

Title: Pull Notice Program
Department: Administrative Service
Effective Date: February 5, 2020

PURPOSE

Physical Plant Management (PPM) complies with the CSU requirement to verify the California driving records of all state employees required to drive on state business. As such, all PPM employees required to drive or operate motorized vehicles on University business must enroll in the Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program administered by CSUN Department of Police Services (DPS) under the direction of the Chief of Police. The EPN Program promotes driver safety by monitoring the driving records of authorized drivers. This Standard Operating Procedure establishes the responsibilities and procedures of all program participants, DPS Administrators and PPM Administrative personnel.

RESPONSIBILITIES

1. PPM employees required to drive/operate any state vehicle to perform their duties enroll in the program by completing the Enrollment Form/Application to Operate State Vehicles & DMV Record Release form.
2. All enrollees are required to possess and maintain a valid State Driver's license.
3. In the event driving privileges are lost with the DMV, the employee is required to notify the appropriate supervisor/director.
4. The Senior Director receives and reviews all license status letters sent by DPS staff for PPM employees.
5. The Senior Director has designated Administrative Services as the internal monitors and coordinators for PPM employees.
6. Administrative Services notifies all affected parties (Employee, Manager, Director and Senior Director) of the license status letters received from DPS.
7. Administrative Services creates a dedicated internal confidential EPN file for each enrolled employee. It contains the enrollment form, copy of the employee's driver's license and any license status letters/memorandums written as a result of a suspension, reinstatement or any other action related to an employee's driving privileges. All EPN files are maintained and stored in a locked cabinet or password protected and encrypted electronic files.
8. The affected employee and the appropriate director ensure the employee does not drive/operate any state vehicle until noticed of reinstatement.

PROCEDURES

1. PPM employees required to drive/operate a state vehicle to perform their duties complete the *Enrollment Form/Application to Operate State Vehicles & DMV Record Release Form* during their onboarding session.
2. A PDF of the Enrollment Form/Application to Operate State Vehicles & DMV Record Release and a photocopy of the employee's driver's license is sent to the EPN Program Coordinator. The originals are retained in a dedicated file in the PPM Administrative Services area in a locked cabinet or password protected and encrypted electronic files.
3. The EPN Program Coordinator will enroll the employee into the EPN and notify PPM of any activity reported on a driver's license by the DMV.
4. The EPN Program Coordinator, on behalf of the Chief of Police or Command Staff designee, forwards any license status letters for PPM employees to the Senior Director for review. The Senior Director forwards the letter to Administrative Services for employee and manager notification.
5. Administrative Services prepares an internal memorandum to the affected employee advising of the infraction and suspension, or the clearing and reinstatement of driving privileges, when applicable.
6. The internal memorandum is given to the affected employee and manager and an electronic copy is also provided via e-mail to the affected employee, appropriate manager and director as well as copy to the Senior Director. The license status letter is not circulated to the employee.
7. The manager will meet with the employee to review the content of the memorandum. Upon notification of a license suspension, driving/operating of state vehicle privileges are revoked immediately. Conversely, upon notification of license reinstatement notification from DPS, driving/operating of state vehicle privileges are restored.
8. The employee must submit validation to the DMV to regain driving/operating privileges of state vehicles.
9. The EPN Program Coordinator is notified by the DMV of reinstatements. The procedures noted above in numbers 5,6,7 and 8 respectively will reoccur.
IMPORTANT: Driving privileges are reinstated ONLY upon approval/notification from the EPN Program Coordinator.
10. In the event of separation, Administrative Services notifies the EPN Program Coordinator via e-mail of the need to remove the employee from the EPN Program.
11. The EPN file for the separated employee is archived and retained in accordance to the Chancellor's Office record retention schedule.

REFERENCES

Policy #450-01 Vehicle Usage
The California State University, Information Security Management- 8065.S02 Information Security Data Classification-
https://www.csun.edu/sites/default/files/8065_data_classification.pdf

FORMS:

Department of Police Services – Enrollment Form/Application to Operate State Vehicle & DMV
Record Release Form

APPROVED


Jason R. Wang, Senior Director

02-05-20

Date

APPENDIX