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RESOURCES

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California Employer Pull Notice (EPN) Program

by Sarah Bruno, ARM

Auto liability exposure continues to be a concern for California public agencies. Monitoring driving records is often part of a larger fleet safety program, aimed at keeping employees safe and reducing auto-related accidents. To address these concerns, many employers participate in the California Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program. This program allows employers to monitor the driving records of their employees.

Employers are required to enroll certain employees hired to operate a vehicle where the driver:

- Is required to have a:
 - commercial class A driver's license
 - commercial class B driver's license
 - commercial class C driver's license with a special endorsement (hazardous materials, passenger vehicles, tank vehicles)
 - Firefighter Endorsement 'F'
- Operates passenger vehicles with a seating capacity of 10 or less, operated for compensation by a charter-party carrier
- Works for a passenger stage corporation with a certificate of public convenience and necessity, or permit issued by the California Public Utilities Commission (CPUC) – such as fixed route bus and "share-the-ride services"

In addition, as a best practice many employers elect to enroll non-mandated drivers. To accomplish this, employers often make enrollment a requirement of employment for anyone who operates a motor vehicle on behalf of the agency. The DMV requires employers to have on file a completed Authorization for Release of Driver Record Information ([INF 1101](#)) for each non-mandated driver

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enrolled in the EPN program.

The EPN program will send an employer a pull notice when any of the following driving record activities or actions occur:

- Enrollment
- Annual notification (Coincides with the date the employee was enrolled in the agencies' EPN program)
- Drivers' license suspension or revocation
- Conviction for a moving violation (such as a speeding ticket or driving under the influence)
- Failure to appear in court as promised
- Accidents
- Any other action taken against driving privilege or certificate

The DMV does not monitor the validity of out-of-state driver's licenses or any activities occurring outside of California, such as moving violations. To monitor drivers licensed outside of California, additional steps are required. Employers must have the driver complete an EPN Enrollment of Out-of-State Licensed Drivers form ([INF 1102](#)) and submit it to the DMV. The DMV will assign the driver an index number beginning with an 'X' for tracking purposes. This number can be utilized in lieu of a California driver's license number for monitoring purposes with the DMV. It is a best practice to request motor vehicle records (MVRs) from the driver's licensing state at the time of hire and periodically throughout their employment.

Many employers choose to authorize an agent with the DMV to act on the employer's behalf and perform specific tasks associated with the EPN program. An agent, acting as a third-party representative, may be able to streamline out-of-state monitoring, as well as facilitate access to driver records, reports, and notifications.

For questions about the California EPN Program, please contact [Risk Control](#).