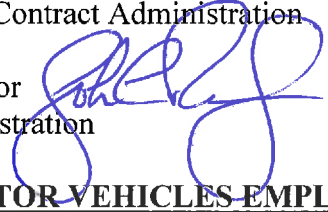


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: August 23, 2017

To: All Personnel – Bureau of Contract Administration

From: John L. Reamer, Jr., Director 
Bureau of Contract Administration

Subject: **DEPARTMENT OF MOTOR VEHICLES EMPLOYER PULL NOTICE PROGRAM**

State law requires the possession of a valid California Driver's License (CDL) for the operation of a motor vehicle. Accordingly, all City of Los Angeles employees who are required or authorized to operate a motor vehicle while performing his/her duties must possess and maintain a valid CDL and adhere to all vehicle codes and parking regulations. In an effort to help promote roadway safety and establish safeguards to minimize the City's exposure to liability, the Bureau of Contract Administration (Bureau) will participate in the Department of Motor Vehicles Employer Pull Notice (EPN) Program and require that all employees who operate a motor vehicle (their own vehicle or motor pool) must enroll in this program.

By enrolling into the EPN Program, the Bureau will receive a driver record report annually, or in the event of a conviction, failure to appear, accident, driver's license suspension, revocation, or any other action taken that affects an employee's driving privilege during the course of his/her employment. The EPN Program information is for business use only and will not be shared with third parties.

Currently, an employee must notify the supervisor immediately if his/her CDL is suspended, revoked or expired for any reason. In the event that an employee, who is required or authorized to drive as a normal part of his/her duties, notifies the supervisor that his/her CDL is suspended, revoked, or has expired, the supervisor must notify his/her management, and the Personnel Section to determine the appropriate action to take. This practice should still be followed. In addition, through the EPN Program, if the Personnel Section receives notice that an employee's CDL was suspended, revoked, or has expired, they will coordinate with the employee's supervisor to determine the appropriate action to take next.

Supervisors are instructed to ensure that your staff complete the "Authorization for Release of Driver Record Information" form (Form INF-1101). Please submit the completed forms to Hector Chavez, the Bureau's designated EPN Program representative. The original form will be placed in the employee's personnel file. If you have questions or require additional copies of Form INF-1101, please contact Mr. Chavez at (213) 847-2702 or Hector.A.Chavez@lacity.org.

(Reference: Personnel Procedures Manual for the City of Los Angeles; Procedure 21.000- Driver License Control, Employer Pull Notice Program)

Attachment



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, Department of Public Works - Bureau of Contract Administration
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
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I, Hector A. Chavez, of PW - Bureau of Contract Administration
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 _____

DATE _____	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE X
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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.