

HOW TO REVIEW EMPLOYER PULL NOTICES (EPNS)



CITY OF
NEWPORT BEACH



IDENTIFICATION OF DRIVER BASED ON INFORMATION SUBMITTED

DRIVER RECORD INFORMATION

0000 SMITH, JOHN

DRIVER LICENSE OR ID CARD # Y1234567	FO BATES NO SBC LIS	TYPEAPP DATE	MISC INFO SUBMITTED BY REQUESTER 12 MO. DRIVER REC.	REQ CODE L2884	RECORD DATE 102425
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BIRTHDATE	SEX	HEIGHT	WEIGHT	EYES	HAIR	DMV USE ONLY	
						CL 12M 10/24 BLK PUL	
						VOL REQ	

DRIVER LICENSE INFORMATION							
CLASS A	ISSUED 010124	EXPIRES 010128	EXT	RESTRICTIONS	DUP LIC ISSUED	LIC HELD	
COMML							2144

ITEM	VIOLATION OR ACC DATE	CONVICTION DATE	SECTION(S) VIOLATED LOCATION OR ACCIDENT OR OUT-OF-STATE VIOLATION(S)	STATUS	COURT DISPOSITION			DOCKET CITATION OR FR FILE NUMBER	LOCATION OF COURT OR ACCIDENT REPORT NUMBER	VEHICLE LICENSE
					TYPE	JAIL OR CYA	AMT			
ACC 020124			NEWPORT BEACH					123456789		1234567

MISC

ANY ACCIDENTS SHOWN ABOVE DO NOT NECESSARILY INDICATE DRIVER RESPONSIBILITY

MEDICAL EXPIRES 01-01-27
 MEDICAL CERTIFICATE INFORMATION:
 ISSUE DATE:01-01-25 EXPIRATION DATE:01-01-27
 STATUS CODE:C
 MED EXAMINER NUMBER:CA A0000000

NEWPORT BEACH CY/GENERAL SVCS
 GRACIE SETTER
 100 CIVIC CENTER
 NEWPORT BEACH CA 92660

DEPARTMENT ACTION	MAIL ORDER DATE	EFFECTIVE DATE	AUTHORITY OF SECTION(S) OR OTHER STATE TAKING ACTION	THRU DATE OR TERM	REASON FOR ACTION	SERVICE OF ORDER		FR FILE NUMBER
						TYPE	DATE	

NONE TO REPORT

---CONTINUED ON NEXT PAGE---



DRIVER LICENSE INFORMATION

- Verify that the employee maintains the correct license class
- Confirm that the employee's license is not expired

DRIVER LICENSE INFORMATION							
CLASS	ISSUED	EXPIRES	EXT	RESTRICTIONS	DUP LIC ISSUED	LIC HELD	
A COMML	010124	010128					

VIOLATIONS OR ACCIDENTS

- Not all accidents indicate driver fault
- Most accidents and violations will not have a point count assigned
- If any accidents or violations have a point count, review this section to ensure that the driver does not have:
 - 6 or more points in 12 months
 - 8 or more points in 24 months
 - 10 or more points in 36 months

ITEM	VIOLATION OR ACC DATE	CONVICTION DATE	SECTION(S) VIOLATED LOCATION OR ACCIDENT OR OUT-OF-STATE VIOLATION(S)	STATUTE	COURT DISPOSITION			DOCKET CITATION OR FR FILE NUMBER	LOCATION OF COURT OR ACCIDENT REPORT NUMBER	VEHICLE LICENSE
					TYPE	JAIL OR CYA	AMT			
ACC 020124			NEWPORT BEACH					123456789		1234567

MISCELLANEOUS

- Ensure the employee has a valid medical certificate
 - If the EPN shows that the employee is not valid for commercial operation, they must not be allowed to operate commercial vehicles until their medical certificate has been updated with the DMV

Valid

M I S C	ANY ACCIDENTS SHOWN ABOVE DO NOT NECESSARILY INDICATE DRIVER RESPONSIBILITY
	MEDICAL EXPIRES 01-01-27 MEDICAL CERTIFICATE INFORMATION: ISSUE DATE:01-01-25 EXPIRATION DATE:01-01-27 STATUS CODE:C MED EXAMINER NUMBER:CA A0000000

Not Valid

M I S C	ANY ACCIDENTS SHOWN ABOVE DO NOT NECESSARILY INDICATE DRIVER RESPONSIBILITY
	NOT VALID FOR COMMERCIAL OPERATION! CURRENT MEDICAL EXAM REPORT REQUIRED MEDICAL EXPIRES 01-04-25 MEDICAL CERTIFICATE INFORMATION: ISSUE DATE:01-04-23 EXPIRATION DATE:01-04-25

MISCELLANEOUS

- Review the restrictions to ensure that the restrictions are being adhered to
 - In this case, the employee would not be allowed to operate vehicles with manual transmissions

M I S C	ANY ACCIDENTS SHOWN ABOVE DO NOT NECESSARILY INDICATE DRIVER RESPONSIBILITY REST 64- E-CLASS A/B-LIMITED TO VEHICLE WITH AUTOMATIC TRANSMISSION
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MISCELLANEOUS

- Confirm that the employee carries the necessary endorsements

M I S C	ANY ACCIDENTS SHOWN ABOVE DO NOT NECESSARILY INDICATE DRIVER RESPONSIBILITY TANK VEHICLE ENDORSEMENT
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DEPARTMENT ACTIONS

- This section provides information on if the Department of Motor Vehicles has taken any action against the employee's license (i.e. suspension, cancellation, etc)
 - If there are actions listed, please consult with Risk Management

DEPARTMENT ACTION	MAIL ORDER DATE	EFFECTIVE DATE	AUTHORITY OF SECTION(S) OR OTHER STATE TAKING ACTION	THRU DATE OR TERM	REASON FOR ACTION	SERVICE OF ORDER		FR FILE NUMBER
						TYPE	DATE	
NONE TO REPORT								