

Chapter 8 – County Driver Permit Policy

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8.1 Foreword

Employees must have a valid County Driver's Permit to operate a County-owned, leased or privately owned vehicle for County business. Only other County employees or individuals reasonably engaged in official County business are allowed to ride in County-owned, leased or privately owned vehicles during the course and scope of County business. In addition, State law prohibits and provides penalties for personal use of an official-use vehicle.

Appendix A describes the method by which an employee may obtain a permit to operate County owned, leased or privately owned vehicles used for County business.

8.2 Appendices

8.2.1 Appendix A: County Driver Permits



Policy and Procedure Manual

County Driver Permits

Requirements

Employees and volunteers who drive on County business are required to have:

- An approved Driver Record.
- A valid California Driver License.
- Completed Driver Training.
- A County Driver Permit.

Anyone not meeting the above requirements shall not be permitted to drive on County business.

County Driver Permits need to be renewed every three years.

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Policy

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Part:
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Replaces

Number: 213
Date: 2-69
Reason: General Update

Reference

Code Section: California Vehicle
Code
12811, 14606, 12515

OSHA
1910.140, 1926.33



County Driver Permits

Procedure

Procedure Steps

Who	Condition	What
Hiring Department	Selection Process	<p>1. Verifies that applicant:</p> <ul style="list-style-type: none"> •Has valid California Driver's License for type of vehicle to be operated. •Has reached age 18. •Has reached age 21 to transport hazardous materials or waste. •Has submitted a DRI not older than 30 days to hiring department. <p>2. Reviews Driver Record to determine if license is current, of the proper classification and appears to be within the County's "Driver Record Guideline". (Obtainable from the ESA Risk Management Insurance Division.)</p> <ul style="list-style-type: none"> •If it appears to meet the above criteria, initials Driver Record and has employee submit Driver Record to Department Personnel Clerk. •If it appears to not meet the above criteria, and the department wants to continue the hiring process, refers to the ESA Risk Management Insurance Division to determine if a permit can be issued. <p>3. Discusses with department to interpret and resolve DRI issues.</p>

ESA Risk Management Insurance

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Form: Request for Driver Permit
 6409

Form: Driver Permit
 5748

Form: Driver Record Information DRI
 DL414

Form: Government Agency Request for Driver Record information
 INF254

Form: Government Employer Pull Notice-Additions
 INF1103

Form: Employee Pull Notice-Deletions
 DL1101



Who	Condition	What
Department Personnel Clerk	Application Process	<p>4. If unresolved refers to Agency/ Department Head for final determination on the issuance of Permit.</p> <p>5. Has new employee/volunteer complete:</p> <ul style="list-style-type: none"> •Form 6409. •Form INF254 only if depart- ment does not want this employee/volunteer on pull system and approved DRI was not provided by Hiring Department. <p>6. Reviews INF254 for accuracy Requestor Code, License Number, Name, Birth Date blanks and checks Status and Record box.</p> <p>7. Sends INF254 to Department of Motor Vehicles, Sacramento, with Department Driver Training Coordinator's return address and name.</p> <p>8. Completes Form INF1103 to add employee/volunteer to Pull Notice program and mails to Department of Motor Vehicles, Sacramento.</p> <p>9. Issues County Driver Permit Form 5748 (valid for 30 days; becomes valid for maximum of 3 years with stickers issued upon completion of driver training.)</p>

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Who	Condition	What
		10. Sends white copy of Form 6409 and approved DRI, if available, to Department Driver Training Coordinator.
		11. Files card copy of Form 6409 or inputs into Department's database.
ESA Risk Management Insurance	Training Program	12. Negotiates contracts with trainers, provides training material and 3 year County Driver Permit (Form 5748) to each class, sets class dates and takes reservations from Department Driver Training Coordinators.
Department Training Coordinator		13. Schedules new employee/ volunteer into class by calling the ESA Risk Management Insurance.
		14. Reviews DRI (Form DL414) and repeats Steps 2 and 2b.
ESA Risk Management Insurance		15. Sends class roster, permits and completion certificates to Department Driver Training Coordinators.
Department Driver Training		16. On completion of Driver Training, forwards employee's County Driver Permit Sticker and Training Completion Certificate to employee.
		17. Maintains Driver Training records for the Department. completion and return.

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Who	Condition	What
Department Driver Training Coordinator	Permit Renewal	<p>18. Checks training records to determine employees who need to renew their permit.</p> <p>19. Schedules employees renewing permits for refresher driver training at least one month prior to expiration of County permits. Consults with the ESA Risk Management Insurance for training options.</p> <p>20. Sends each scheduled employee Form 6409 and, if department is not on Pull Notice program, sends Form INF254 for completion and return.</p> <p>21. Sends completed INF254 to Department of Motor Vehicles, Sacramento.</p> <p>22. Repeats Steps 14, 16, 17.</p>
	Removes driver from Pull Notice	<p>23. Completes DL1101 to remove employee/volunteer from Pull Notice program and sends to Department of Motor Vehicles, Sacramento.</p>

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Definitions

OSHA
 Occupational Safety and
 Health Administration

DRI
 Driver Record Information