

Instructional webinar for departments

Authorized Driver Program

agenda



Why the change?
Authorized Driver
Program
Department success
Cutover
Next steps
Key points
Top 10 FAQs

Why the change?

- achieve compliance with Arizona Administrative Code
 - provide comprehensive driver safety training
 - verify driving records
- create an automated, comprehensive and sustainable solution for ASU
- identify present and future drivers
- promote a safer environment
- simplify the program

program objectives

- answer employee questions
- department to be successful
 - monitoring and compliance
 - position management
 - recruitment
 - request security roles
- employee's role
- program procedures
- understand policy changes



**policy
changes**



governing policy:

[EHS 119](#) / [EHS 004](#)

related policies:

[SPP 319](#)

[PD 207-01](#)

[PD 207-02](#)

[FAC 204](#)

[ACD 807](#)

[FIN 501](#)

[SPP 002](#)

[SPP 212](#)

types of vehicles



included - university
leased, owned or rented
vehicles and electric
carts

excluded - personal
vehicles

Types of drivers:

- department required - job description determined by the department; in department statement
- optional - elects to operate a university vehicle, can opt out | not on requisition
- required - job description minimum qualification state required to drive

Effects employees who:

- currently drive or consider driving in the future
- use university owned, leased, rented vehicles or electric carts for official business



Personal
vehicles are
not included.



**drivers
must
complete**



Authorized Driver Program

- Authorized Driver Training
- driver's consent
- motor vehicle record check
- position identified
- valid U.S. driver's license

Authorized Driver Program

Available Nov. 1, 2017.

My Employment

Time Payroll Benefits **Personal** Travel Manager

Veterans Status
Disability Status
Ethnicity Disclosure
Gender
Authorized Driver Program

Education Level
License/Certification
Marital Status
Verify Your SSN

Job Openings > | HR Forms >

My Employment ⚙️

Time Payroll Benefits Personal Travel **Manager**

Job Information >
Personal Information >
Time Management >
Recruitment >
BrassRing >
I-9 Management >
Authorized Driver Program Admin

PTR > | PTR/Position Worklist >
Online Renewal >
Position Management >
HR Business Center >
Search/Match >
Add/Update a Person >

Job Openings > | HR Forms >

My Employment

Time Payroll Benefits Personal **Travel** Manager

My ASU TRIP Travel System >
Reimbursement Summary

Per Diem Rates >
Rental Car Driver Authorization

Job Openings > | HR Forms >

driver authorization

ASU Customization > ASU HCM Custom > ASU Employee Self Service > Authorized Driver Program

✕ Exit

ASU Authorized Driver Program-2

Next >

☰

Driver Record Consent
○ Visited

Driver's License Information
○ Not Started

Driver Training Data
○ Not Started

Employee Acknowledgment
○ Not Started

Volunteer Acknowledgment
○ Not Started

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](#)

✕ Exit

ASU Authorized Driver Program-2

< Previous

Next >

☰

Driver Record Consent
○ Visited

Driver's License Information
○ Visited

Driver Training Data
○ Not Started

Employee Acknowledgment
○ Not Started

Volunteer Acknowledgment
○ Not Started

Driver's License Information

Driver's License Valid From: No motor vehicle record on file

A Motor Vehicle Record (MVR) check must be completed before you will be able to drive.

If you do not have a current MVR date listed above, when you enter the Driver's License data, the system will prompt a MVR check. It may take anywhere from 5–18 days to complete.

Not able to wait the duration of the check, please submit a 39 month record from the state motor vehicle department and send to [Risk Management Email](#). Include your employee ID, supervisor, and business reason. The expedited process could take up to 3 business days to complete.

All Authorized Drivers must enter Driver's License data:

Driver's License Nbr

State 🔍

Expiration Date 📅

Submit License Data

driver authorization

ASU Customization > ASU HCM Custom > ASU Employee Self Service > Authorized Driver Program

✕ Exit

ASU Authorized Driver Program-2

< Previous

Next >

☰

Driver Record Consent

○ Visited

Driver's License Information

○ Visited

Driver Training Data

○ Visited

Employee Acknowledgment

○ Not Started

Volunteer Acknowledgment

○ Not Started

All authorized driver's must complete Authorized Driver Training. If you do not have a training date listed below, please use the following link to register for the training course:

[Authorized Driver Training](#)

Authorized Driver Training Completed: No records found for Authorized Driver Training

Please enter the date you registered for the course:

Registration Date

Authorized Driver Training must be completed before you can become an Authorized Driver for Arizona State University. Please click the button below to acknowledge that you understand.

I Understand ☒ No

✕ 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.

[View Status](#)

driver authorization

ASU Customization > ASU HCM Custom > ASU Employee Self Service > Driver Authorization Status

Driver Authorization View

Employee Name

Employee ID

Not Authorized to Drive

Driving Not Required

Authorized Driver Record:

Position Identified to Drive:	No
Submit Motor Vehicle Report with an acceptable driver's record:	
Driver Authorization Form Complete:	10/27/2017
Authorized Driver Training Complete:	

Driver's License Data

Driver's License Nbr	State	Descr	Expiration Date
Employee DL Number	AZ	Arizona	01/02/2030

For additional information, please reference the following links:

[Driver's License Policy](#)

[Authorized Driver Training](#)

Authorized Driver Training course

Begins Nov. 1, 2017.

- Driving on the Mall and Defensive Driving consolidate to one course
- no longer a requirement for refresher training every 4 years
- prior completion of **both** DOM and DD training satisfies program requirement
- takes approximately one hour to complete in-person or online

department success

position management

ASU Customization > ASU HCM Custom > ASU Position Management > Create/Modify Position

Position Data

Recruitment Data

Create/Modify Positions

User: User Name

Create New or Modify Existing Position

☐ Create New Position ☒ Modify Existing Position


Enter Position to Modify


Position Number 123456

Position-Only Attributes

Position Number

Position Status Not Saved


Effective Date 10/23/2017 

Effective Status Active 

Empl Class University Staff 

☒ Ready for Recruitment

Job Code 789101 

*Driving Dept Required  Definitions
Dept Required
Not Applicable
Optional

Appointment Type University Staff Reg Appt 

Detailed Title
(254 char)
238 characters remaining

position management

ASU Customization > ASU HCM Custom > ASU Position Management > Create/Modify Position

<p>Fingerprint/Background/Advertisement</p> <p><input type="checkbox"/> Fingerprint Required by Job Classification</p> <p><input type="checkbox"/> Fingerprint Required by Policy</p> <p>*Note: Questions on ACD 126 can be answered below if question (below) is selected in addition to the background check.</p> <hr/> <p><input checked="" type="checkbox"/> Background Check Required</p> <p>Background Check Package</p> <hr/> <p><input type="checkbox"/> Advertise Position</p> <p>Advertising Chargeback Acct</p> <hr/> <p><input checked="" type="checkbox"/> References Required</p>	<ul style="list-style-type: none"> 02. Standard + MVR 03. Standard + MVR + NSOR 10. Standard + EDU + Emp + Ref + MVR + Pro License 11. MVR + EDU + Employment 12. MVR + EDU 13. MVR + Employment 14. MVR 19. Standard + Edu + Emp + MVR 20. Standard + Edu + Emp + Ref + MVR 25. Standard + Education+ MVR 26. Standard + MVR + NSOR + Education 	<div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div> <input type="text"/> <p>are included with Fingerprints. If Background Check</p> <hr/> <input type="text"/> Background Check Price Sheet
--	---	--

Save and go to PM Accounting
Cancel / Reset

position management

- departments modify positions of drivers
- MVR or background restricted to drivers
- position is correctly identified
- weekly reports to hiring managers

Position-Only Attributes

Position Number NEW

Position Status Not Saved

Effective Date 10/10/2017 

Effective Status Active 

Empl Class University Staff

☐ Ready for Recruitment

Job Code 191312  Materials Handler

*Driving 

Appointment Type University Staff Reg Appt 

Dept Required
Not Applicable
Optional

Detailed Title Materials Handler

(254 char)
237 characters remaining

Standard Hours 40.00

FTE per Head 1.000000

Full/Part Time Full-Time 

Max Head Count 1

group positions

Best practices:

- determine number of employees on group position that need and don't need to drive
- for the lesser number, create a position to move the employee
- process PTR transfer to move the employees
- modify the new and old positions, and update the driver type

Considerations:

- if payroll is open, allow for time to process
- student workers

recruiting for authorized drivers

staff and students

Requisition displays the driving type.

OHR Recruitment will update the department with any background/MVR irregularities.

Offer letters will have a blurb related to driving for all required drivers.

Background Check Chargeback Account WV11007

Fingerprint Check Required No

References Required Yes

Driving Dept Required

Graduate students in payroll and faculty

- Departments must post appropriate qualifications related to driving.
- Offer letters should have a section related to driving for required drivers.
 - **Employee must possess a valid US driver's license of the appropriate class and required endorsements throughout employment.**

driver's authorization summary

Search Page

Driver Detail

Name

Employee ID

Optional Driver

Authorized to Drive

Authorized Driver Record:

Position Identified to Drive:	Yes
Submit Motor Vehicle Report with an acceptable driver's record:	10/01/2017
Driver Authorization Form Complete:	10/16/2017
Authorized Driver Training Complete:	01/20/2016

Driver's License Data

Driver's License Nbr	State	Descr	Expiration Date
123456789	AZ	Arizona	10/16/2023

For additional information, please reference the following links:

[Driver's License Policy](#)

[Authorized Driver Training](#)

department summary view

Search Page

Driver Detail

Authorized Driver Search Page

View details for employees in the Authorized Driver Program

You may search for employees by emplid, or view the employees in a department. Please select the search type you would like to use:

Search By

☐

Department ID

☐

Employee ID

[Search Page](#) | [Driver Detail](#)

notifications and emails

- employees receive authorization status emails from
HR Notifications
- email is dependent on situation
- examples of notifications:
 - authorized to drive
 - missing steps in program
 - MVR rejected incorrect information
 - not authorized to drive

monitoring and compliance

Report sent by email twice a month to a designated representative.

Reports with employee details by state:

- eight or more points for all drivers
- have not started program
- six or seven points for required drivers that have not completed the re-training within 30 days from notification
- suspended licenses for required drivers or Optional drivers are sent an email no longer authorizing them to drive
- who have started but not completed the program

unique situations

Risk Management facilitates:

- expedited drivers
 - requires a valid business reason
 - may take 3 business days
- out of state drivers
 - have a different recheck process
 - may incur a cost
- volunteer drivers
 - department registers volunteer
 - request appropriate security

cutover Nov. 1, 2017 to Jan. 1, 2018

- policy change effective Nov. 1, 2017
- optional drivers have 60 days to complete the program
- required and department required drivers have a 30-day period to complete the program
- you can drive during the grace period

next steps

1. Validate the job codes marked required by **Oct. 27, 2017.**
2. Update positions in PeopleSoft with department required or optional driver type starting **Oct. 26, 2017.**
3. Determine if group position needs to be split.
4. Request Security Roles beginning Oct. 26, approval by Nov. 1, 2017. Allow for time to process.

key points

- new program includes electric carts
- only applies to employees and volunteers
- personal vehicles not included in program
- review the FAQs
- see ASU policy FAC 204 for questions related to vehicle maintenance
- to continue driving, employee completes Authorized Driver Program
- you **must** be authorized to drive before renting a vehicle for reimbursement of business expenses

For any questions, email HCMSupport.

FAQs

Is there an age limit to drive an ASU vehicle?

You need to be 18 years old or over and with no driving restrictions.

Should you have any further questions, please email insurance services.

FAQs

Do I need to become an authorized driver to drive a cart?

Yes, you must be an authorized driver to use any vehicle licensed for road use. The Authorized Driver Training course is required for anyone who drives an ASU vehicle or cart on campus malls.

If you plan to drive an ASU vehicle on the mall or sidewalk areas, you must first complete the Authorized Driver process as referenced in EHS 119.

See also [driving laws for golf carts](#).

FAQs

What is the procedure for reimbursement for rentals?

Your driver status will be checked and if you were an Authorized Driver effective when you drove the rental car you will be reimbursed.

Please review information about [travel reimbursement](#).

FAQs

Are contractors allowed to drive ASU vehicles?

No, only employees and volunteers can drive.

Review EHS 119 , EHS 004 and FAC 204 and the Arizona Administrative Code for more details.

FAQs

What if I have multiple jobs and only one requires me to drive?

If you have one job that identifies you as a required driver you will need to complete the Authorized Driver Program.

If you leave the job that requires you to drive and only keep the job where you optionally drive you will not be required to have your record checked in the Authorized Driver Program. You would need to opt out.

FAQs

How long does my training certification last?

Your authorized driver training certification does not expire.

You will only need to re-take training if your MVR records check shows that you have six or more points.

FAQs

Are personal vehicles included in the Authorized Driver process?

No. If you are not required to drive and you only drive your personal vehicle for official business, you are exempt from the process.

FAQs

How does liability insurance work if I drive my personal vehicle versus an ASU vehicle?

For your personal vehicle, your personal auto insurance is primary.

The State may provide excess coverage if you are engaged in official business or have volunteer duties that require you to drive.

Arizona Department of Administration Risk Management does not provide any physical damage coverage to personal vehicles.

FAQs

When and how do I report status changes to my license?

Employees required to drive as part of his or her job duties or have selected to drive optionally must report any change in the validity of his or her their driver's license to the immediate supervisor on the as soon as reasonably possible; next work day or next shift.

Changes in the validity of a driver's license include:

1. Suspension: License is temporarily out of service.
2. Revocation: License has been canceled and cannot be reinstated.
3. Expiration: License is no longer current and needs to be renewed.
4. Any other significant change.

FAQs

Can a student drive on an ASU vehicle for a field trip?

Yes, there is a different process for student volunteers and student workers:

- Current Student Employee must complete the Authorized Driver Guide.
- Student Volunteers must complete the volunteer form and request a security role to complete the Authorized Driver Guide.

resources

- [Authorized Driver Program](#)
- [Authorized Drivers Program Announcement](#)
- [FAQs](#)
- [Volunteer Registration](#)

If you have questions, [email HCMSupport](#)

security roles:

- Access available Nov. 1, 2017.
- Request PeopleSoft HR roles via security request process.
- These are the only other security roles needed, assuming you have the position management role.

department security roles

Access available by Nov. 1, 2017.

Dept DL admin view:

- only for departmental monitoring compliance
- ASU Customization > ASU Security > Manage Security Requests > Create Security Request

Human Capital Management (HR) - HR Personnel (HR)	
<input type="checkbox"/> ASU Renewal Approval	<input type="checkbox"/> OHR Note Pad View
<input type="checkbox"/> ASU Renewal Submission	<input type="checkbox"/> OHR Payroll Configuration
<input type="checkbox"/> BTS Form Admin	<input type="checkbox"/> OHR Person Profile Setup
<input type="checkbox"/> CC Modify Personal Info Spr	<input type="checkbox"/> OHR Personnel Administrator WF
<input type="checkbox"/> CERN Power User	<input type="checkbox"/> OHR Personnel Configuration
<input type="checkbox"/> Checklist Admin	<input type="checkbox"/> OHR Personnel Power User
<input type="checkbox"/> Checklist Approver	<input type="checkbox"/> OHR Personnel Super User
<input type="checkbox"/> Checklist Originator	<input type="checkbox"/> OHR Personnel View
<input type="checkbox"/> Checklist Reviewer	<input type="checkbox"/> OHR Position Mgt Recruiter
<input type="checkbox"/> Compensation Administrator	<input type="checkbox"/> OHR Query Run-Only
<input type="checkbox"/> Component Interface HCM role	<input type="checkbox"/> OHR Renewal Approval
<input type="checkbox"/> Dept DL Admin View Only	<input type="checkbox"/> OHR Renewal Submit & Approval
<input type="checkbox"/> DL Data MVR Report	<input type="checkbox"/> OHR Setup HRMS1

volunteer security roles - not for employee

Access available by Nov. 1, 2017.

Risk Management volunteer driver:

- only for volunteer drivers to access the Authorized Driver Program
- ASU Customization > ASU Security > Manage Security Requests > Create Security Request

Human Capital Management (HR) - Risk Management (RM)	
<input type="checkbox"/>	Risk Mgmt Volunteer Driver

contact

Employee background checks

Office of Human Resources

Employee services: 1-855-278-5081

Faculty services: 480-727-9900

[Email](#)

Compliance and insurance questions

Risk Management

Phone: 480-965-7700

[Email](#)

Training questions

Environmental Health and Safety

Phone: 480-965-1823

[Email](#)

Thank you.