program using a secure software system; and
- D. Delete the names of authorized drivers from the EPN program software system in accordance with State law and upon receipt of the department's deletion notification using the appropriate DMV Form.

2.10.3 Departments will:

- A. Use the *Authorization to Drive a Vehicle on County Business* form and all other related form(s) approved by Risk Management, as the application for all drivers;
- B. Complete and review the application form with the applicant to assure he/she meets the minimum requirements listed in Section 2.4.2 and will keep current certificates of insurance on file for each authorized driver;
- C. Provide the DMV *Authorization for Release of Driver Record Information* (currently Form INF 1101) form to the employee and obtain his/her signature prior to approving the driver authorization application;

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- D. Initiate and complete enrollment of authorized drivers into a secure EPN software system;
- E. Confirm that new residents of the State of California who seek approval to drive on behalf of the County have applied for a California driver's license within ten (10) days of establishing California residency (See California Vehicle Code Section 12505 and its successor);
- F. Provide all authorized drivers with a copy of the DMV INF 1101 and the County's *Authorization to Drive a Vehicle on County Business* form;
- G. Document the type of combination of vehicles employees with commercial licenses or special certificates are permitted to operate;
- H. Review all driver notices received from the DMV;
- I. Take immediate action to notify the appropriate parties and revoke or suspend County driving privileges of authorized drivers when a driver's license has been revoked or suspended by the State of California;
- J. Provide Risk Management with any changes to the authorized driver's employment status or reassignment to another department within two (2) business days of the change; and
- K. Conduct an annual departmental review for the period beginning July 1 through June 30 for the purpose of ensuring compliance with this policy and the EPN enrollment.

**2.11.0 AMENDMENTS**

- 2.11.1 The Director of Human Resources, with concurrence of the County Administrator and County Counsel, is authorized to make periodic administrative amendments to this policy (excluding Section 2.2.0 "Policy") as deemed appropriate.