

## POLICY 706

### VEHICLE USE - COUNTY DRIVER PERMITS

#### POLICY

All County employees\* and volunteers who drive on County business are required to have a valid County of Santa Clara driver's permit in addition to a current California driver's license and a satisfactory Department of Motor Vehicles (DMV) driving record. Anyone not meeting these requirements is not permitted to drive on County business.

#### PROCEDURES

##### Responsible Party

County Driver

##### Action

Any new County employee or volunteer, who will be driving on County business, shall provide their department with a copy of their current California driver's license along with their driving record from the DMV, typically during the hiring process.

Existing County employees and volunteers shall provide a copy of their current California driver's license. The department will obtain driving records directly from the DMV for these County drivers.

All County employees and volunteers who will be driving on County business shall complete and submit to their department Form 6409 –Request For Drivers Permit, and DMV Form INF 1101 – Authorization For Release of Driver Record Information.

Department

Verifies that the County employee or volunteer has a current valid California driver's license and a satisfactory DMV driving record. The department then issues a temporary 90-day County of Santa Clara driver's permit and enrolls the County employee or volunteer in the County Driver Training Program.

The department shall enroll all County employees and volunteers with County driver permits into the DMV Employer Pull Notice Program. **Employees and volunteers must be removed from the DMV Pull Program once they separate employment or volunteer services from the County.**

As required by Cal-OSHA, all employees are to be provided safety training appropriate to their job duties.

<b>Responsible Party</b>	<b>Action</b>
ESA Insurance Division	<p>Provides driver training program and issues County driver's permit, which is valid for three years.</p> <p>Provides Departments with report listing names of County Drivers who have recently separated employment from the County. Report assists Departments in removing County Drivers from the DMV Pull Program.</p>
County Driver/Department	<p>Maintaining and Renewal of the driver permit is contingent upon possession of a current California driver's license, a satisfactory driving record as reported by the DMV and verified by the department, completion of the driver training program, and completion of Form 6409 – Request For Drivers Permit.</p>

\* County employees include full time, part time, extra help, paid interns, unpaid interns, and dependant contractors.

REFERENCE MATERIAL - RELATED LAWS, REGULATIONS AND PROCEDURES

<u>Subject</u>	<u>Reference</u>	<u>Section</u>
California Driver License	California Vehicle Code	12515, 12811, 14606
Safety Training	California Code of Regulations	Title 8, Section 3203
Business Use of Private Vehicles	County Policy and Procedures	706.1
Driver Training Program, Coordinator Duties, DMV, Etc.	ESA Insurance Division Driver Training Coordinator Manual	Various Tabs

Additional information regarding this policy can be obtained from the Employee Services Agency Risk Management Department Insurance Division.

FORMS

<u>Name</u>	<u>Form Number</u>
County Driver Permit	5748
Request For Drivers Permit	6409
DMV Authorization for Release of Driver Record Information	DMV – INF 1101