

REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

CONSENT
March 13, 2007

**Honorable Mayor and
Members of the City Council**

Title: Department of Motor Vehicles, Memorandum of Understanding

Location/Council District: D-All

Recommendation: Adopt a **Resolution** authorizing the City Manager to execute a Memorandum of Understanding (MOU) with the California Department of Motor Vehicles (DMV) granting Human Resources staff on-line access to verify drivers' license status of City employment applicants and City employees.

Contact: Barbara Brenner, Loss Control Manager, 808-7785

Presenters: N/A

Department: Human Resources

Division: Risk Management

Organization No: 1541

Description/Analysis

Issue: The City of Sacramento Human Resources Department has utilized dial up modem access to DMV electronic drivers' license records since 1998. This MOU is required for conversion to an on-line application replacing the dial up system which required a dedicated computer and is not supported by current DMV technology.

Policy Considerations: Federal law requires employers to verify that every commercial driver hired has and maintains a valid drivers' license. Human Resources staff also verifies that City employment applicants certified for positions requiring non-commercial operation of vehicles for City business have valid California drivers' licenses. Drivers' license status is verified, on a case by case basis, for current employees as required to assure safety.

Permission to access drivers' license records is obtained from each individual via the application process or by requesting that a current employee complete a DMV Release of Driver Record Information form. A DMV release form is not required for monitoring the commercial drivers' license status of City employees

required by California Vehicle Code, Section 1801 to be enrolled in the Pull Notice System.

City staff that have direct or incidental access to drivers' license information are required to sign a DMV information security statement pledging appropriate use of the system and information confidentiality.

Environmental Considerations: None

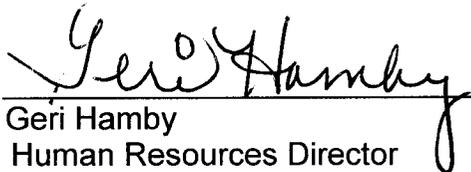
Commission/Committee Action: None

Rationale for Recommendation: DMV on-line access will allow Human Resources staff to continue drivers' license verification without requiring each City employment applicant to provide a printed copy of their DMV license. Use of the on-line system saves time and effort for City job applicants, current employees and DMV staff. For the purpose of assuring public and employee safety as well as regulatory compliance, it is important for the City to maintain access to DMV drivers' license records by upgrading to the on-line system.

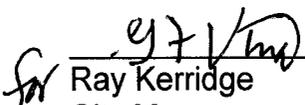
Financial Considerations: There is no cost to the City for on-line access to DMV drivers' license records.

Emerging Small Business Development (ESBD): None

Respectfully Submitted by: 
Barbara Brenner
Loss Control Manager

Approved by: 
Geri Hamby
Human Resources Director

Recommendation Approved:



Ray Kerridge
City Manager

Table of Contents:

Report pg. 1

Attachments

1 Resolution pg. 3

RESOLUTION NO.

Adopted by the Sacramento City Council

DEPARTMENT OF MOTOR VEHICLES, MEMORANDUM OF UNDERSTANDING

BACKGROUND

- A. The City of Sacramento Human Resources Department has utilized dial up modem access to DMV electronic drivers' license records since 1998. This MOU is required for conversion to an on-line application replacing the dial up system which required a dedicated computer and is not supported by current DMV technology.
- B. City staff that have direct or indirect access to drivers' license information are required to sign a DMV information security statement pledging appropriate use of the system and information confidentiality.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The City Manager is authorized to execute a Memorandum of Understanding with the California Department of Motor Vehicles (DMV) granting Human Resources staff on-line access to verify drivers' license status of City employment applicants and City employees.