

SAM - TRAVEL

OPERATOR REQUIREMENTS

0751

(Revised 12/2014)

Agencies shall participate in the Department of Motor Vehicles (DMV) “Employer Pull Notice Program” (EPN) if they have employees who operate vehicles on official business as a condition of employment for Class A, B, or Class C drivers’ licenses with special certificates. See [Vehicle Code Section 1808.1](#) Agencies may participate in the DMV EPN on a voluntary basis for other employees who frequently operate vehicles on state business. To enroll in the EPN program contact: Department of Motor Vehicles, Office of Information Services, Account Processing Unit at, (916) 657-5564 or see [EPN](#) for additional information.

Employees who operate vehicles on official State business must have a valid driver’s license, insurance, and a good driving record. To determine if a driver has a valid license and a good driving record, agencies should request drivers’ records annually.

Employees who operate vehicles on official State business shall use, and ensure all passengers use, all available safety equipment in the vehicle being operated.

Frequent drivers should attend and successfully complete an approved defensive driver training course at least once every four years.