AGENDA

- How Things Work/ How to Work Things
- What To Do / Why Do It
- Programming Enhancements / Continual Improvement
- ADOT’s New System - MAX
- Round Table Discussion/ Q&A
ASEDRA was created as a tool for use by State of Arizona agencies to manage employee driver records.

- *In accordance with A.A.C.R2-10-207.11 (f. and g.), State of Arizona agencies are required to complete annual or more frequent motor vehicle record review of Authorized Drivers*

- *Reduce risks due to unauthorized or unsafe drivers of agency vehicles*

- *Mitigate legal exposure by enforcing minimum standards for state of Arizona authorized drivers*
Current Statistics

- ASEDRA began July 2009 with 23,588 driver records
- 50,015 system records for State employee and University drivers as of 05-14-2021
  - 70 Agencies (including all 3 Universities)
  - 88 Administrators/Users
  - 325 (0.65%) drivers have 6 or more points
  - 394 (0.79%) drivers with suspended, revoked or cancelled licenses
  - 1,940 (3.89%) records are unmatched and therefore, do not meet the required driving record review
Systems Interface

Arizona State Employee Driver Record Application

- Employee’s record has DL# on PA 22.1 and HR11.1 ‘Identified as Drvr’ field=Y
- Batch report of State employee drivers from ASEDRA
- Batch report of drivers’ records from MVR
- Universities and Non-HRIS batch input
- E-mail notification to Agency Administrator for ASEDRA with copy to RM/Loss Prevention Agency Consultant
Systems Interface

Steps of the Record Check Interface

1. ASEDRA automatically captures records from HRIS twice monthly

2. ASEDRA records are securely transferred to the motor vehicle record system

3. MVR processes record data and returns MVR information for matched and unmatched records

4. ASEDRA receives MVR information and updates driver records followed by Administrator notification, if necessary
How ASEDRA Gets the Information: HRIS

Employee / **Authorized driver completes the Authorized Driver form**

HRIS: Employee record updated via *two* screens
How ASEDRA Gets the Information: HRIS

Employee / Authorized driver completes the Authorized Driver form

Employee / Authorized driver record uploaded directly to ASEDRA via a fixed format spreadsheet
ASEDRA has notified me of some driver records that need attention!

The ASEDRA link could read any of the following:

* Driver records are in need of review: [Review Link]
* Driver records with points change: [Points change link]
* Driver records that could not be matched: [Unmatched link]
* Driver records having suspended status: [Suspended Link]
Once Logged Into ASEDRA

● Click on the provided link; log in to ASEDRA with your **EIN** and **Y.E.S.** password

● Check your Agency records by sorting through the various options as indicated by the links in your email notification

● You can also contact the driver about questions relating to their driving record and require proof of items you need to clarify driving records, or for authorization to drive agency vehicles

● Your best chance of having a matching record returned is to have the correct Driver’s License number **AND** date of birth
User Reports – Archived Employees

 Archived Employees

 Archived Employees

 Filter

 Agency: (AD) Department of Administration
 Process Level: AD-FINANCIAL SERVICES DIV RM

 Employee Archive Report

<table>
<thead>
<tr>
<th>EIN</th>
<th>First Name</th>
<th>MI</th>
<th>Last Name</th>
<th>Archive Date</th>
<th>Processed Date</th>
<th>Agency Code</th>
<th>Process Level</th>
<th>Comments</th>
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</thead>
</table>

 Select a format ▼ Export
User Reports – Driver Report

Agency Driver Report

<table>
<thead>
<tr>
<th>EIN</th>
<th>First Name</th>
<th>Last Name</th>
<th>Process Level Code</th>
<th>Process Level Name</th>
<th>Department Code</th>
<th>Is Asedra Driver</th>
<th>Suspensions / Restrictions</th>
<th>Points</th>
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<tr>
<td>130360</td>
<td>JANE</td>
<td>DAVIES</td>
<td>ADFSR</td>
<td>AD-FINANCIAL SERVICES DIV RM</td>
<td>FR060</td>
<td>1</td>
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ADOT-MAX MVR

The most current information that is on the record.

<table>
<thead>
<tr>
<th>Name</th>
<th>DOB</th>
<th>DLN</th>
<th>Gender</th>
<th>Eye</th>
<th>Hair</th>
<th>Height</th>
<th>Weight</th>
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<tbody>
<tr>
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</table>

Information about the most current credential issued.

<table>
<thead>
<tr>
<th>Credential Type</th>
<th>Issue Date</th>
<th>Expiration Date</th>
<th>Restrictions</th>
<th>Endorsements</th>
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<tr>
<td>Class D Driver License</td>
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<td>IID Internal</td>
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</tbody>
</table>

Other names the customer has gone by or other possible names.

<table>
<thead>
<tr>
<th>Name Type</th>
<th>Name</th>
<th>DOB</th>
<th>DLN</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
Program Enhancements
Continual Improvement

- Add EIN to Active Driver View
- Save Changes: Automate or add pop-up warning
- Restricting user access by process level
- Improving record detail screen; removing non-essential data
- FAQ button
Final Thoughts

Trust the results!

Mindful record management

- Protect the data
- The Federal Driver’s Privacy Protection Act (DPPA) requires you to have a “permissible use” for requesting and receiving an MVD record that contains personal identifying information (e.g., a person’s driver license photograph, SSN, driver license number, name address and medical/disability information)

Your role as an ASEDRA Administrator is important! Motor vehicle crashes are the leading cause of injury death at work, representing more than 35 percent of all work-related deaths in the United States in 2014.
ASEDRA

Round Table Discussion