

P&P 380-20 Employer Pull Notice System

Guidelines for adding Non-Mandatory Enrollees

Employees whose job description requires them to possess a Class A or Class B driver license or certain special certificates added to their driver license are mandated by state law to be enrolled in the Employer Pull Notice (EPN) System.

DMV also allows non-mandatory employee job titles to be enrolled in the EPN System with the stipulation that the employee signs [DMV form INF 1101](#) or an internal document with similar language (see – Driver License Pull Notice System Notification).

The following guidelines should be used by Department Heads when deciding whether or not to enroll non-mandatory employees in the EPN System.

1. Employees who drive at least 15 hours per month are recommended to be enrolled in the EPN system.
2. Employees whose job requirements may put the University at risk while driving a vehicle may be good candidates for the EPN System if the risk can be mitigated by
 - a. ensuring the employee has a current, valid driver license
 - b. ensuring the employee is not considered a negligent driver by DMV standards
3. All employees with the same job requirements should be treated the same. Employees should be enrolled based on requirements listed in the job description, not based on job performance or any personal issues.
4. Always include the requirement to be enrolled in the EPN in the job description.