

P&P 380-20 Employer Pull Notice System

Guidelines for Counseling Drivers Who Receive Points on their Driver License

When a department is notified that one of their drivers who is enrolled in the Employer Pull Notice System (EPNS) has received a “point” on their driver license, the supervisor or manager should counsel the employee. Following are some suggested items which can be used in the counseling conversation.

1. The University is concerned for your safety as well as the safety of those around you while operating a vehicle or other equipment.
2. You have been enrolled in the EPNS because your job requirements generate some risk to the University due to the operation of a vehicle or other equipment.
3. DMV notifies the University anytime you receive a driving violation, point or have any other action taken against your driver license, whether on or off the job.
4. The requirement to be enrolled in the EPNS is in your job description which you have signed.
5. You signed “P&P 380-20 APPLICANT FORM” or “[DMV form INF1101](#)” on (insert date) acknowledging the above. (Should be in department personnel file.)
6. Driver License Pull Notice System Notification form states the requirement for you to immediately notify the University of any action taken against your driver license.
7. Safe Driver Classes are offered through Staff Development.