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.

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.

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:
  o Risk Management receives reports on the 15th and 26th of each month containing employees with out-of-state licenses requiring a MVR check.
  o Risk Management uploads the listing to HireRight at a cost to the department. See out of state employee section for additional information.
  o HireRight sends an email to employee to complete the consent to process the MVR check through the HireRight system.
  o 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:
  o Employee name
  o ASUID number - Emplid
  o The employee’s contact phone number
  o Account to which the MVR check is charged
  o The employee’s e-mail 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.
  o Volunteers register with Risk Management on the volunteer information form.
  o The HR Liaison must to add the Active Volunteer courtesy affiliation, by submitting a Courtesy Affiliate request through Service Now.
  o Once NOVL is added, the volunteer must request a security role as defined in the user guide.
  o After security role is approval, the volunteer must then complete the Authorized Driver Program.
  o Volunteer MVR checks are processed based on the Driver’s License state of issue.
    ■ In- state -via ASEDRA
    ■ Out-of-state - via HireRight
Security Access:

Volunteer guide to request security roles:

Step 1:

Step 2: Sign in to PeopleSoft HR
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

Step 7:
Select the Risk Mgmt Volunteer Driver
Step 8:

At bottom of page, select Save and Return

Step 9:

By clicking the <i>Agree</i> 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**

I Agree  I Do Not Agree
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

Revised 3/21/18