



Sonoma County Junior College District Police

1501 Mendocino Avenue
Santa Rosa, CA 95401
(707) 527-1000
(707) 524-1695 (Fax)

REQUEST FOR DRIVER CLEARANCE

APPLICANT INFORMATION

Full Name (Last, First, Middle):		Date of Birth:	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Volunteer
Driver License Number:	State:	License Type:	<input type="checkbox"/> A (Commercial) <input type="checkbox"/> B (Bus) <input type="checkbox"/> C (Passenger)	License Valid: <input type="checkbox"/> Yes <input type="checkbox"/> No
SRJC Department:	E-Mail Address:		Phone:	
		@santarosa.edu		
Resident Address:				

I hereby give the Sonoma County Junior College District permission to conduct a records check on my driving history. I have read the reverse side of this form and understand the criteria used to determine my clearance. I will respect the judgment of the Sonoma County Junior College District in determining my qualifications for clearance to drive a District vehicle. I understand that this records check becomes the property of the Sonoma County Junior College District and will be retained confidentially in the District's driver clearance file.

I further understand that the District reserves the right to refuse an employee authorization to operate a vehicle on District business or be reimbursed mileage if the individual is determined to be a negligent operator as defined in District policy, or fails to maintain a valid California driver's license.

Applicant Signature

Date

DEPARTMENT AUTHORIZATION

Authorized District Representative Printed Name:		
SRJC Department:	E-Mail Address:	Phone:
		@santarosa.edu

Signature

Date

FOR DISTRICT POLICE DEPARTMENT USE

Date Received:	Records Officer:	Date of Check:	Date Routed to Fac Ops:
Records Check: CDL: <input type="checkbox"/> Clear <input type="checkbox"/> No Valid: <input type="checkbox"/> Yes <input type="checkbox"/> No Class: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C		DRIVER CLEARED <input type="checkbox"/> Yes <input type="checkbox"/> No Approved by:	

REQUEST FOR DRIVER CLEARANCE GUIDELINES

1. The Sonoma County Junior College District Police Department will conduct annual employee driver history inspections through the Department of Motor Vehicles. Each time a driver is convicted of a moving traffic law violation, the court notifies the Department of Motor Vehicles. A record of the conviction is placed in the driver's license file.
 - a. When a traffic conviction shows that a person drives a motor vehicle unsafely on a highway, it counts as one point towards determination of a negligent driver.
 - b. Two points are charged if the driver is convicted of:
 - (1) Reckless driving
 - (2) Hitting an unattended vehicle without notifying the owner
 - (3) Causing property damage, injury, or death by hit-and-run driving
 - (4) Manslaughter involving a vehicle
 - (5) Causing injury or death with a vehicle while evading a peace officer
 - (6) Driving on the wrong side of a divided highway
 - (7) Speed contest or exhibition of speed
 - (8) Illegal transport of explosives
 - (9) Driving under the influence of liquor and/or any drug
 - c. An accident is normally counted as one point. If an employee's total point count exceeds the allowable limit due to an accident found not to be his/her fault, an appeal not to consider the accident may be filed with the District Police Department or Human Resources Department. It shall be the employee's responsibility to supply a copy of the traffic accident report or insurance company report with the appeal.
 - d. For District's purposes, a driver is considered a negligent operator of a motor vehicle when the employee's driving record shows the following point count:
 - 2 points in a 12 month period
 - 3 points in a 24 month period
 - 4 points in a 36 month period
2. The District shall refuse an employee authorization to operate a District vehicle if the individual is determined to be a negligent operator in accordance with "1.d." above or fails to maintain a valid California Class A, B, or C driver's license.
3. The District Facility Operations Department and the District Police Department shall maintain a list of approved employees who are authorized to operate District vehicles.
4. A "District vehicle" is defined as, "A motor vehicle owned by the Sonoma County Junior College District, gasoline powered, and used for the purpose of moving or propelling any person or property upon a highway."
5. Driving records must remain "acceptable" or "clear" as graded on the table below, for continued employment in positions with driving duties and/or continued District vehicle driving privileges.

Violations ↓	Chargeable Accidents →			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major Violation	Poor	Poor	Poor	Poor

Table 1 - provides guidance on evaluating an employee's driving record and determining their driving eligibility.



A Public Service Agency

EMPLOYER PULL NOTICE PROGRAM
AUTHORIZATION FOR
RELEASE OF DRIVER RECORD INFORMATION

I, _____, California Driver License Number, _____, hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record, to my employer, _____
COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code (CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT CITY COUNTY STATE

DATE SIGNATURE OF EMPLOYEE
X

I, _____, of _____
AUTHORIZED REPRESENTATIVE COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am requesting driver record information on the above individual to verify the information as provided by said individual. This record is to be used by this employer in the normal course of business and as a legitimate business need to verify information relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to CVC Sections 1808.45 and 1808.46.

EXECUTED AT CITY COUNTY STATE

DATE SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE
X

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website at www.dmv.ca.gov/otherservices, or by calling 916-657-6346.

THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND MADE AVAILABLE UPON REQUEST TO DMV STAFF.

DO NOT RETURN THIS FORM TO DMV.

Clear Form

Print