



CUSD Transportation Department Use of District Vehicles and Requirements

The use of District vehicles is a privilege available only to current District employees and stipend “walk on” Coaches. Substitute employees, volunteers, and non-stipend Coaches **are not** authorized to operate District vehicles. The requirements for Drivers of District Vehicles are as follows:

1. Possess a current Class C Driver’s License.
2. Current regular employees are not required to undergo a driving test; however, stipend Coaches must receive a one-time documented driver training/test administered by the CUSD Transportation Department.
3. Sign up for the California DMV Employer Pull Notice program (EPN).

To ensure compliance with CRSIG and for the safety of our students and employees transported in a District vehicle, all District employees must be enrolled in the EPN program before operating a District vehicle (“walk-on” stipend Coaches are already included in the EPN). The EPN program was established to provide employers with a means of promoting driver safety through the review of driver records. The EPN program automatically provides to the employer a confidential activity report within 24 to 48 hours for any of the following vehicle code reasons:

- Convictions
- Failures to Appear
- Accidents
- Driver’s License Restrictions, Suspensions, or Revocations
- Any other actions taken against the driving privilege

Any of the above infraction could prohibit an employee from driving a District vehicle. The Transportation Department coordinates the enrollment of employees into the program and enrollment is a one-time event; the steps to do so are as follows:

1. **With a minimum of two weeks advance notice**, the employee contacts Andrew Lopshire (Assistant Director of Transportation) at 556-1595 or ext. 1487 to schedule an appointment (or by email: alopshire@ceres.k12.ca.us).
2. **Andrew Lopshire** will make a copy of the employee’s driver’s license; the employee signs the “Authorization for Release of Driver Record Information” form. Appointments take approximately 10 to 15 minutes or less.
3. Stipend Walk-on Coaches have the added requirement of taking a driver training/test administered by **Mr. Lopshire**(takes approximately 30 minutes or less).

The District is required to notify the EPN program when or if the employment status of the employee changes. The Transportation Department will provide a list to all District school sites of their employees enrolled in the EPN program not later than 9/3/13. Employees can be added to the EPN program during the school year as needed.