

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT DRIVER LICENSE CERTIFICATION, TRAINING, AND VERIFICATION REQUIREMENTS	Number 75.50	Issue 7	Page 1 of 4
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1. PURPOSE

- 1.1 To ensure all employees/volunteers who drive/operate City vehicles/equipment or other vehicles/equipment on City business are appropriately licensed and insured in accordance with the California Department of Motor Vehicles (DMV) for the class and type of vehicles/equipment driven/operated.
- 1.2 To ensure employees/volunteers are properly trained in the safe operation of vehicles/equipment they are required to use for City business.

2. SCOPE

- 2.1 This Administrative Regulation applies to all City departments.
- 2.2 This Administrative Regulation applies equally to all City employees/volunteers who drive/operate any vehicle/equipment on City business, including privately owned vehicles (POV).

3. DEFINITIONS

- 3.1 DMV California Driver License Classifications:
 - 3.1.1 Class A License – Any legal combination of vehicles, including vehicles under classes B & C.
 - 3.1.2 Class B License – Any single vehicle with a gross vehicle weight rating of more than 26,000 lbs; all vehicles listed under class C.
 - 3.1.3 Class C License – Any 2 axle vehicle with a gross vehicle weight rating of 26,000 lbs; or less.

(Supersedes Administrative Regulation 75.50, Issue 6, effective October 31, 1997)

Authorized by:

[Signature on File]
CHIEF OPERATING OFFICER

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4. POLICY

4.1 All employees/volunteers who drive/operate vehicles/equipment on City business must be properly licensed in the appropriate class and have applicable endorsements in accordance with the DMV, City-wide regulations (as defined in AR 75.12), and departmental policies and procedures including the City of San Diego Driver/Operator Manual and all other required training.

4.2 Non-Commercial City Drivers/Volunteers

4.2.1 Any employee/volunteer for whom driving/operating a non-commercial City vehicle or their own personal vehicle (POV) as a condition of employment/service, who has an expired, suspended or revoked California Driver-License (DL) or is without in force automobile insurance (if applicable per AR 45.10, 8.1), shall be prohibited from driving/operating vehicles/equipment on City business until such time as he/she can show proof of a valid DL and/or in force automobile insurance (if applicable). The employee/volunteer shall notify his/her supervisor of such in writing by the next scheduled work day, through the use of the Driver Notification form RM – 1666. Failure to file the RM – 1666 form by the next scheduled work day, shall result in an eight hour suspension.

4.3 California Commercial Driver License (CDL)

4.3.1 All employees who drive/operate commercial vehicles/equipment on City business are required to maintain, and have in their possession, a valid CDL, a current Medical Examination Certificate (MEC), and completed Driver/Operator Identification Card (DOIC) (RM – 1576).

4.3.2 All employees with a CDL are responsible to ensure their CDL and MEC information is forwarded to the DMV in accordance with the current DMV regulations.

4.4 DMV Employer Pull Notice (EPN) Program

4.4.1 All employees who maintain a *Class A* or *B*, CDL, or a class CDL with special certifications or endorsements shall be enrolled in the DMV EPN program.

4.4.2 The City may require an employee who has driving/operating a vehicle/equipment as a condition of employment, to participate in the DMV EPN program. In such a case, the employee would be required to

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sign a waiver authorizing the City to obtain his/her personal driving record.

4.4.3 Departments shall notify Risk Management (RM) within thirty (30) calendar days whenever an employee is added or deleted from the DMV EPN program. Additions and deletions shall be made by completing the DMV EPN form (INF –1103) and submitting it to RM.

4.5 Reporting of Actions on Commercial Driver License and/or Medical Examination Certification

4.5.1 Any Commercial Driver who has an expired, suspended or revoked license or expired Medical Examination Certificate (MEC), shall notify his/her supervisor of such in writing by the next scheduled work day, through the use of the Driver Notification form RM – 1666. Failure to file the RM – 1666 form by the next scheduled work day, shall result in an eight hour suspension.

4.6 Driver/Operator Training Procedures

4.6.1 Each department shall ensure all employees/volunteers are properly trained on the City vehicles and/or equipment they will drive/operate prior to their assignment. After successful completion of vehicle/equipment training, the supervisor will issue and sign off on a DOIC (RM – 1576), designating each type/class of vehicle/equipment that the employee/volunteer is authorized to drive/operate on City business. Employees/volunteers who have been issued a DOIC must have it in their possession when driving/operating on City business. Public Safety employees/volunteers will have their DOIC on file.

4.6.2 For specialized vehicles/equipment, the supervisor may request review and receive assistance regarding certification by the City Equipment Trainer (CET), the department’s training section or the department’s most experienced driver/operator.

4.6.3 RM and/or the CET will provide safety, defensive driving and equipment operating training classes upon request. Departments are encouraged to utilize this assistance.

4.6.4 All supervisors shall ensure that each employee/volunteer who drives/operates vehicles/equipment on City business is trained on the City’s Driver/Operator Manual, prior to any driving/operating.

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Documentation of review of this manual will be placed in the personnel file or filed with the department volunteer coordinator. Supervisors will also ensure attendance at other required trainings.

APPENDIX

Administering Department

Risk Management

Abbreviations

AR – Administrative Regulation
CDL – Commercial Drivers License
CET – City Equipment Trainer
DL – California Driver License
DMV – California Department of Motor Vehicles
DOIC –Driver/Operator Identification Card (RM – 1576)
EPN – Employer Pull Notice Program
MEC – Medical Examination Certification
RM – Risk Management

Forms

RM – 1576, City of San Diego Driver/Operator Identification Card
RM – 1666, Driver Notification Form
INF 1– 103, DMV Employer Pull Notice Form

Legal References

Administrative Regulation 75.12 – Vehicle and Industrial Accident Review, Reporting, and Prevention Program
Administrative Regulation 45.10 – Employee Transportation Authorization
City of San Diego Driver/Operator Manual