



# COMMUNITY COLLEGE FOCUS GROUP

*Building a Strong Driver Program from  
Development to Implementation*

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August 5, 2026, at 11:00 a.m.

Presented By

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**CSRM | Safety Loss Control**

# Today's Discussion

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- Driver Program Oversight – What's the Risk?
- Written Program: Essential Components
- Incorporating a DMV Pull Program
- Responding to DMV Reports
- Program Implementation



# Driver Program Oversight – *What's the Risk?*



- **Safety Risks**
  - Increased potential for employee, student and public injuries.
- **Legal & Liability Exposure**
  - Greater exposure to lawsuits and costly claims.
- **Operational Disruptions**
  - Inconsistent practices and interruptions to district operations.
- **Financial Impact**
  - Property damage, higher claim costs, and increased insurance expenses.
- **Compliance Challenges**
  - Difficulty demonstrating due diligence and maintaining regulatory compliance.

# Written Program: Essential Components

## Foundational elements in a written program:

- Defines expectations, responsibilities, and approval requirements.
- Applies consistently across departments and employee classifications.
- Identifies which types of driving are covered by the program.

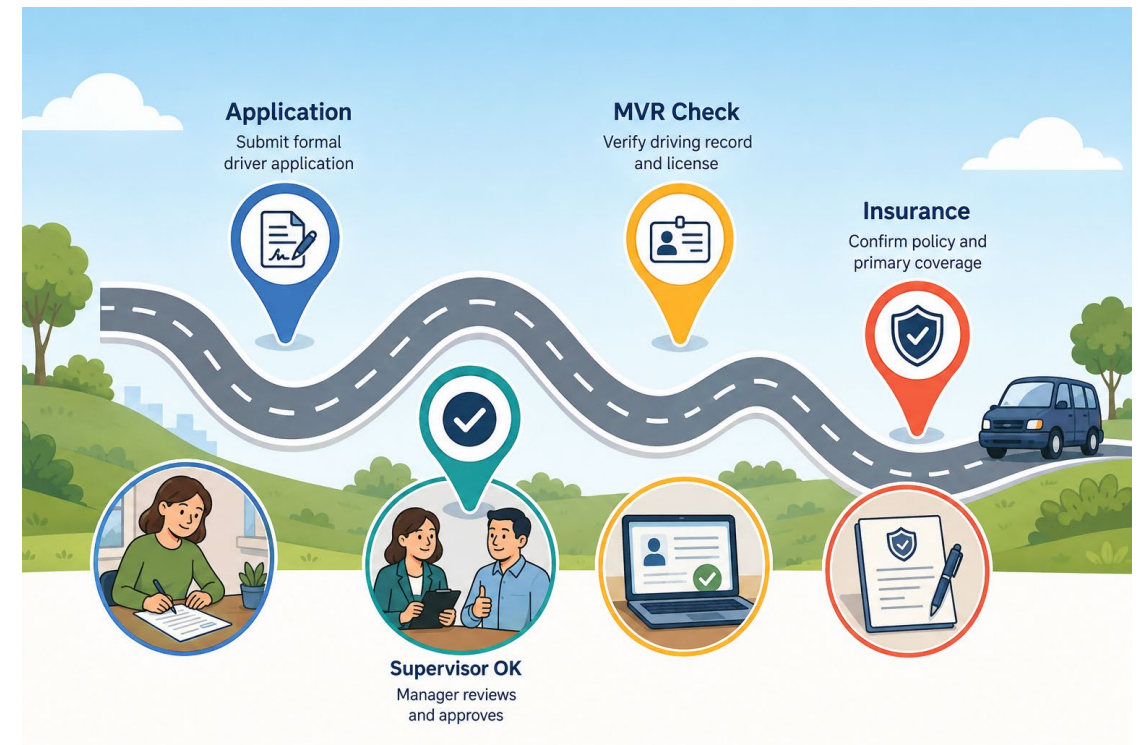




# Written Program: Essential Components

## Driver Authorization

- Requires employees to receive approval before driving on district business and periodically thereafter.
- Establishes minimum eligibility requirements.
- Includes acknowledgement of district rules and responsibilities.



# Driver Authorization: Types of Drivers & Vehicles

- **Who's driving?**

- Bus/Tram/Shuttle Drivers
- District Employees
- Coaches
- Professors/Teachers
- Students/Volunteers

- **What are they driving?**

- Bus/Tram/Shuttle District Vehicle
- Employee Personal Vehicle
- Rental
- Utility / Golf Cart



# Driver Authorization: Personal Vehicle Use

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- Who can use Personal Vehicle for district work
- Having State Minimum requirements  
(and potential considerations of higher minimum coverage limits)
- An understanding that employee personal policy is primary



## PRIMARY COVERAGE NOTICE

Formally notify employees that their personal auto insurance is primary.

# Driver Authorization: Contracted Transportation

- Thoroughly vet all transportation vendors
- Maintain oversight of contracted transportation services





# Written Program: Essential Components

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## License and Driving Record Review

- Verifies that the employee has the appropriate and valid drivers' license.
- Establishes acceptable driving record criteria.
- Identifies who reviews records and makes authorization decisions and next steps.



# Written Program: Essential Components



## Minor Violations

3-year review window,  
counseling/training



## Major Violations

5-year review window,  
temporary restriction or removal



## Preventable Accidents

remedial training,  
possible restriction



## Non-Preventable Accidents

documentation only,  
no penalty



- **Developing Driving Record Standards**

- Set clear driver eligibility criteria.
- Define review periods for violations and collisions.
- Identify minor, major, and disqualifying offenses.
- Establish restrictions, corrective actions, and approval authority.
- Apply standards consistently and document decisions.
- Review standards periodically.

# Written Program: Essential Components

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## Corrective Action & Reinstatement

- What constitutes the immediate removal of driving privilege
- What pathways for drivers to correct behavior and regain driving privilege
- Separate Operational vs HR Pathways
  - Risk Management vs HR Disciplinary Steps
- Clear Reinstatement Criteria
  - Benchmarks/Time
  - Training Requirements
  - Notice from HR/RM



# Written Program: Essential Components

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## Records and Confidentiality

- Centralized Secure File System
  - Physical Driver Reports – Secured
  - Digital Driver Reports – Access Controlled
- Legal Record- Retention and Purging Process
- Annual Access Audits



# Written Program: Essential Components

## Training

- Frequency:
  - Time of hire
  - Any changes to job duties as it applies to driving
  - Refresher training based on risk, violations or incidents
- Vehicle-specific training:
  - Hands-on instruction for vans, trucks, trailers, and specialized equipment.
- Additional training considerations:
  - Defensive driving
  - Distracted driving
  - Policy Requirements:
    - Business only / authorized occupants
    - Seat belt use, backing and passenger safety
    - Vehicle inspections
    - Collision reporting





# Written Program: Essential Components

## Vehicle Safety

- Includes inspection and maintenance expectations
- Establishes procedures for reporting unsafe vehicles or mechanical concerns.
- Remove vehicles from service when safety issues could affect operation.
- Document inspections, maintenance, and repairs according to district procedures.

### Pre-Trip Inspections

Mandatory visual checks of tires, lights, brakes, and steering before each trip



# Written Program: Essential Components

## Collision Reporting and Review

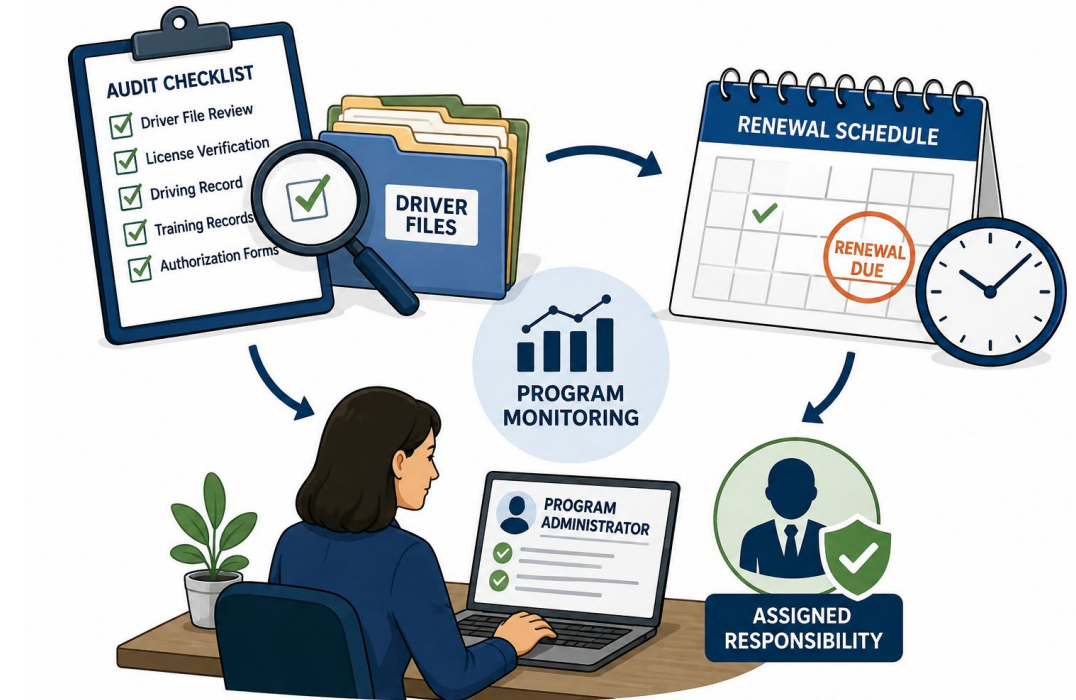
- Requires prompt reporting of all work-related collisions.
- Identifies investigation and documentation procedures.
- Uses accidents and near misses to identify opportunities for improvement.



# Written Program: Essential Components

## Program Monitoring

- Includes periodic audits of driver files and authorizations
- Establishes renewal or reauthorization intervals.
- Assigns responsibility for overall program administration.





# Incorporating a DMV Pull Program

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- A DMV Employer Pull Notice (EPN) program provides ongoing access to changes in an enrolled driver's record.
- Monitoring is more effective than relying only on an annual license copy or employee self-reporting.
- Pull notices may identify:
  - License suspensions or revocations
  - New convictions
  - Accidents appearing on the DMV record
  - Failure-to-appear notices
  - Changes in license status
- Embark Platform (available to CSRM Members)





# Incorporating a DMV Pull Program

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- The district should determine which employees must be enrolled based on:
  - Frequency of driving
  - Type of vehicle operated
  - Passenger transportation responsibilities
  - Commercial or regulatory requirements
  - Level of organizational risk
- Enrollment, record review, confidentiality, and retention responsibilities should be clearly assigned.
- The DMV Pull Program should support the broader driver program rather than operate as a stand-alone process.



# Incorporating a DMV Pull Program

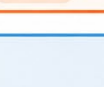
- Driver Tracking
  - Identify legally required vs. voluntary EPN participants.
- Assigned Reviewers
  - Appoint a primary EPN administrator and at least one trained backup.
- Review Timelines
  - Establish clear timelines for reviewing received notices, especially major violations.
- Violation/Conviction Reviews
  - Establish guidelines for next steps/actions needed
- Information Security
  - Limit EPN data access strictly to personnel with a business need/need-to-know.



# Incorporating a DMV Pull Program

## Understanding the EPN: What It Is & Isn't

- Use the DMV Employer Pull Notice (EPN) program as a key driver-monitoring tool.
- Recognize and address its limitations.

|  WHAT EPN DOES                                                          |  WHAT EPN DOES <u>NOT</u> DO                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
|  <b>Notifies</b> the district of driving record activity                |  <b>Tell you</b> how to respond to a notice           |
|  <b>Flags</b> license suspensions, DUIs, and major violations           |  <b>Make</b> employment or disciplinary decisions     |
|  <b>Provides</b> an ongoing monitoring mechanism for enrolled drivers |  <b>Replace</b> a written policy or action matrix   |
|                                                                                                                                                          |  <b>Monitor</b> drivers not enrolled in the program |

 EPN is only **information**.  
Your written program determines **what happens next**.

# Responding to DMV Reports

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- **Initial Review**
  - Confirm the driver's identity and the accuracy of the report
  - Determine whether the record affects license validity or driving eligibility.
  - Review the violation against the district's established criteria.
- **Risk-Based Response (possible actions may include):**
  - No action beyond documentation
  - Employee notification or counseling
  - Required defensive-driving training
  - Increased monitoring
  - Temporary driving restrictions
  - Suspension or revocation of driving privileges
  - Referral to Human Resources or Management



REVIEWING & RESPONDING  
TO  
**DMV REPORTS**

# Responding to DMV Reports

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- **Consistency**
  - Use written criteria rather than making decisions informally.
  - Apply standards consistently across departments and employee groups.
  - Document the review, decision, responsible party, and follow-up action.
- **Confidentiality**
  - Limit access to DMV records to authorized personnel.
  - Store records securely.
  - Share information only with individuals who have a legitimate business need.
- **Follow-Up**
  - Establish deadlines for completing training or corrective action.
  - Confirm when an employee may resume driving.
  - Reevaluate authorization following serious violations, collisions, or license actions.



REVIEWING & RESPONDING  
TO  
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# Program Implementation

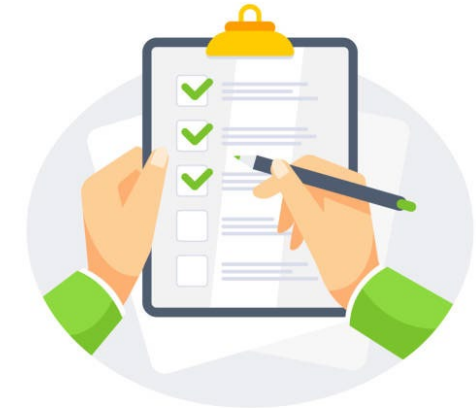
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- **Identify the Driving Exposure**

- Determine who drives, how often, and for what purpose
- Identify district, rental, personal, commercial, and specialized vehicle use.
- Review current authorization and monitoring practices.

- **Assign Program Ownership**

- Designate the department or position responsible for administration.
- Clarify the roles of Human Resources, Risk Management, Transportation, Supervisors, and Employees.
- Establish who has authority to approve, restrict, or revoke driving privileges.





# Roles & Responsibilities at a Glance

- Identify key stakeholders
- Assign program ownership
- Define responsibilities
- Establish communication channels
- Designate recordkeeping duties
- Assign compliance oversight
- Clarify incident reporting
- Document assigned roles
- Review roles regularly

*Every program function needs a clear owner.*



# Program Implementation

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- **Develop Written Standards**

- Create the driver policy, procedures, forms, and acknowledgement.
- Establish driving-record criteria and response protocols.
- Define training, reporting, inspection, and documentation requirements.

- **Enroll and Review Drivers**

- Identify employees who require DMV monitoring
- Obtain necessary enrollment documents
- Review initial driving records before authorization



# Program Implementation

- **Train Employees and Supervisors**
  - Explain driver responsibilities and reporting expectations
  - Train Supervisors on authorization and enforcement
  - Communicate that driving for district business is a privilege tied to continued eligibility



# Program Implementation

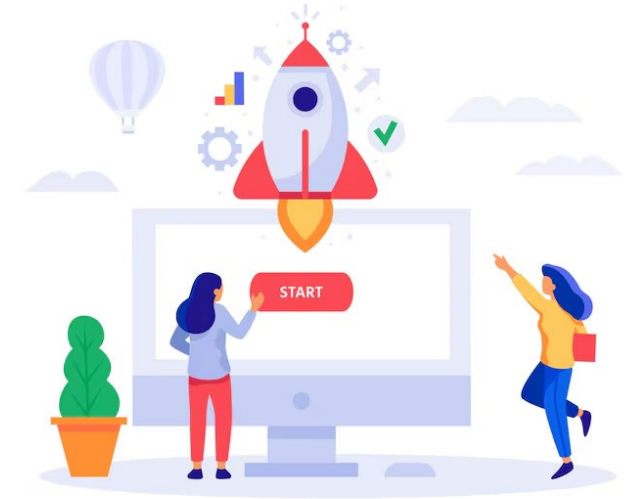
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- **Launch and Communicate**

- Establish an implementation date
- Notify affected employees and departments
- Provide clear instructions, forms, and points of contact

- **Monitor and Improve**

- Audit driver files and DMV enrollments
- Review collisions, violations, and program trends (claim history/loss runs)
- Track credentials to EPN
- Update the program when operations, laws, or organizational needs change





# Implementation Roadmap & Program Deliverables

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- **Roadmap**

- Assess driving exposures
- Assign program ownership
- Establish standards
- Review and authorize drivers
- Train and Communicate
- Audit and improve

- **Key Deliverables**

- BP/AR policies
- Driver authorization form
- DMV record review process
- Accident investigation procedure
- Annual program audit





# Key Takeaways

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- Written standards create consistency
- Clear ownership strengthens accountability
- EPN is a tool—not the full program
- Safety guides every decision
- Regular review keeps the program effective



**A strong driver program is not just a policy.  
It is an ongoing process of authorization, monitoring,  
response, training, and accountability.**

# Meetings / Tools / Resources

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- **\*NEW: Community College Focus Group Webpage**
  - Check it out [HERE!](#)
- **\*NEW: Vector Solutions Training Webpage**
  - Check it out [HERE!](#)
- **CSRM TLIs:**
  - Check out our Training Calendar [HERE!](#)
- **Next Focus Group Meeting:**
  - [November 18, 2026, 11:00am-12Noon](#) (virtual)  
[URMIA](#) Membership Refresher & Website Discussion

