Authorized Driver Program

Arizona State University

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

Personal vehicles are **not** included.

Effects employees who:

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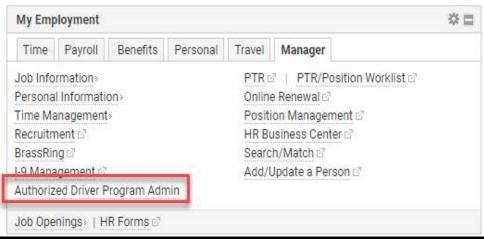
drivers must complete {

Authorized Driver Program

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

Authorized Driver Program
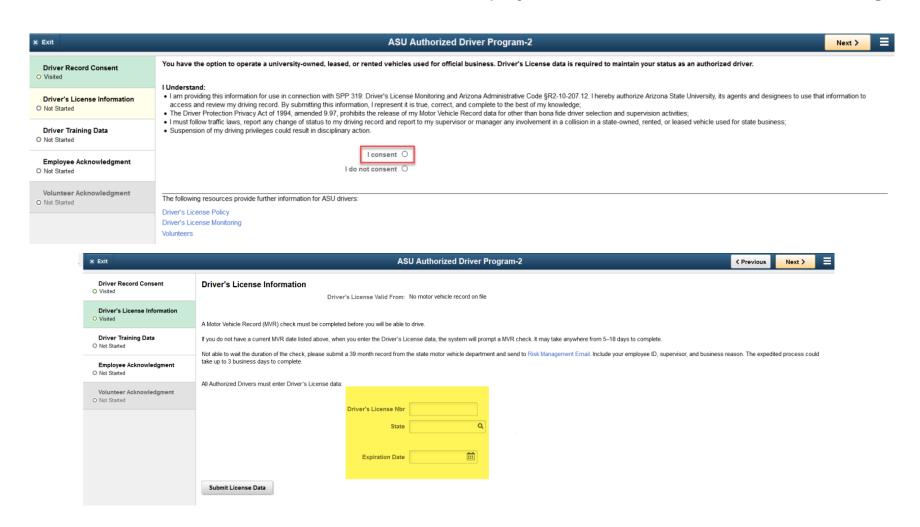
Available Nov. 1, 2017.

driver authorization

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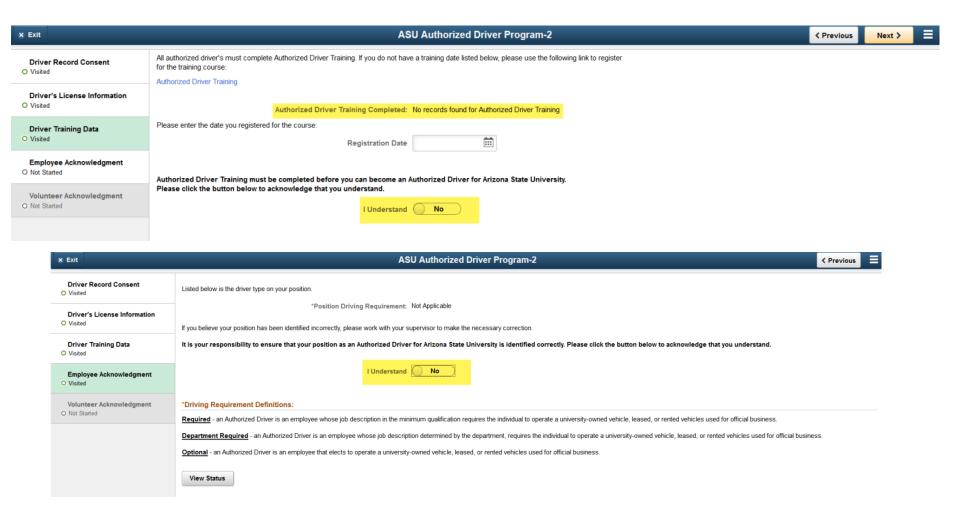
driver authorization

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

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
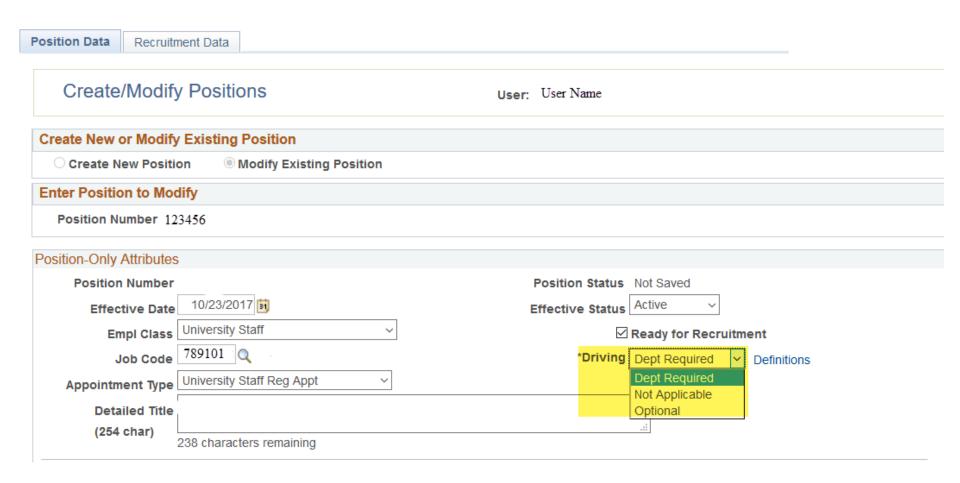
Authorized Driver Training course

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
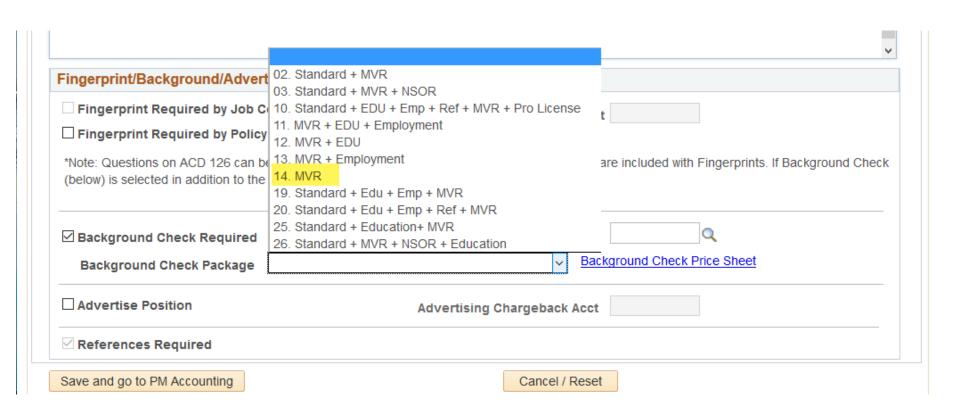
department success

position management

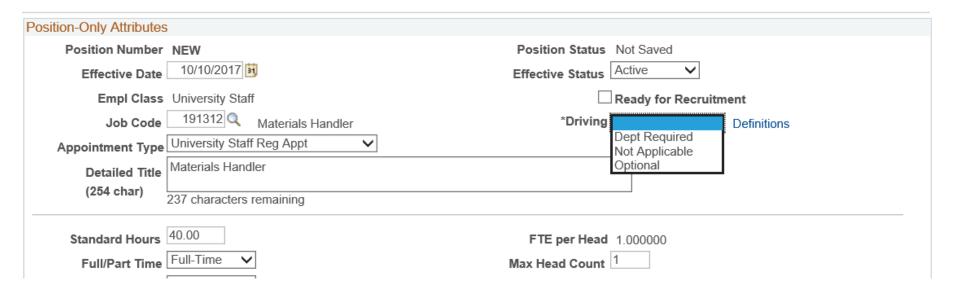ASU Customization > ASU HCM Custom > ASU Position Management >Create/Modify Position

position management

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

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** [_____] Definitions
Appointment Type University Staff Reg Appt	Dept Required
Detailed Title (254 char) Materials Handler	Not Applicable
237 characters remaining	Optional

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

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

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

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

- 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 Adminstrative 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

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)
☐ 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.