

Arizona State Employee Driver Record Application (ASEDRA) Frequently Asked Questions (FAQs)

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ASEDRA FAQs

General Questions

A. Is my Agency required to use ASEDRA to manage their authorized drivers?

No. ASEDRA was created as an optional tool to assist agencies with managing their drivers' records in accordance with [A.A.C. R2-10-207.11f](#) which states an agency is to implement procedures and a schedule for reviewing the records of authorized drivers. If your agency has another tool to monitor these records on an annual basis, at a minimum, then the agency is not required to participate in ASEDRA.

B. How many ASEDRA users/Administrators can I have from my agency?

An Agency is allowed as many users as they deem necessary to effectively manage their authorized driver records. There are various roles that can be assigned with specific process-level access.

You can view these roles within the ASEDRA User Guide under [section 3. ROLES AND RESPONSIBILITIES](#).

To request ASEDRA access, complete and sign your portion of the [ASEDRA Access Application form](#) and route it to the person in your agency with the authority to approve the request on behalf of the agency, typically a division manager or above. Finally, email the completed form for final approval and processing to asedra@azdoa.gov.

C. I have a new driver, what do I need to do to allow them to drive on State business?

- 1) Ensure that the employee meets the definition of Authorized Driver in the Statewide Motor Vehicle Use and Safety Policy, paragraph 2.3.
- 2) The employee has successfully completed defensive driver training (e.g. RM29) no later than three (3) months from the initial hire date or appointment to a position requiring the operation of a motor vehicle.
- 3) Verify they have a valid drivers' license and keep a copy for their file.
- 4) Have them complete the State Driver Authorization Form. This does two things; first, it provides the information needed to enter into HRIS for it to appear in ASEDRA, and second, it provides the State the authority to regularly run their driver record.
 - a) It is recommended the completed form and copy of the driver's license be retained in the employee's personnel file.

D. Who needs to complete the State Driver Authorization form?

Excluding the legislation, all employees, contractors, and volunteers driving for the State will be required to complete the State Driver Authorization form. This is true for those driving either a state-provided vehicle or their personally owned vehicle.

The form can be found under the [State Risk, ASEDRA webpage](#).

The Agency Director will need to approve and sign the form only if you have volunteers, contractors, and/or interns driving for the State.

E. How do we define an Authorized Driver?

[Under A.A.C. R2-10-207.11](#), an authorized driver is defined as “an employee whose:

- job position description questionnaire or similar document requires the use of a vehicle;
- an employee who operates a state vehicle;
- or an employee who operates a leased, rented or personal vehicle where the state provides 100% of that vehicle lease, rental or operational costs.”

What if the person is a non-employee?

Prior to being considered an Authorized Driver of a state-owned or leased vehicle, the agency head is required to determine that it is a critical business need and that the individual is legally licensed to drive the type of vehicle used.

Under R2-10-107B. “A volunteer acting at the direction of a state official, within the course and scope of state-authorized activities, is covered under A.R.S. § 41-621.”

Under R2-10-107 A. “An officer, agent, or employee operates a state-owned vehicle within the course and scope of employment if driving on state business, to and from work, to and from lunch on a working day, and to and from meals while on out-of-town travel.”

Neither group (employees or non-employees) are driving for State business when driving:

- To and from work,
- To and from lunch in the areas of employment and not on authorized business,
- On other than state-authorized business.

Additional Resources:

Below outlines the various elements to consider when you have employees driving on State business:

- Definitions under [A.R.S. 28-471](#).
 - 1. "Agency": (a) means a department, board, office, authority, commission or other governmental budget unit of this state, including a governmental budget unit of this state that is under direct administrative control of an elected official.
 - (b) Does not include the legislative or judicial branches of state government."
- The Statewide Motor Vehicle Safety Policy has been added to the Vehicle and Equipment Fleet Policy starting on page 82. [Read Policy Here](#)
- State of Arizona Accounting Manual (SAAM), Travel. The General Accounting Office's SAAM covers information and policies related to traveling for the State.
 - Topic 50 Travel, Section 15 Travel by Individually Operated Motor Vehicle
 - Topic 50 Travel, Section 05 General Travel Principles and Policies
 - Additional resources related to travel can be found on the [ADOA-GAO website](#).

F. How often should I review the records and/or ASEDRA?

The Rule or [A.A.C. R2-10-207.11.f](#). requires driving record review occurs at least annually, however, State Risk Management recommends monthly review as a best practice.

G. Can I get access directly to the Motor Vehicle Division records?

You will need to request electronic access directly to the MVD records through the Electronic Data Services Unit. Government agencies or commercial customers seeking information on how to access MVRRS, please send a business email to edsgovernment@azdot.gov.

H. I am having trouble logging on to ASEDRA, what do I do?

If you are a University employee, email asedra@azdoa.gov for assistance.

The ASEDRA system uses the State of Arizona single sign-on interface protocol (SSI) and is the same as the login information of the [employee Y.E.S.](#) If you can successfully log in to the Y.E.S. system, you can use the same user ID and password to log in to ASEDRA. If you are still having trouble you might try clearing your browsing history/cache before trying again.

New Drivers/H.R.I.S.

I. How do I identify an employee as an Authorized Driver in HRIS?

Once someone has been identified as an authorized driver and has completed and provided the State Driver Authorization form, there are two (2) screens in HRIS that need to be completed.

- The screen **XP52.1** (SOA Individual Action) must have "IDENTIFIED AS DRVR" set to 'yes' AND the **PA22.1** (Certifications) form fields completed.
- Under Certifications, you must enter a separate line item for EACH vehicle they will be driving, PLUS ensure that a driver's license number is entered on each line you enter.
 - If you omit the driver's license number for any line item it could come over as a duplicate record because the system will look at each line item as separate records.
- Ensure the first and last name is entered exactly as it appears on their driver's license to reduce the chances of not returning a record (no match).

The most commonly used certification codes include:

- State Vehicle = VEH-SV
- Van = VEH-V
- Golf Cart/Utility = VEH-SP
- Forklift = VEH-SP
- Personal Vehicle = VEH-P

J. Does ASEDRA automatically remove employees when they depart the agency?

If you have a driver that is leaving State service you can wait for them to drop off automatically based on their employee status.

However, if they are still an employee they will need to be removed in the HRIS screen, XP52.1. Update the line item from Y to N under 'IDENTIFIED AS DRVR'.

K. What should I do if an employee transfers to another agency?

You should update/change the transferred employee driver status in the HRIS screen, XP52.1. By updating the field from Y to N under 'IDENTIFIED AS DRVR'

This ensures that the employee will be removed from your agency authorized driver records and allow the employee's new agency to complete the authorized driver's process if necessary.

L. Can an out-of-state employee drive on State business?

Yes, this is allowable under MVD statute [A.R.S. § 28-2291 through 2294](#). That is why the State Risk Rule [A.A.C. R2-10-207.11](#) states "valid driver's license" and not "valid Arizona license".

ASEDRA cannot obtain MVRs for out of State licenses – so in the case where an authorized driver has an out-of-state license, the employee must provide, at least annually, an uncertified 39-month motor vehicle record (or 3 years if more readily available) from the state of issuance.

Make a dated note to the effect in the comment field of ASEDRA to indicate the check and their ability to drive.

M. Can I add non-HRIS (contract/non-state) employees to my list of drivers?

Yes. From the ASEDRA application, download the excel spreadsheet found under the Excel icon located in the top bar.

Once you have completed your spreadsheet, upload the Excel file into the ASEDRA application (select the Excel icon again).



Excel icon

Note: to remove drivers added through this method you will need to mark the Delete box on each individual record (checkbox only available for those drivers added via Excel).

N. How long does it take for a new authorized driver to show up in ASEDRA?

This is dependent on when the driver has been identified as a driver in HRIS (or uploaded an Excel file) and the scheduled updates to the ASEDRA system.

ASEDRA updates occur twice monthly.

ASEDRA Notifications and Record Review

O. When do the ASEDRA system updates occur?

ASEDRA updates occur twice monthly. Following is a breakdown:

- The HRIS process-level data update starts on the 11th and 23rd (monthly)
- Data update from HRIS occurs on the 12th and 24th.
- The universities, contractors, and/or volunteers upload their excel files on the 13th and 25th (optional).
- A request file based on the inputs from steps 1-3 is created and sent to ADOT on the 14th and 26th.
- This file is processed by ADOT and sent back to us the next day.
- The ASEDRA system processes the MVR response file and uploads it to the system on the **15th and 27th. This is the final step.**

Note: the above might change when falls on weekends, holidays, or other process delays. Contact asedra@azdoa.gov with any questions.

P. Why am I receiving an email with a link from ASEDRA?

ASEDRA is programmed to automatically send notifications if there are driver records that need to be reviewed. This feature was included to help Agency administrators manage changes to an authorized driver's record in a more timely manner.

A record is deemed as reviewed using the checkbox 'Review' on the Authorized Driver page. Records with an unchecked "Review" checkbox should be reviewed by the administrator

An email notification triggers when one of these values is determined, at the completion of the upload process.

- Unmatched record
- Unreviewed record
 - E.g. new record: When a record is imported into ASEDRA for the first time or if a reviewed box is not checked

- Driver record points meet or exceed 6
 - After 10 days, any record that exceeds points and is not marked reviewed will trigger a second notification
- Driver's license suspended, revoked, or canceled
 - Note: this should not be related to CDL license changes

Q. Why am I unable to select the magnifying glass and/or review box?

Sometimes the magnifying glass and/or review box for a record will be disabled. Often this is because the ASEDRA system captures new or updated HRIS data on an ongoing basis, yet the motor vehicle record update will occur twice monthly. If the authorized driver record is new or there were changes to an employee record, e.g. change in process level, then the record may not have been captured in the latest batch file. If no associated record is returned from MVD, there is no record available for review, and that may be why you do not have access to the magnifying glass and review box.

Another reason could be the driver has a 'restricted' license not allowing ASEDRA to retrieve those records. If this is the case refer to your agency HR team member who performs pre-employment DL checks via MVRRS or requests updated records directly from the driver. Make a dated note to the effect in the comment field to indicate the check and their ability to drive.

Typical reasons a license is 'restricted' include law enforcement personnel or order of protection ([refer to MVD Record Redaction](#) information).

We also recommend you review the driver information in the ASEDRA or HRIS system for accuracy (first name, last name, DOB, DL#); if there is an error found make the necessary corrections and then follow up after the next ASEDRA update.

If the issue continues longer than two (2) ASEDRA update cycles, please send an email to asedra@azdoa.gov.

R. What if my driver has a restricted or out-of-state driver's license?

If your driver has a restricted or out-of-state driver's license it will prevent ASEDRA from returning a motor vehicle record from the MVD. If this happens, you will need to request the driver supply you with an uncertified 39-month motor vehicle record (or 3 years if more readily available) to you on a periodic basis (annually at minimum).

Be sure to add detailed notes in the ASEDRA comments section for that driver, including the date of the last review and outcome.

S. My driver shows as ‘suspended’ but they have a valid drivers’ license, why?

If a driver has an ignition interlock device order, although they are allowed to drive their personal vehicle with the interlock device in place, this requirement would prohibit the operation of a State vehicle and is shown in ASEDRA as a suspended license.

T. What does “cancellation” mean on a driving record?

This can happen for a few reasons. For example, the employee has applied for a drivers’ license in another state, causing the Arizona license to be canceled.

Confirm the drivers’ license number with the driver and advise them of the cancellation. It will be their responsibility to clear up any issues and provide you with any proof of their ability to drive.

U. What happens if my driver receives a total of 6-7 points?

A driver with 6-7 total driving points within the last 39-months is considered a conditional driver. The driver’s supervisor shall be notified of conditional status in order to initiate a review of State driving privileges.

Use the ‘[Conditional/High-Risk Driver Review Form](#)’ or similar form to initiate and track the administrative review.

V. Can a high-risk driver (8+ points) continue to drive a State vehicle?

Yes, per [A.A.C. R2-10-207\(11\)g\(iii\)](#), the Agency head may authorize a driver who is considered to be high-risk (8 or more driving points) to drive a State vehicle unless that employee is required to have an ignition interlock device.

Request that the agency head limits driving on State business. If an agency head allows the authorized driver to drive on State business, the agency head shall provide to the driver, in writing, the limitations and the duration of the authorization to drive. An agency head shall not circumvent an order or action of the Motor Vehicle Division or any court.

Use the ‘[Conditional/High-Risk Driver Review Form](#)’ or similar form to initiate and track the administrative review and approval.

W. Is there a screen or dropdown in ASEDRA that interprets an MVD record?

No, not within ASEDRA. For information related to interpreting records refer to the ‘[Guide to Understanding the New MVR](#)’.

X. Why is my driver showing up as unreviewed?

A driver could become unreviewed when:

- Newly added as an authorized driver
- Change to their process level in HR
- Changes to their driver record, e.g. change in points, suspension

Once the record has been reviewed, check the reviewed box and save changes. It will become unchecked if any of the above occurs again.

Y. Why is my driver showing up as unmatched?

NO Match means ASEDRA can't verify OR No data returned. e.g. Authorized driver in HRIS that may not be eligible to drive!

There are several reasons why this might occur. Following are the most common:

- The information within HRIS and MVD does not match. e.g. last name spelling, date of birth, drivers' license number
- The driver works for more than one State agency

You can pull the Detailed Matching Report (mark status: No Match, and run) and look for variances in the HR and MVD fields. There is brief information on how to read this report in the ASEDRA User Guide on page 14.

Z. What do the confidence terms: high, low, medium mean on the Unmatched report?

ASEDRA looks for four unique identifiers to pull a motor vehicle record: Driver's license number, date of birth, last name, and first name.

The confidence terms identify the probability that the record belongs to someone, but will not link that record to ASEDRA to view the details since all criteria do not match. It must have all criteria met in order to reveal the full record.

Review the Message field to identify where the error is.

AA. Why does the driver appear twice on my driver list?

It is possible he had been identified for several vehicles within the PA22.1 screen of HRIS but did not have the license number entered for each line item so the system sees this as two separate records. If you add the license number to the additional line that should fix it.

BB. The employee has been terminated, why are they still in ASEDRA?

(Per our ASEDRA User Guide) "When an employee leaves State service their status code of T1, which means "Termination Pending" may not be updated to T2, "Termination Final." If this update is not done, the former employee will continue to be identified as an authorized driver and the MVR will continue to be run. If unsure, you can check this status on the HR11.1 screen." Another option is for you to change his authorized driver status in HRIS.

On occasion when an employee retires they may carry accrued sick leave still receiving payment on (aka RASL), leaving them active in the HRIS system until the balance is paid; at that time they will drop from ASEDRA.

CC. How long are a driver's records retained?

The files in ASEDRA are retained for 5 years after they depart. This was based on the retention requirements under HR, Personnel Records, #20704, 20705 - Driver Qualifications.

https://azlibrary.gov/sites/default/files/arm-all-general-schedules_2020-9-12.pdf

For more information refer to [section 7. RETENTION](#).

Additional Resources

- [ASEDRA User Guide](#)
- For questions related to policies refer to your Agency's policy and/or the ADOA Motor Vehicle Policy.

Question not answered?

Email us at ASEDRA@azdoa.gov