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**From:** Francesconi, Mike@CDFA <mike.francesconi@cdfa.ca.gov>  
**Sent:** Monday, December 02, 2019 9:07 AM  
**To:** Anater, Kenneth@CDFA; Ferrero, Gregory@CDFA; Francesconi, Mike@CDFA; Quiroz, John@CDFA; Kume, Joji@CDFA; Mitchell, Kalia@CDFA; Pelle, Sarah@CDFA; Goss, Sofia@CDFA; Fick, Sue@CDFA  
**Subject:** Circular Letter D2019-06 DMV Pull Notice Program  
**Attachments:** D2019-06 DMV Pull Final\_ADA.pdf; Attachment A Mailing Instructions \_final\_ADA.pdf; INF-1101 - Employee authorization to release Information \_ADA.pdf; INF-1103 - Enrollment\_Deletion of employees\_ADA.pdf; INF-1130 Request form to create DMV account\_ADA.pdf

Good Afternoon DAA Fair CEOs and Board Chairs,

Please find the attached, Circular letter D2019-06, in regards to Department of Motor Vehicle Employee Pull Notice Program. CEOs are responsible for registering, updating, and reviewing the driving record for DAA employees who drive for official DAA business.

Please ensure that this information is shared with the fair board at the next regularly scheduled board meeting listed as an item of correspondence.

For future reference, you may view and download the F&E Circular Letters at [https://www.cdfa.ca.gov/Fairs\\_ & Expositions/](https://www.cdfa.ca.gov/Fairs_&_Expositions/) which are located under the "Correspondence" tab.

Happy Thanksgiving,

Mike

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November 27, 2019

D2019-06

TO: District Agricultural Associations CEOs and Board of Directors

SUBJECT: DMV Employee Pull Notice Program

The purpose of this letter is to provide District Agricultural Association (DAA) CEOs with the information needed to obtain official Department of Motor Vehicles (DMV) driving records, via the Employer Pull Notice Program (EPN), of DAA employees who drive for official DAA business.

Effective immediately, and pursuant to the requirements of [California Vehicle Code Section 1801.1](#), State Administrative Manual (SAM) Policy [0751](#) and the California Department of Food and Agriculture's (CDFA) Fleet Program Policy ([CDFA Portal](#), Section 8.10.1) CEOs are responsible for registering, updating, and reviewing the driving record for DAA employees who drive for official DAA business off DAA grounds.

Monitoring employees' driving records allows DAAs to:

- Improve public safety
- Verify each employee who drives as part of their job has a valid California driver's license (CDL)
- Identify improper driving behavior
- Help minimize DGS Vehicle Insurance Pool liability ([Management Memo 19-02](#))

Below is information about the DMV EPN and the oversight and responsibilities of the CEO, Board, and CDFA.

### **What are the forms related to the DMV EPN Program?**

There are three forms related to the DMV EPN Program:

- 1) [INF-1101](#) – Employee authorization to release driver record information
- 2) [INF-1103](#) – Enrollment/Deletion of employees in the DMV EPN
- 3) [INF-1130](#) – Request Form to create a DAA DMV EPN account

(\*Click on the links above to access DMV forms)

### **Who is Responsible for DAA Employees' DMV Records?**

The CEO is responsible for ensuring all DAA employees who drive for official DAA business off DAA grounds enroll in the EPN program (regardless of classification or time base). The enrollment process consists of employees completing and submitting a signed INF – 1101 to the CEO. The CEO shall, upon review and approval, keep this form in the employee's personal file located at the DAA.

The CEO should perform the DMV EPN function due to confidentiality concerns to protect the rights of the employees - per [California Penal Code Section 502](#). If the CEO will not be the



person handling the request and the EPN records, this function can only be delegated to a DAA employee whose job classification is a supervisor or manager.

The CEO should complete and submit the INF-1130 to create an account for the DAA and simultaneously enroll current employees via the INF-1103. The deadline for DAAs to submit the EPN enrollment request (INF-1130) and enroll current employee via the INF-1103 is **December 31, 2019**. See **Attachment A** for instructions to activate and enroll employees into the DMV EPN program. Fairs and Exposition staff will check with each CEO in January 2020 regarding the enrollment process.

Once an account has been created, the CEO can enroll new employees and delete employees who no longer work at the fair via the INF-1103 by mailing the form to the DMV per the instructions in Attachment A.

### **How does the EPN Program Work?**

Once an EPN Program account has been activated by DMV, and employees enrolled by the DAA, the EPN will generate and send annual reports to the CEO. If one of the following driving related events occur, a mid-cycle report will be sent to the CEO:

- Convictions
- Failures to appear in Court
- Accidents
- Driver License Suspensions or Revocations
- Any other actions were taken against the driving privilege

If the CEO is notified that an employee has one of the issues above, or other serious driving related events, please call your Human Resources [Classification Analysis Unit \(CAU\)](#) Analyst for direction.

### **Who is Responsible for CEO DMV Records?**

CDFA Fairs and Expositions Branch is responsible for enrolling the CEO and maintaining CEO EPN records. The CEO is required to complete and sign the INF – 1101 and submit the original document via USPS to CDFA, Fairs & Expositions Branch, Attn: John Quiroz, 1220 N Street, Sacramento, CA 95814, by **December 31, 2019**.

### **Record Retention**

The CEO is responsible for securing and retaining the following employee records in a locked file cabinet:

- Form INF-1101 form in the employee's personnel file
- DMV Pull records for a minimum of five (5) years
- Defensive Drivers Training Certificate(s)
- STD 261- if driving a personal vehicle for work

### **Driver Training**

All state employees, who drive on official business, shall complete an approved defensive driver training course at least once every four (4) years (DGS-[752](#)). The defensive driver training course may be accessed by logging onto the [CDFA Online University](#). Employees who do not have access to the Online University can enroll in defensive driver training course via the Department of General Service [Office of Risk and Insurance Management](#) website.

### **Additional Information**

All DAA employees, regardless of classification or time base, managers and directors, who operate a state vehicle on official DAA business, are required to have a valid CDL ([DGS-SAM 0751](#)).

Employees under the age of 18 or volunteers may not operate state vehicles under any circumstance.

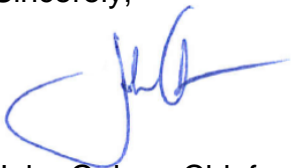
Employees utilizing a personal vehicle for business must show proof of insurance meeting [California State minimum standards](#), a valid CDL , and annually update form [STD 261](#) (DGS – SAM [0753](#)). By signing form STD 261 annually, each driver is certifying that these requirements have been met.

DAA employees are required to fill out an auto log form [STD 273](#) when operating a state vehicle to track mileage, dates, time and locations traveled by drivers.

If the DAA has employees who only drive on DAA grounds (i.e., not off DAA grounds), the CEO and Board should discuss whether those employees should also be enrolled in the EPN Program.

If a DAA would like to pursue the electronic version of the EPN Program they need to contact the DMV representative listed on Attachment A. If you have questions about the EPN program, please contact the F&E Branch at (916) 999-3000.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John Quiroz', is written over a faint, larger signature.

John Quiroz, Chief  
Fairs and Exposition Branch

Attachments



CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE  
Karen Ross, Secretary

November 27, 2019

## ATTACHMENT A

### CEO INSTRUCTIONS FOR ENROLLMENT INTO THE EMPLOYEE PULL NOTICE (EPN) PROGRAM

The following instructions are for activating and participating in the DMV EPN program.

#### **Establishing and Activating a DMV EPN account**

To activate a DMV EPN account, CEOs will fill out and submit a completed form INF – 1130 **“Government Requester Account Application”**.

#### **CEOs Enrolling Employees for DMV Pull**

Each CEO will utilize the name of the employee and Drivers License (DL) number obtained from the completed form INF-1101 to complete the form INF – 1103 **“Enrollment or Deletion of Drivers”**.

#### **INF form completion examples**

Please review prefilled and highlighted examples of forms INF 1103 and 1130. Please fill out only the lines that have an “x” or “numbers”.

#### **Mailing Instructions (INF-1103 and INF-1130)**

Forms INF-1103 and INF-1130 will need to be sent via USPS mail to the following address by December 31, 2019.

**Department of Motor Vehicles  
Account Processing MS-H221  
Attn: Jessica Everhart  
P.O. Box 944231  
Sacramento, CA 94244**

***Important: The forms will need to be stapled together with a cover letter or a note inside the envelope that reads: ATTN – JESSICA EVERHART. It is also imperative that “Account Processing MS-H221” is placed on the envelope in order to distinguish the packet from all other mail DMV receives daily.***

#### **Mailing Tips**

Due to the requirement of wet signatures needed on the forms, email submittal of forms INF 1103 and 1130, will not be accepted by the DMV. For questions on the INF forms, please contact F&E at 916-999-3000.

