



Arizona State Employee Driver Record Application

May 2021

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- Purpose

ASEDRA was created as a tool for use by State of Arizona agencies to manage employee driver records.

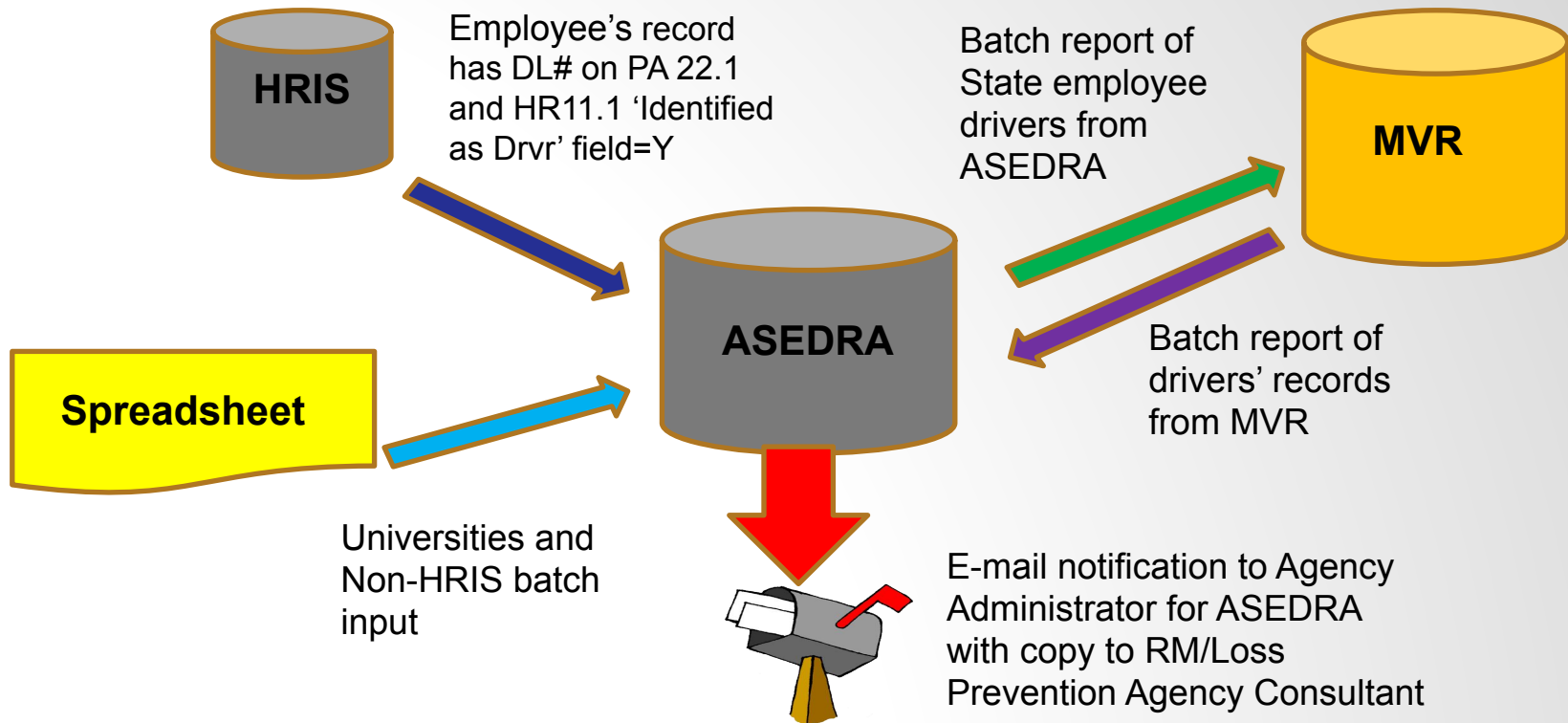
- *In accordance with A.A.C.R2-10-207.11 (f. and g.), State of Arizona agencies are required to complete annual or more frequent motor vehicle record review of Authorized Drivers*
- *Reduce risks due to unauthorized or unsafe drivers of agency vehicles*
- *Mitigate legal exposure by enforcing minimum 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



Systems Interface

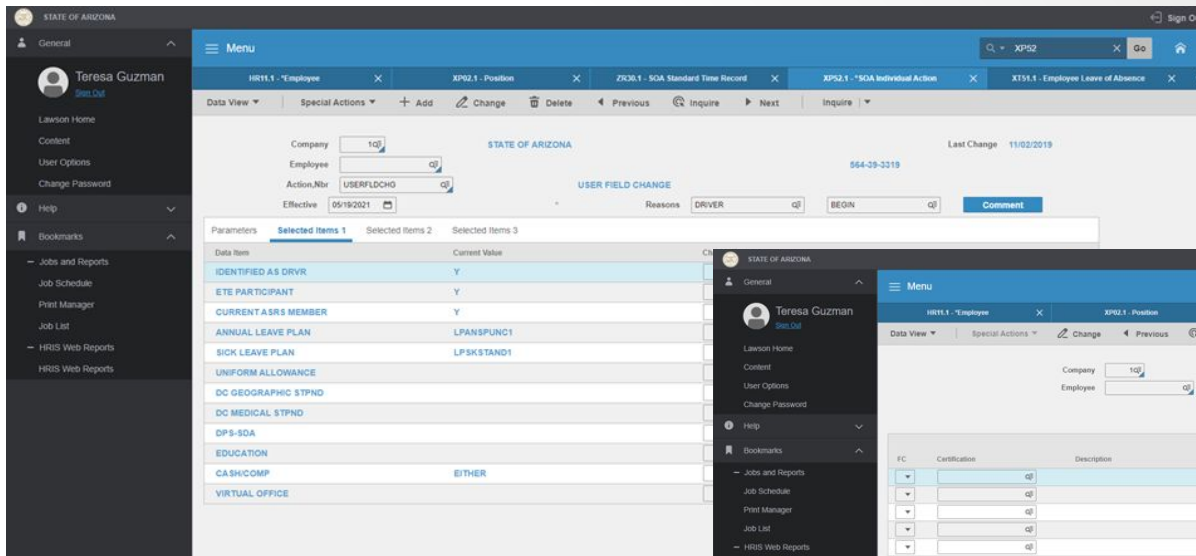
Steps of the Record Check Interface

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

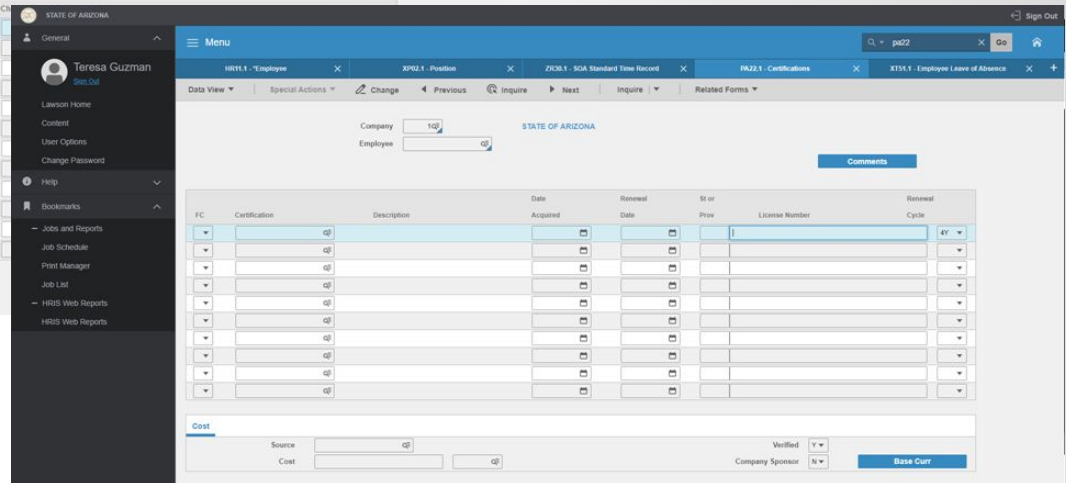


This screenshot shows the first screen of the HRIS system for updating an employee record. The user is Teresa Guzman. The interface includes a menu on the left, a search bar at the top right, and a main form area. The form displays the following information:

- Company: STATE OF ARIZONA
- Employee: [Redacted]
- Action_Nbr: USERFLDCHG
- Effective: 05/19/2021
- Reasons: DRIVER
- BEON: [Redacted]
- Last Change: 11/02/2019

Below the form is a table with columns for Data Item and Current Value:

Data Item	Current Value
IDENTIFIED AS DRVR	Y
ETE PARTICIPANT	Y
CURRENT ASRS MEMBER	Y
ANNUAL LEAVE PLAN	LPANSPUNC1
SICK LEAVE PLAN	LPSKSTAND1
UNIFORM ALLOWANCE	
DC GEOGRAPHIC STPN0	
DC MEDICAL STPN0	
DPS-SDA	
EDUCATION	
CA SHCOMP	EITHER
VIRTUAL OFFICE	



This screenshot shows the second screen of the HRIS system, displaying a table of certifications. The user is Teresa Guzman. The table has the following columns: FC, Certification, Description, Date Acquired, Renewal Date, St or Priv, License Number, and Renewal Cycle. The table is currently empty.

FC	Certification	Description	Date Acquired	Renewal Date	St or Priv	License Number	Renewal Cycle
----	---------------	-------------	---------------	--------------	------------	----------------	---------------

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 ▼

Show Report

1 of 1 Select a format Export

Employee Archive Report

EIN	First Name	MI	Last Name	Archive Date	Processed Date	Agency Code	Process Level	Comments
-----	------------	----	-----------	--------------	----------------	-------------	---------------	----------

User Reports – Driver Report

Agency Driver Report

Filter

Agency (AD) Department of Administration

Process Level AD-FINANCIAL SERVICES DIV RM

Show Report

1 of 2 Select a format Export

Agency Driver Report

EIN	First Name	Last Name	Process Level Code	Process Level Name	Department Code	Is Asedra Driver	Suspensions / Restrictions	Points	RM29 Expire
-----	------------	-----------	--------------------	--------------------	-----------------	------------------	----------------------------	--------	-------------

A	B	C	D	E	F	G	J	K
EIN	First Name	Last Name	Process Level Code	Process Level Name	Department Code	Is Asedra Driver	RM29 Expire	
130350	JANE	DAVIES	ADFSR	AD-FINANCIAL SERVICES DIV RM	FR060	1	Current	

ADOT-MAX MVR

AZ Privilege Status: 07/23/2020

ID Card: Eligible

Commercial: Eligible

Earliest Commercial Eligibility Date in Arizona: N/A

Non-Commercial: Licensed

Earliest Noncommercial Eligibility Date in Arizona: N/A

Customer Information

The most current information that is on the record.

Name	DOB	DLN	Gender	Eye	Hair	Height	Weight
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Street	City	State	ZIP	AddressType			
[REDACTED]	[REDACTED]	AZ	[REDACTED]	Physical			

Current Credential

Information about the most current credential issued.

Credential Type	Issue Date	Expiration Date	Restrictions	Endorsements	Attributes
Class D Driver License	[REDACTED]	[REDACTED]			IID Internal [REDACTED] 2010 - [REDACTED] 2022

AKA Data

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

Name Type	Name	DOB	DLN
Legal Name	[REDACTED]	[REDACTED]	[REDACTED]
AKA	[REDACTED]	[REDACTED]	[REDACTED]
AKA	[REDACTED]	[REDACTED]	[REDACTED]

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