ContraCosta COUNTY

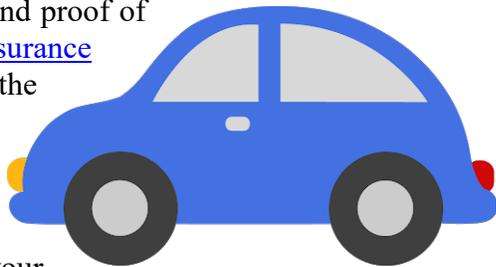## EMPLOYMENT & HUMAN SERVICES

M E M O R A N D U M

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To:	All Staff, Code 2A		Date:	August 25, 2021
From:	Debora Boutté, Departmental Human Resources Officer II			
Subject:	Reminder to Keep Current Information in Driver's License and Insurance Documents (DLID) System			

As a reminder, Contra Costa County requires 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's Driver's License and Insurance Documents (DLID) system is where employees need to provide the required information and documents.

Please note that driver's license and proof of insurance information must be kept current at all times and updated when insurance is renewed or a new driver's license is issued. If your license or insurance is expiring, please make sure to update your information immediately.

We also ask that employees include 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 is extracted from Employee Self-Service (PeopleSoft) into the Driver's License and Insurance system.

If you have questions about the Driver's License and Proof of Insurance policy, please contact your assigned Departmental Human Resources Analyst. You can find your assigned Analyst on the Personnel Page by clicking "Personnel Contacts".

If you tried to upload a document in the DLID system, but received an error, please try again by accessing the system here. Kindly report persisting issues with the Driver's License and Insurance Documents system to the IT Help Desk at 521-7200 or 1-7200.

For technical issues in Employee Self-Service (PeopleSoft), please contact the Department of Information Technology (DoIT) at helpdesk@doit.cccounty.us.