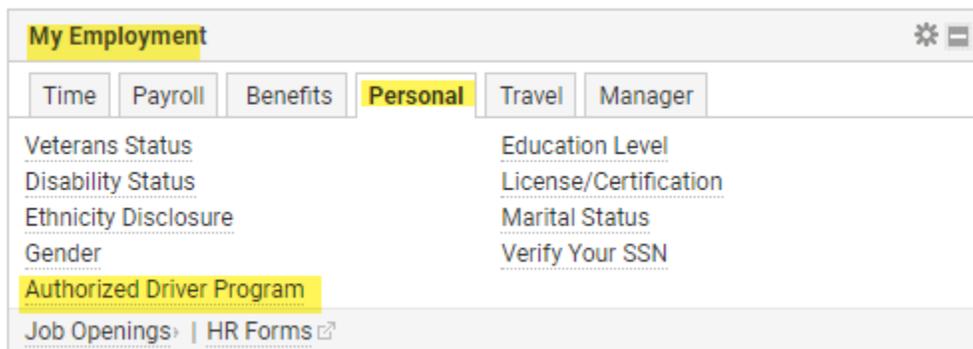


This procedure is for employees including faculty, staff and student workers.

Volunteers should go [here](#).

- All users must complete the activity guide.
- Navigate to the activity guide:
 - MyASU > My Employment section > Personal Tab > [Authorized Driver Program](#)
- Individuals must complete all steps of the Authorized Driver Program online registration for employees including faculty, staff and student workers. All driver's license information must be correctly entered in order for the driver authorization to be completed.



The screenshot shows the 'My Employment' section with the 'Personal' tab selected. The 'Authorized Driver Program' link is highlighted in yellow. Other links visible include Veterans Status, Disability Status, Ethnicity Disclosure, Gender, Education Level, License/Certification, Marital Status, and Verify Your SSN.

Position:

- Please work with your Business Operations Manager to have your position identified correctly as either a Required Driver, Department Required Driver, Optional Driver or not applicable.
 - **Required:** An Authorized Driver is an employee whose **job description** in the minimum qualifications requires the individual to operate a university – owned, leased, rented vehicle for official business.
 - **Department Required:** An Authorized Driver is an employee whose job description, **determined by the department**, requires the individual to operate a university – owned, leased, rented vehicle for official business.
 - **Optional:** An Authorized Driver is an employee that **elects to operate** a university – owned, leased, rented vehicle for official business.
- If a person has all of the other items completed for the program but does **not** have their position identified as a driver type then their status will change to **Authorized to Drive** for 30 days. These 30 days are a buffer for the Business Operations Manager or HR Liaison to have enough time to update the position. If after 30 days the position is still not identified then the driver status will change to **Not Authorized to Drive**.
- Updating positions:
 - Business Operation Managers can update positions directly on the **Dept. DL Admin** view only page in PeopleSoft – see security section on how to request needed role.
 - Update position in Position Management Create and Modify a Position page
 - Position Management > on the position data tab modify the position
 - Enter in an effective date of today's date
 - Update your driver type to department required or optional driver
 - Select Save

Included in the Authorized Driver Program

- ASU owned or leased cars
- Electric carts
- Rental cars for official business

NOT included in the Authorized Driver Program

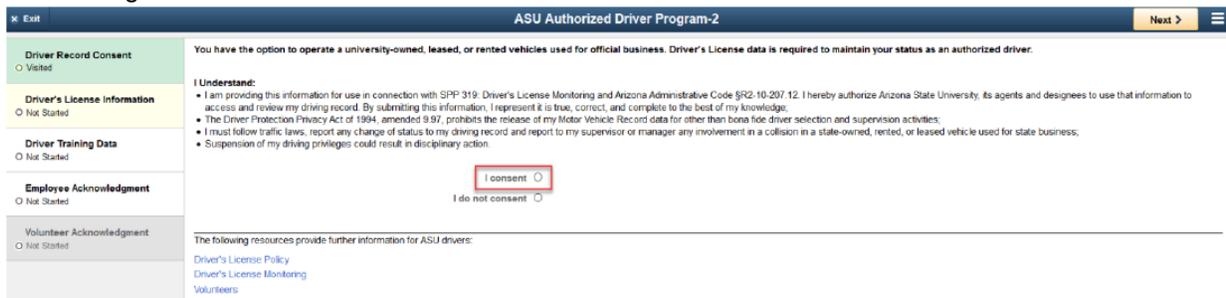
- A prospective job candidate or invited guests may use a **rental car** without completing the Authorized Driver Program.
- Employees' and volunteers' personal vehicles are not included in this program.

Training:

- If you have not completed **both** defensive driving and driving on the mall prior to Nov. 1, 2017, you will need to register for the [EHS Authorized Driver Training course](#) via blackboard.
- This course is one-time training and meets both Public Street and campus driving requirements. Complete either the instructor-led or the online EHS Authorized Driver Training course. Registration links to both options are available on the [Authorized Driver Program webpage](#).
- Allow up to 72 hours for the training date to appear on your status page.
- If there are issues with Blackboard, create a Service Now ticket for assistance.
 - ASU recommends using Chrome or Firefox. Blackboard supports Chrome, Firefox, Internet Explorer and Safari.
 - The user must be logged into the VPN.
 - The user must be logged into My ASU.
 - For training course content or registration, questions contact EHS@asu.edu.

Consent:

- Users must mark 'Yes' for consent in accordance with the Privacy Act in the activity guide. If not, then ASU cannot send their motor vehicle record to the state for verification and they will not be eligible as an authorized driver.



ASU Authorized Driver Program-2

You have the option to operate a university-owned, leased, or rented vehicles used for official business. Driver's License data is required to maintain your status as an authorized driver.

I Understand:

- I am providing this information for use in connection with SPP 319: Driver's License Monitoring and Arizona Administrative Code §R2-10-207.12. I hereby authorize Arizona State University, its agents and designees to use that information to access and review my driving record. By submitting this information, I represent it is true, correct, and complete to the best of my knowledge;
- The Driver Protection Privacy Act of 1994, amended 9.97, prohibits the release of my Motor Vehicle Record data for other than bona fide driver selection and supervision activities;
- I must follow traffic laws, report any change of status to my driving record and report to my supervisor or manager any involvement in a collision in a state-owned, rented, or leased vehicle used for state business;
- Suspension of my driving privileges could result in disciplinary action.

I consent

I do not consent

The following resources provide further information for ASU drivers:

- [Driver's License Policy](#)
- [Driver's License Monitoring](#)
- [Volunteers](#)

Motor Vehicle Record check:

- Drivers for ASU must enter all information related to their Driver's license. MVR checks automatically compile and transmit on the next processing date after an employee enters Driver's License information. MVR checks run two times per month on the 15th and 26th and state processing time is about three days before results transmit to ASU. MVR check results are required to comply with the [Arizona Administrative Code](#).

- Employees receive an HR Notification when they are authorized to drive.
- If an employee has an out-of-state Driver's License:
 - Risk Management receives reports on the 15th and 26th of each month containing employees with out-of-state licenses requiring a MVR check.
 - Risk Management uploads the listing to [HireRight](#) at a cost to the department. See out of state employee section for additional information.
 - HireRight sends an email to employee to complete the consent to process the MVR check through the HireRight system.
 - With a valid license and results returned from HireRight, Risk Management enters the MVR check date in PeopleSoft.
- If an employee also serves as a volunteer, complete both the Driver Authorization program procedures and complete the [Approval process](#) for volunteers.

Out of State Employee:**If an employee does not receive an email from HireRight, contact Risk Management:**

- Email insuranceservices@asu.edu and include:
 - Employee name
 - ASUID number - Emplid
 - The employee's contact phone number
 - Account to which the MVR check is charged
 - The employee's email address
- Make sure to inform your employee that they will be receiving an email from HireRight

Volunteer Employee:

- A volunteer is defined as a person who does not hold any type of employment with ASU and will drive a university owned, leased or rented vehicle for official business - including ASU electric carts. Volunteers must complete the Authorized Driver Program and register with Risk Management.
 - Volunteers register with Risk Management on the [volunteer information form](#).
 - The HR Liaison must to add the Active Volunteer courtesy affiliation, by submitting a Courtesy Affiliate request through Service Now.
 - Once NOVL is added, the volunteer must request a security role as defined in the user guide.
 - After security role is approval, the volunteer must then complete the Authorized Driver Program.
 - Volunteer MVR checks are processed based on the Driver's License state of issue.
 - In- state -via ASEDRA
 - Out-of-state - via HireRight

✕ Exit
ASU Authorized Driver Program-2 < Previous

Driver Record Consent
 Visited

Driver's License Information
 Visited

Driver Training Data
 Visited

Employee Acknowledgment
 Visited

Volunteer Acknowledgment
 Not Started

Listed below is the driver type on your position.
*Position Driving Requirement: Not Applicable

If you believe your position has been identified incorrectly, please work with your supervisor to make the necessary correction.

It is your responsibility to ensure that your position as an Authorized Driver for Arizona State University is identified correctly. Please click the button below to acknowledge that you understand.

I Understand No

***Driving Requirement Definitions:**

Required - an Authorized Driver is an employee whose job description in the minimum qualification requires the individual to operate a university-owned vehicle, leased, or rented vehicles used for official business.

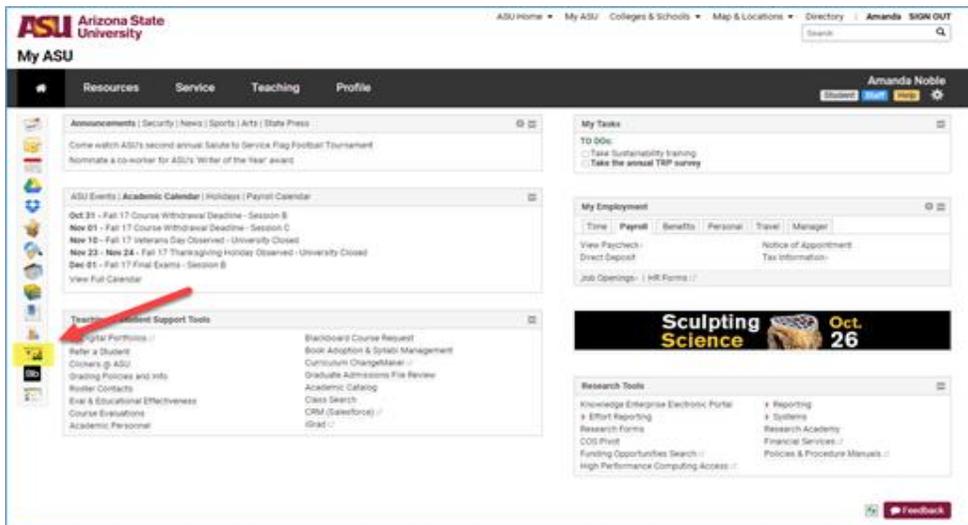
Department Required - an Authorized Driver is an employee whose job description determined by the department, requires the individual to operate a university-owned vehicle, leased, or rented vehicles used for official business.

Optional - an Authorized Driver is an employee that elects to operate a university-owned vehicle, leased, or rented vehicles used for official business.

Security Access:

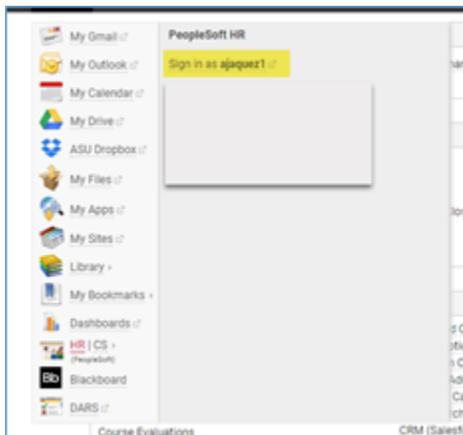
Volunteer guide to request security roles:

Step 1:



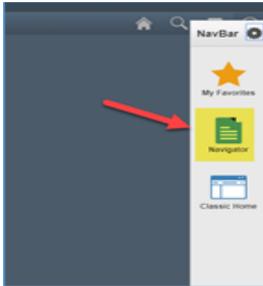
The screenshot shows the 'My ASU' dashboard for Amanda Noble. The 'Support Tools' section is highlighted with a red arrow. The dashboard includes sections for Announcements, ASU Events, My Tasks, My Employment, and Research Tools.

Step 2: Sign in to PeopleSoft HR



The screenshot shows a sign-in page for PeopleSoft HR. The 'Sign in as ajequez1' button is highlighted in yellow. The page includes a sidebar with various application links like My Gmail, My Outlook, My Calendar, My Drive, ASU Dropbox, My Files, My Apps, My Sites, Library, My Bookmarks, Dashboards, HR | CS, Blackboard, and DARS.

Step 3:



Step 4:

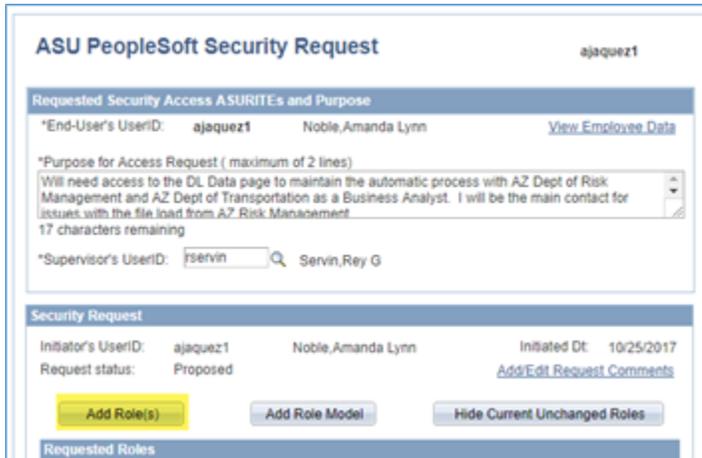
ASU Customizations > ASU Security > Manage Security Request > Create Security Request > enter your ASURITE > select continue

Step 5:

Enter a reason for request and your supervisor's ASURITE > select continue. If you do not know your supervisor's ASURITE, click on the looking glass icon and find their name in the list.

Step 6:

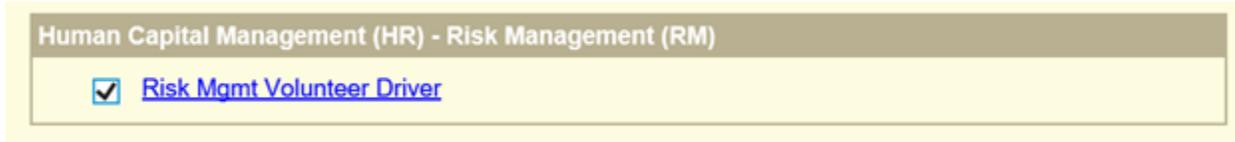
Select Add Roles



The screenshot shows the 'ASU PeopleSoft Security Request' interface. At the top, the title 'ASU PeopleSoft Security Request' is displayed on the left, and the user ID 'ajaquez1' is on the right. Below the title is a section titled 'Requested Security Access ASURITEs and Purpose'. This section contains three main fields: 1) '*End-User's UserID:' with the value 'ajaquez1' and the name 'Noble,Amanda Lynn', with a link to 'View Employee Data'. 2) '*Purpose for Access Request (maximum of 2 lines):' with a text area containing the text: 'Will need access to the DL Data page to maintain the automatic process with AZ Dept of Risk Management and AZ Dept of Transportation as a Business Analyst. I will be the main contact for issues with the file load from A7 Risk Management'. Below this text is a counter '17 characters remaining'. 3) '*Supervisor's UserID:' with a search box containing 'fservin' and a magnifying glass icon, and the name 'Serwin,Rey G'. Below this section is a 'Security Request' summary table with columns for 'Initiator's UserID:', 'Request status:', 'Initiated Dt:', and 'Add/Edit Request Comments'. The values are 'ajaquez1', 'Proposed', '10/25/2017', and a link respectively. Below the table are three buttons: 'Add Role(s)', 'Add Role Model', and 'Hide Current Unchanged Roles'. At the bottom of the form is a section titled 'Requested Roles'.

Step 7:

Select the Risk Mgmt Volunteer Driver



The screenshot shows a role selection interface. At the top, the title 'Human Capital Management (HR) - Risk Management (RM)' is displayed. Below the title is a list of roles. The first role is 'Risk Mgmt Volunteer Driver', which is selected with a checked checkbox.

Step 8:

At bottom of page, select Save and Return

Security Request

Initiator's UserID: ajaquez1 Noble,Amanda Lynn Initiated Dt: 10/25/2017
 Request status: Proposed [Add/Edit Request Comments](#)

Role (click for description, training reqs.)	Pre-existing Access?	*Role Action	Role Comments
Job Data Update Cl	✓	No Change ▼	Comments
DL Data Page MVR Entry	☐	Add/Append ▼	Comments
Checklist Originator	✓	No Change ▼	Comments
Checklist Reviewer	✓	No Change ▼	Comments
OHR Checklist Mgmt	✓	No Change ▼	Comments
OHR Position Mot Recruiter	✓	No Change ▼	Comments
OHR Query Create and Run	✓	No Change ▼	Comments
Equifax I9 Employer Super User	✓	No Change ▼	Comments
2xB Kenexa Super User	✓	No Change ▼	Comments
BTS TWN Earnings Config & RC	✓	No Change ▼	Comments
Process Scheduler Admin	✓	No Change ▼	Comments

Step 9:

Security Access End-User Authorization

ajaquez1

i By clicking the <I Agree> button, you acknowledge that you have read the following policy statement governing computer access and agree to abide by it.

ASU Computer Access Policy

- To be allowed to use ASU's computing systems you must agree to abide by applicable Federal Law, State Law, and University Policies.
- Failure to abide by applicable law, or university policy, can result in the University suspending computing privileges, taking additional disciplinary action, and/or legal action.
- Detail for computing use policies can be found on the Web using the link below. Hard copies of applicable laws may be obtained in the university libraries and the Office of General Counsel.

[ASU Security Policy Detail](#)

Helpful links:

[Arizona Administrative Code](#)

[Authorized Driver Program](#)

[Authorized Driver Program Video](#)

[Authorized Driver Program Webinar](#)

[Drivers FAQs](#)

[Training](#)

[Training History](#)

References:

[ACD 807](#)

[EHS 119](#)

[EHS 004](#)

[FAC 204](#)

[FIN 501](#)

[PD 207-01](#)

[PD 207-02](#)

[SPP 319](#)