



## VALLEJO FLOOD AND WASTEWATER DISTRICT

*Wastewater. Stormwater. Floodwater.*

### Minimum Eligibility Standards for District Vehicle Insurance Coverage

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1. Employees must possess a valid driver's license to legally operate the class of vehicle (s) they operate in their employment.
2. All District employees are to be enrolled in the Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) program as recommended by the California Sanitations Risk Management Authority (CSRMA). Each employee is to complete and sign the DMV Authorization for Release of Driver Record Information. This form is to be kept with the DMV binder until termination of employment.
3. Employees accumulating four (4) violation points, as valued and enumerated by the DMV, <http://dmv.ca.gov/dl/vioptct.htm>, within the last three years, shall be considered in a "warning status" and shall be required to attend a Defensive Driving class. Department of Motor Vehicle checks will be made quarterly on employees in a "warning status." Employees who are required to attend a defensive driving course will be required to do so on their own time (not working hours) and the employee will be responsible for the entire cost.
4. Employees accumulating six (6) violation points, as valued and enumerated by the DMV, within the last three years, shall be excluded from the pooled layer of Automobile Liability coverage.
5. The conviction date as determined by the DMV shall be considered as the starting date for the three-year period discussed in #3 and #4 above.
6. The provisions of items #3 and #4 above shall apply regardless of whether the driving which resulted in acquiring the violation points was or was not in the course of employment.
7. Employees who don't have a valid Driver's License or have accumulated six (6) violation points as per section #4 above, will be assessed by the District Manager upon notice from either CSRMA or the Pull Notice Program for possible disciplinary action, up to and including discharge.