

BULLETIN

NO.: 25-43  
DATE: March 17, 2025  
TO: All Fire-Rescue Personnel  
FROM: James Gaboury, Assistant Fire Chief, Business Operations  
SUBJECT: Updated Workflow for Driver's License Renewals

To ensure the efficiency of Business Operations, the Professional Standards Unit (PSU) will track, monitor and update the renewal status of all personnel driver's licenses effective 30 days from the date of this bulletin. It is the responsibility of each employee to maintain all current certifications and licenses as required by the California State Emergency Medical Service Authority (EMSA), San Diego County Emergency Medical Services Office (LEMSA), California Department of Motor Vehicles (DMV), California Highway Patrol, the City of San Diego, and the San Diego Fire-Rescue Department. Vector Solutions will continue to send out notification alerts to personnel regarding their upcoming expirations as follows: 90-days prior, 60-days prior, 30-days prior, 7-days prior, and the day-of expiration.

All personnel required to submit proof of a valid California Driver's License (CDL) must submit, within 30 days of this bulletin, a copy of their valid CDL to the PSU via [SDFDprofessionalstandards@sandiego.gov](mailto:SDFDprofessionalstandards@sandiego.gov) or by delivering a copy of their valid CDL in a sealed envelope to PSU. Any questions as to whether or not you are required to submit proof of a valid California Driver's License should be directed to [SDFDprofessionalstandards@sandiego.gov](mailto:SDFDprofessionalstandards@sandiego.gov).

PSU will update all California Driver's Licenses in Vector Solutions as submissions are received.

When PSU receives notification of an expired California Driver's License, it will notify the employee and their Deputy Chief, who will determine the appropriate administrative action.

Effective 30 days from the date of this bulletin, California Driver's License information will **not** be submitted to the Medical Desk Representative, Online Education Coordinator, or Driver Training Officer.

Any questions may be routed through your chain of command.