



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: All Staff, Code 2A

Date: March 29, 2021

From: Debora Boutté, Personnel Services Officer

Subject: Requirement to Submit Driver's License and Proof of Automobile Liability Insurance

The County updated and reissued two Administrative Bulletins, 507.9, County Vehicle Operation and 535.1, Use of Private Vehicles setting new requirements for vehicle usage. These County policies now require that all operators of County owned vehicles provide a copy of their driver's license and that all employees using their personal vehicles in connection with county business provide a copy of their driver's license and proof of automobile liability insurance.

EHSD has taken two actions to ensure compliance with these County policies as follows:

1. Notifying all EHSD staff via the attached Department Manual Section and this memorandum of the requirements.
2. Developed an electronic application that will allow employees to provide the required information on an electronic form and submit the required documents.

We are also asking all employees completing the electronic form to include their Emergency Contact information in [Employee Self-Service \(PeopleSoft\)](#) so that we know who to call in the event of a medical or other emergency while at work. The Emergency Contact information will be pulled from Employee Self-Service (PeopleSoft) into the Driver's License and Insurance system.

Driver's license and proof of insurance information must be kept current at all times and must be updated when insurance is renewed or a new driver's license is issued. Employees must also notify their supervisor immediately if their driver's license is revoked or suspended or their insurance is not renewed. Employees must not operate a County owned vehicle without a current, valid driver's license and must not operate a personal vehicle in connection with County business without a current, valid driver's license and auto liability insurance.

Information submitted using the electronic application is secure and will only be accessed by Personnel and the Department Director or designee.

If you have questions about this policy, please contact your assigned Departmental Human Resources Analyst where you can find on the [EHSD Intranet](#).



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I. POLICY STATEMENT

Pursuant to the provisions of the County Vehicle Operation policy (Administrative Bulletin 507.9) and Use of Private Vehicles policy (Administrative Bulletin 535.1), all County departments including Employment and Human Services Department (EHSD) are responsible for the following:

- A. Maintaining a list of employees authorized by the Department Head to operate a County vehicle;
- B. Authorizing individuals to operate private vehicles on County business;
- C. Collecting and maintaining photo copies of current driver's license and proof of automobile liability insurance for employees who have been identified and authorized to operate a County vehicle or a personal vehicle to conduct County business;

In an effort to be fully compliant with the provisions set forth in the above policies, EHSD has established an electronic database that will allow employees to self-submit a copy of their driver's license and proof of vehicle insurance, which will be maintained by the EHSD Personnel Services Division.

II. PURPOSE

To comply with the policies set forth in the County Administrative Bulletins to collect copies of the driver's license and proof of vehicle insurance information for identified employees listed in the scope / coverage section of the County policy. In the event of a medical or other emergency that may occur while an employee is at work, current emergency contact information will be stored in the electronic database.

III. SCOPE / COVERAGE

This policy applies to EHSD employees that meet the following criteria:

- A. Employees that have been authorized by the Department Head to operate a County vehicle as described in the County Vehicle Operation policy. An authorized driver operating County vehicles and/or equipment must hold a current, valid and appropriate DMV-issued driver's license.
- B. Employees that are incumbents in a classification, which requires a valid driver's license as part of the minimum qualifications for the position in which they occupy.
- C. Employees that operate a personal vehicle for travel while conducting County business.

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IV. POLICIES

Employees are expected to adhere to and comply with policies set forth by Contra Costa County and EHSD as well as all traffic rules and regulations when operating a County-owned or personal vehicle in connection with County business.

A. Administrative Process

1. EHSD Personnel Services Division will:

- a. Monitor and maintain the self-service Driver's License and Insurance Documents system, process, user guide and policy to ensure the Department's needs are met.
- b. On a quarterly basis, work with EHSD Application Development to upload emergency contact information from Employee Self-Service (PeopleSoft) into the Driver's License and Insurance Documents system.
- c. On a monthly basis, extract reports from the Driver's License and Documents system and send to the EHSD Bureau Directors.
 - i. Extracted reports shared with EHSD Bureau Directors will only include: Name of employee, employee number, title, supervisor, bureau, report period, driver's license expiration date, and insurance expiration date (if applicable).

2. EHSD Bureau Directors will:

- a. On a monthly basis, review and disseminate to their Division Managers and Supervisors the list of departmental employees that are designated to operate a County-owned vehicle and/or are authorized to operate their personal vehicle in connection with County business.
3. All employees described above are required to complete the electronic form and submit a copy of their current, valid state issued driver's license and proof of insurance to the Driver's License and Insurance Documents system.

B. Tools & Resources

1. Driver's License and Insurance Documents Application

- a. An electronic tool has been identified as the main system for employees to use to upload their confidential information into a departmental database. This database

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is accessible to all employees to input information, but information may only be viewed by the Departmental Head or his/her designee and the EHSD Personnel Services Division.

Employees may not access other employee's documents, but are only able to view their own information. Employees are able to upload documents safely and securely through the system.

- b. The Driver's License and Insurance Documents system will send a reminder to the employee at thirty (30) days and seven (7) prior to the expiration of the driver's license and/or insurance coverage. The system will also email the employee on the day the license and/or insurance expires, and at twenty (20) days after the expiration date if the information has not yet been updated.
- c. A user guide has been prepared with step-by-step instructions on how to submit materials into the database. See Appendix A.

2. Emergency Contact(s)

- a. Emergency contact information will only be used in the event of a medical or other emergency when it is essential that the Department is able to contact someone on behalf of an employee having an emergency while at work. Emergency contact information will only be viewed in the Driver's License and Insurance Documents system. Any changes to the Emergency Contact must be made by accessing the Employee Self-Service (PeopleSoft) program. A link to the Employee Self-Service (PeopleSoft) program can be found on the Drivers' License and Insurance Documents online form.

C. Consequences

- 1. All employees whose driver's license has been suspended or revoked for causes set forth by the Department of Motor Vehicles must immediately notify their supervisor. Operation of County vehicles with a suspended or inadequate driver's license is expressly prohibited. An employee whose license is suspended or revoked will have their driving privileges for County vehicles or personal vehicles in connection to County business revoked until the license is restored. Employees whose insurance is lapsed or not renewed must similarly notify their supervisor and must not operate their personal vehicle in connection with County business without current automobile liability insurance.
- 2. All employees must have proof of active liability auto insurance to be authorized to operate their personal vehicle in connection with County business.



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- 3. Failure to comply with the requirements of this policy will result in the revocation of authorization to drive either a County owned vehicle or the use of their personal vehicle for County business and may result in disciplinary action.

D. Compliance and Audits

- 1. Employees impacted by this policy will be required to upload their driver's license upon receipt of this department manual, upon renewal, or whenever there is a change in the conditions attached to the driver's license.
- 2. Employees will be required to upload the renewal of proof of insurance annually (every 12 months) or upon the expiration of their current insurance policy, whichever is earlier.

V. REFERENCES

- A. County Vehicle Operation Policy, Administrative Bulletin #507.9, June 2015
- B. Use of Private Vehicles, Administrative Bulletin #535.1, June 2015
- C. Driver's License and Proof of Insurance User Guide (See Appendix A)

CONTACT PERSONS: First line supervisors and above may contact their assigned Departmental Human Resources Analyst with questions about this policy. Departmental Human Resources Analyst assignments can be found on the EHSD Intranet.

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Driver Licenses & Insurance Documents System

User Manual

Joanne Puccetti
3/12/2021

Target Audience: All EHSD Domain Users Except Users in the Driver Licenses & Insurance Documents Admins AD Group

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What is the Driver Licenses & Insurance Documents Application?

The purpose of the EHSD Driver Licenses & Insurance Documents Application is to manage and maintain employee driver licenses and auto insurance information.

Access to the Driver Licenses & Insurance Documents Application

The application is available on the EHSD intranet to all authenticated EHSD domain users.

Navigate to the Application

1. From the EHSD Intranet home page, hover over the tab **Organizations/Bureaus**, then select **Personnel**.
2. On the right-hand side of the Personnel page, under "Personnel Links", click **Driver License and Insurance**.

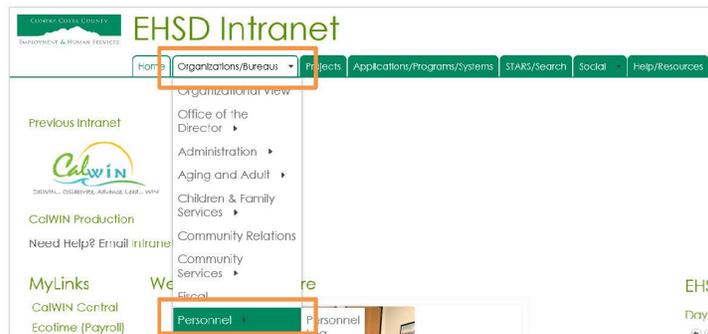


Figure 01: Organizations/Bureaus tab → Personnel on the EHSD intranet home page.



Figure 02: Personnel Links section of the Personnel page.

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Home Page

The application uses the credentials you entered to log into your pc to automatically allow you into the site (Windows Authentication).

User Manual

A user manual is available from the navigation bar at the top.

Your License Status

If you have an active record in the system with an expired license or insurance, you will see an alert displayed on your home page. Figure 04 shows an alert due to an expired license. The following are other possible alerts you may see.

Your driver's license and insurance are expired.

Your insurance is expired.

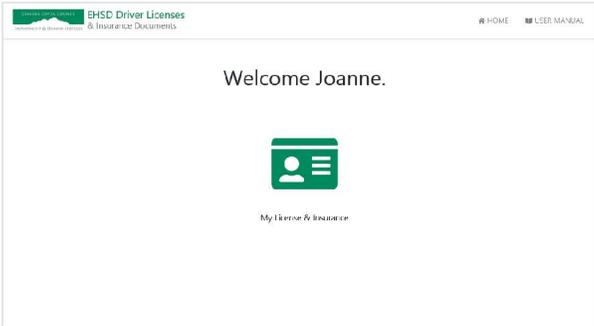


Figure 03: Driver Licenses & Insurance Documents app's home page for a non-admin user.

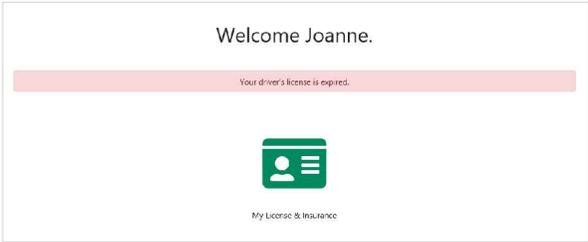


Figure 04: Home page with an expired license alert.

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"My License & Insurance"

To add or update your license and insurance information, click on the **My License & Insurance** card. The system will automatically determine if you have an active record or if a new record is needed.

Add Your License & Insurance

If you do not have an active license record in the system, you will see a form similar to Figure 06. Your email ID as well as your first and last names will be prepopulated (these fields can be pulled from your windows identity). However, all other fields will need to be filled out.

Mandatory Fields

- Email (read only)
- Employee Number (read only)
- First Name
- Last Name
- Do you have a driver's license?
 - ✚ If "Yes", the following are mandatory:
 - Driver License Number
 - Driver License Expiration
- Do you have an auto insurance policy?
 - ✚ If "Yes", the following are mandatory:
 - Insurance Company Name
 - Insurance Expiration

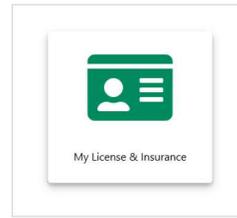


Figure 05: "My License & Insurance" card.

Figure 06: "My Driver's License & Insurance Documents" new record page.

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Note

- You will only be able to attach documents after you've submitted a new record.
- After clicking "Submit", ensure that you do not have any validation errors on the page.

Update Your License & Insurance Record

If you already have an active license in the system, you will only need to update your previous entries. For example, you will likely need to update your insurance coverage expiration date and/or provider's name annually. You will also need to update your driver license expiration date upon receiving a new driver license.

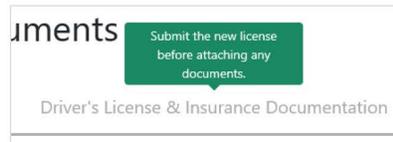


Figure 07: Attach documents after you've submitted the new record.

Figure 08: Validation errors when mandatory fields are not entered upon submission.

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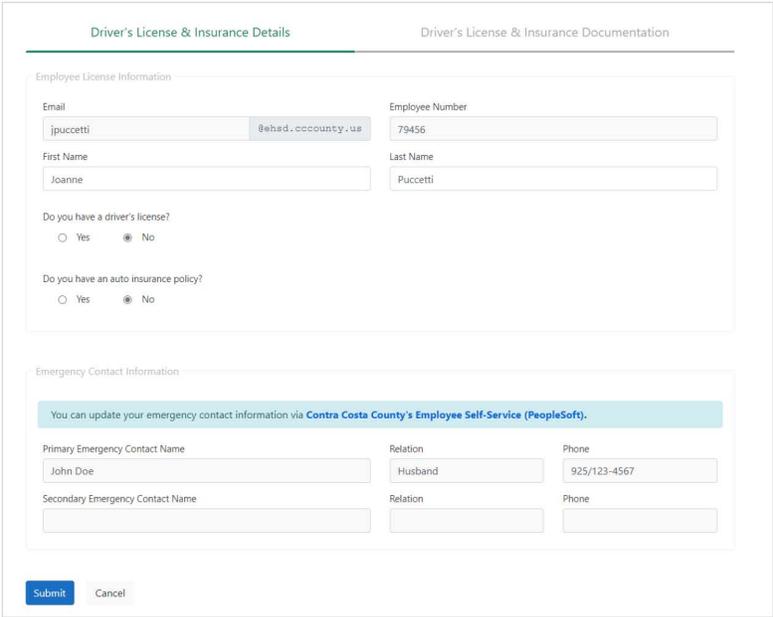
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Emergency Contacts

Primary and secondary emergency contacts are imported into the **Driver Licenses & Insurance Documents Application** periodically from our county's Employee Self-Service (PeopleSoft ESS). Please, use PeopleSoft ESS to keep your emergency contact information up-to-date. A link to PeopleSoft ESS is provided on the active license page.



The screenshot shows a web form titled "Driver's License & Insurance Details" and "Driver's License & Insurance Documentation". It is divided into two main sections: "Employee License Information" and "Emergency Contact Information".

Employee License Information:

- Email: @ehsd.cccounty.us
- Employee Number:
- First Name:
- Last Name:
- Do you have a driver's license? Yes No
- Do you have an auto insurance policy? Yes No

Emergency Contact Information:

A blue banner states: "You can update your emergency contact information via [Contra Costa County's Employee Self-Service \(PeopleSoft\)](#)." Below this are two rows of input fields:

- Primary Emergency Contact:** Name: ; Relation: ; Phone:
- Secondary Emergency Contact:** Name: ; Relation: ; Phone:

At the bottom of the form are "Submit" and "Cancel" buttons.

Figure 09: License page with Emergency Contact Information.

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Attaching Documents
You can attach documents like proof of insurance or a copy of your driver's license by clicking on the **Driver's License & Insurance Documents** tab. This tab is only available once you've submitted your license and insurance details.

Uploading a Document

1. Click the "Browse" button and choose a file to upload.
2. Specify the type of document you are uploading (license-related or insurance-related).
3. Click "Upload".

Mandatory Fields

- File
- Attachment Type

Note

- ✚ The system only permits the file formats: pdf, jpg, jpeg, png, and tiff.
- ✚ Each file must be 2 MB or less.

Deleting a Document

1. Click the "Delete" button next to the document you would like to delete.
2. A confirmation dialog box will display, click "OK" to confirm.

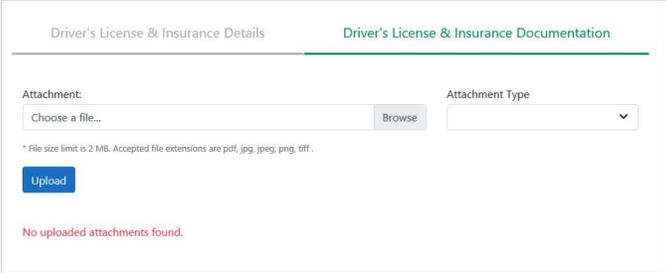


Figure 10: "Driver's License & Insurance Documents" tab

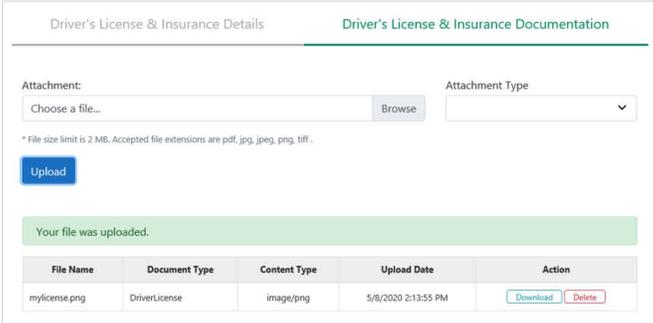


Figure 11: A successfully uploaded document.

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Email Notifications

As a reminder to update your EHS Driver's License and Insurance record, the system will email you 30 days prior to the expiration of your license and/or insurance coverage. Another reminder is sent 7 days before expiration. The system will also email you the day your insurance coverage or license expires and, if the expired information is still not updated, an email is sent 20 days after the expiration date.



Figure 12: Expiring license email sent 30 days before expiration.

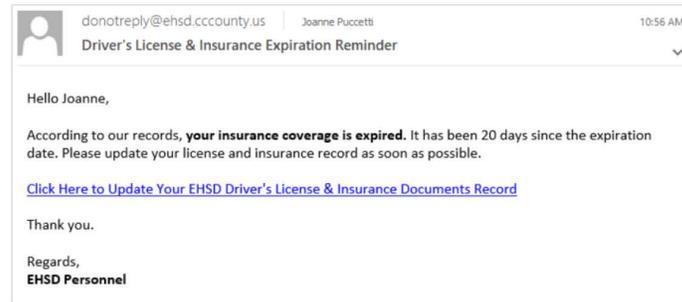


Figure 13: Expired insurance email sent 20 days after expiration.