

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7120.8 Verification of Valid Driver's License

The Rancho Santiago Community College District requires that selected employees possess and maintain a valid California driver's license as required by their job descriptions. The district requires appropriate verification prior to employment and participates in the California Department of Motor Vehicles Pull Notice Program in order to maintain current information regarding the driving records of existing employees.

The procedure for verifying and monitoring driving records and licenses is as follows:

1. The Human Resources Department shall maintain a list of all job classifications that require a valid California drivers license as a condition of employment.
2. A confidential file shall be maintained by the Human Resources Department which contains the names, drivers license numbers and driving records of these employees. The information maintained in the confidential file will not be released to the public or unauthorized district staff.
3. The DMV Requester Code Number will be given only to authorized RSCCD Human Resources Department staff.
4. When negative DMV status reports are received by Human Resources, the Vice Chancellor, Human Resources or designee will communicate the information to the appropriate supervisor and employee.
5. In cases where drivers licenses have been restricted, canceled, or expired, action will be taken as appropriate to modify and/or remove the employee from their assignment.
6. Applicants for positions in classifications requiring a valid California license are required to submit a copy of their drivers license and a copy of their DMV driving record at the time of interview.

Responsible Manager: Vice Chancellor, Human Resources

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