

# ADMINISTRATIVE POLICY



11810  
(11-20-17)

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## DRIVER LICENSE

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- 11810.1 Purpose:  
To describe the Ventura County Fire Protection District's requirements regarding a driver license and the District participation in the State of California Department of Motor Vehicles "Employer Pull Notice Program."
- 11810.2 Scope:  
This policy applies to all personnel operating District vehicles.
- 11810.3 Authority:
  - State of California – Vehicle Code
  - The County of Ventura Administrative Manual
- 11810.4\*\* Policy:  
The Administrative Services Bureau, Assistant Chief shall be responsible for administering this policy.
- 11810.4.1 All Supervisors:  
All supervisors are responsible to ensure that subordinates driving District vehicles are properly licensed, i.e., valid, current, and with proper endorsements.
- 11810.4.2 All Personnel:  
All personnel shall possess a valid driver license, with appropriate endorsement(s), issued by the State of California, Department of Motor Vehicles (DMV), of the class or type required by the Vehicle Code for the vehicle being operated.
- 11810.5\*\* Procedure:  
Fire Captains promoted after July 1, 1996, and all personnel with the rank of Fire Engineer and Firefighter shall obtain and maintain a minimum of a Class "C" California Driver License with a Firefighter Endorsement or a legal license covering the vehicle(s) that the employee could be required to operate. The Hazmat endorsement is no longer required.
- Personnel may choose to obtain or maintain a higher level license than required provided they also have the Firefighter endorsement. The

difference in cost for obtaining and maintaining a higher level license than required will be at the employee's expense.

All Firefighter Trainees shall obtain the Firefighter Endorsement prior to the completion of probation.

All personnel with the rank of Fire Equipment Operator and selected Fire Mechanics, shall obtain and maintain a Class "A" license.

Permanent Fire Control Workers shall maintain a Class "B" driver license.

**11810.5.1 Status:**

Employees shall immediately notify their supervisor of any changes in driver license status.

**11810.5.2 Compliance Review:**

All supervisors shall review each subordinate's driver license and medical card quarterly and record this information in the rear of the station journal, to ensure compliance with the requirements of this policy.

**11810.6** The Ventura County Fire Protection District is a participant in the Department of Motor Vehicles (DMV) Employer Pull Notice Program. The Pull Notice Program is mandatory and provides specific driver license information to the District. Pertinent portions of the program are the following:

**11810.6.1** The District is notified within two weeks, in writing, of certain events. Notification specifies whether a citation or conviction was in a private vehicle, commercial vehicle, or emergency vehicle. Such notification is made in the following instances:

- Every year if no changes in a driver's record have occurred
- An employee is cited for or convicted of a driving offense
- An employee is involved in an accident
- An employee's license is suspended or revoked
- Any other actions are taken against an employee's driving privilege

**11810.6.2 Point Values:**

Citations, accidents, suspensions and other actions are assigned point values by the DMV. The District is required by law to track the accumulation of points by a driver and to take necessary actions against negligent drivers.

**11810.6.3 Public Records:**

Pull Notice Program records are public record and obtainable by any person through the DMV. An employee will be notified by the DMV if a request is made for a copy of the employee's records.

**11810.6.4 Confidentiality of Records:**

The District shall maintain confidentiality of the records in its possession. Any employee may obtain his/her personal record upon written request to the Human Resources Division. The District will utilize the records, under the law, to ensure driving safety.

11810.7 The Human Resources Division shall review and maintain the Employer's Pull Notice Program records and is responsible for tracking point value accumulation. The Human Resources Division shall notify the appropriate Bureau Manager or Deputy Chief of all suspensions, drivers who become negligent under the DMV point guidelines, or any other situation which warrants action to ensure driving safety.

11810.8 The District shall reimburse the employee for the cost of obtaining and maintaining the appropriate driver license as specified in the appropriate M.O.A.

**11810.8.1 TSA Security Clearance:**

Effective since July 1, 2009, if an employee is required by the District to obtain a TSA Security Clearance for the Haz-Mat endorsement, the District will reimburse the employee as follows:

- Overtime will be reimbursed up to 4 hours.
- Reimbursement for mileage is based on actual mileage driven, not to exceed 200 miles for a round trip.

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