

BULLETIN

NO: 17-044  
DATE: March 3, 2017  
TO: All Personnel  
FROM: Gina La Mantia, Deputy Chief, Emergency Medical Services  
SUBJECT: New DMV Medical Examination Report Procedures

All commercial vehicle operators are required to obtain a DMV physical and possess a DMV medical examiners certificate. San Diego Fire-Rescue (SDFD) personnel obtain their DMV physical and medical examiners certificate through Wellness at the San Diego Firefighters Regional Wellness Center. Upon completion of a DMV physical, Wellness has processed all medical examination reports (MCSA-5876) in person with our local DMV. However, recent changes as outlined in [Title 49](#) Code of Federal Regulations (CFR) have modified the processing procedures and the past practice of taking multiple reports to the DMV is no longer acceptable.

As a result of the change in DMV processing procedures, effective immediately Wellness will be mailing the medical examination reports (MCSA-5876) certified mail to the DMV in Sacramento instead of taking reports in person to the local DMV. Personnel have the option of taking the medical examination report provided by Wellness directly to their local DMV for processing. This is highly recommended if their medical examiner certificate will be expiring within 30-60 days of their DMV physical to insure there is no delay resulting in the expiration of medical examination certificate.

At the DMV physical, Wellness provides personnel with a medical examination report to complete. **It is the responsibility of the employee to accurately and completely fill out the original medical examination report.** Any errors, however slight, will result in the DMV rejecting the medical examination report and a delay in updating the commercial license. In the event the DMV rejects a medical examination report, the rejected form and an explanation will be mailed to the employee at the address provided on the form. Upon receiving the rejection letter from the DMV, immediately contact Wellness at (619) 286-7333 to help facilitate the necessary corrections.

If an employee's medical examination certificate expires, a Class "A" or "B" license will automatically be limited to a standard Class "C" license. Risk Management, Safety Division, will be notified when an employee's medical certificate expires and will inform SDFD Human Resources. Human Resources will inform the Professional Standards Unit (PSU) and employees required to drive commercial vehicles as a part of their job classification will be placed on UL until the license is updated.

Questions pertaining to the status of your personal medical examiners certificate, can be obtained by contacting the Sacramento DMV at (916) 657-5771. All department related questions should be directed to Captain Cerruto at [JohnC@sandiego.gov](mailto:JohnC@sandiego.gov).