FACT SHEET

PERSONNEL SERVICES
EMPLOYMENT & HUMAN SERVICES

Contra Costa County Needs Your Driver's License and Proof of Insurance

January 2022

WHAT is the requirement?

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. (Admin Bulletins 507.9 and 535.1)

WHY is this important?

It is the County's responsibility to protect you in case of injuries or damages resulting from auto accidents anytime you get behind the wheel as part of your job. This includes driving to and from work, driving to a meeting, dropping off paperwork or supplies to another office, traveling to an on-site training, conference or seminar. The County must ensure employees maintain a current driver's license and automobile insurance.

HOW do I upload this information?

Go to the **EHSD's Driver's License and Insurance Documents (DLID) system**. Click the DLID link from the Personnel Intranet page and do the following: answer two questions, enter your driver's license number, license expiration date, insurance policy name and insurance expiration, upload a copy of each and you're set. You will receive automatic reminders to your County email address to enter and upload your documents prior to expiration dates.

WHILE you're there:

Review your emergency contact information. To make changes, log onto **Employee Self-Service (PeopleSoft)** and update your Emergency Contact information 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 DLID system. If you're an agency temp worker, you can update your information directly into the DLID system.

WHAT IF I do not have a license or proof of insurance, or do not drive a county car or personal car as part of my job?

This policy does not apply to you if you use public transportation, carpool, walk, or bike to get to work, and you do not use a County Vehicle. Let us know by logging onto the **DLID system,** selecting "exempt" under driver's license and/or auto insurance, and typing in a reason for the exemption. That way, you won't receive an automatic reminder to update your information.

WHEN?

Submit your driver's license and proof of insurance or select "exempt" by the end of the month.

QUESTIONS?

Please create a ticket in Personnel Track-It and select "General Questions" from the Transaction Type drop down. Links to the DLID, Employee Self-Service, and Personnel Track-It systems are located at **http://ehsdhome/Personnel/Pages/default.aspx**.

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