

<b>TITLE</b> OPERATIONS MANUAL	<b>STANDARD</b> INSTRUCTION 05		<b>DEPARTMENT</b> FIRE
<b>SUBJECT</b> TRAINING: DMV PULL NOTICE PROGRAM	<b>SECTION</b> 07	<b>PAGE</b> 1 of 2	<b>EFFECTIVE DATE</b> 07/01/01

VII. DMV PULL NOTICE PROGRAM

A. GENERAL

The safety division of Risk Management enrolled in a DMV pull notice program which provides the City with a current printout of each employee's driving record. As information on employees with invalid licenses is received, the proper appointing authority is advised. When notification is received, the employee will not be allowed to drive a city or private vehicle on city business until the employee can show proof of a valid driver license.

B. OBTAINING A "VALID" LICENSE

It has been determined that employees with an invalid driver license will have five working days after notification by the appointing authority to clear their record. Employee will not use city time to update their license status. If the employee is unable to obtain a "valid" license status within five working days of notification, he/she will be subject to further discipline, up to the and including termination.

During the five working days after notification, the employee will be relieved from his or her current work assignment. The employee will then be given the option to utilize accumulated annual leave credits or to be temporarily reassigned to administrative duty on the next scheduled working day.

C. INVALID LICENSE

There are four distinct categories which may constitute and "invalid" driver's license:

1. Suspended
2. Revoked
3. Expired Medical Health Certificate (DL-51)
4. Expired License
5. Incorrect DMV required endorsements applicable to vehicle being driven (N- Tank Vehicle, H - Hazmat, X - Tank Vehicle with Hazmat, P - Passenger)
6. DMV restrictions which apply to vehicle being driven (64 - Automatic Only cannot drive a manual transmission apparatus)

D. NOTIFICATION BY EMPLOYEE'S

Any employee whose job classification requires a valid driver license must immediately report a suspended or revoked driver license to their supervisor. Failure to do so shall result in a one-day suspension. In addition, any employee who drives a City vehicle with

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an invalid driver license shall also be subject to a minimum of a one-day suspension, and up to and including termination.

If however, an individual immediately notifies the appointing authority of an invalid driver license before the department is notified by DMV, then that person may request a leave of absence and will not be subject to further disciplinary action provided a "valid" license status is obtained within five working days.

E. Battalion Chief Responsibility

Battalion Chiefs who find an employee with an invalid driver license shall immediately invoke the following course of action:

1. Relieve the person from their present work assignment.
2. Direct the employee not to drive any vehicle until official proof of a valid license has been obtained.
3. Direct the individual to report to the appointing authority at headquarters for administrative duty at 0730 hours the next working day.
4. Notify the appointing authority.