

**Arizona Department of Administration - Risk Management Division**  
**Vehicle Use and Safety Policy**  
**General Policies and Procedures**

1. Policy Purpose and General Provisions

- 1.1. The purpose of this policy is to set forth requirements for operating motor vehicles in the performance of State business; in those fleets excluded under A.R.S. § [28-472](#).
- 1.2. Operation of motor vehicles provided by the Arizona Department of Transportation fleet shall comply with Arizona Administrative Code R17-1-401 through R17-1-405.
- 1.3. This policy applies to any motor vehicle operated in the performance of State business, whether such vehicle is owned by the State, provided by a vehicle rental enterprise, or owned by the driver of the vehicle.
- 1.4. In accordance with A.R.S. § 41-623(A), this policy establishes processes and procedures that must be followed by:
  - 1.4.1. The management and supervisory personnel of a State agency employing or engaging an individual operating - at the agency's direction, with the agency's permission, or under an agency's authority - a motor vehicle on State business.
  - 1.4.2. An individual - whether an employee or non-State employee - operating a motor vehicle on State business.
- 1.5. The policy authorizes agencies to develop agency-specific policies, procedures, and standards that do not contradict this policy and are not less restrictive than this policy. Such agency-specific policies, procedures, and standards must be in writing and made available to all agency personnel.
- 1.6. Any agency-specific policies, procedures, and standards must comply with the requirements of the Arizona Administrative Code (A.A.C.) R2-10-207(11) as well as any other applicable Federal, State, or local laws, rules, regulations, or policies.

2. Definitions

- 2.1. *ADOA*: Arizona Department of Administration.
- 2.2. *ADOT*: Arizona Department of Transportation.
- 2.3. *Agency*: 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.
  - 2.3.1. Does not include the Legislative or Judicial branches of state government.

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- 2.4. *Agency Head*: The chief executive officer or the deputy of any department, authority, board, commission, council, administration, court, registrar, office, institution, or other entity in the Executive, Legislative, or Judicial branch of Arizona Government. (See SAAM 9505)
  
- 2.5. *Arizona State Employee Driver Record Application (ASEDRA)*: An automated system that gathers and stores a thirty-nine (39) month driving history for State managed authorized drivers. Twice monthly, ASEDRA gathers information including driving points from ADOT-MVD and makes the information available for agency representative review.
  
- 2.6. *Arizona Revised Statutes (A.R.S.)*: the name given to the statutory laws in the State of Arizona.
  
- 2.7. *Authorized Driver*: An individual that possesses a valid class appropriate driver's license for the vehicle to be operated on State business, who has completed all required training, and who has successfully passed all necessary personal record documentation checks. An authorized driver also meets one of the following criteria:
  - 2.7.1. An employee, working within the course and scope of employment or assigned duties, operates a vehicle in the performance of State business, that is not prohibited to drive in accordance with A.R.S. § 23-231, Titled - *Prohibited employment of persons under the age of eighteen*.
  
  - 2.7.2. A non-State employee acting within the course and scope of authorized or contracted responsibilities who has been allowed to drive a State owned vehicle because the agency head has determined that it is necessary and in the best interest of the State.
  
- 2.8. *Child Safety Seat*: An infant or child safety seat or booster seat.
  
- 2.9. *Commercially Rented Vehicle (CRV)*: A vehicle that is obtained using the current State Procurement Office, Statewide "Vehicle Rental Services" or other applicable lease or rental contract.
  
- 2.10. *Conditional Driver*: A driver who has accumulated six (6) to seven (7) driving points within the last thirty-nine (39) months.
  
- 2.11. *Contractor*: An entity or individual that receives a contract to provide goods or services to the State, most frequently in exchange for payment. Also known as a vendor.

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- 2.12. *Distracted Driving*: Engaging in any activity prohibited under A.R.S. § 28-914(C), which, among other things, prohibits the use of a cell phone or stand-alone device unless the device is in a hands-free mode.
- 2.13. *Domicile-to-Duty Travel*: Authorized overnight use of an assigned State vehicle for business and commuting.
- 2.14. *Driver Points*: Points assessed against an individual's driver record when the driver is convicted of or forfeits bail for a moving violation.
- 2.15. *Driver Record* : A record maintained by the MVD that documents an authorized driver's violations and driving status.
- 2.16. *Employee*: Any full- or part-time individual being compensated, for, or under the authority of any payroll system of the Government of the State of Arizona or any public officer, deputy, board, or commission member that receives compensation. To be defined as an officer of the state, the person must be participating on a board, commission, authority, council, or committee created by law, the Governor, or by an Agency Head with the proper authorization to create such an entity.
  - 2.16.1. Those paid by political subdivisions, such as counties and school districts, are not employees of the State; those paid by the State Universities are employees of the State.
- 2.17. *Fleet*: A collection of motor vehicles managed by a State agency to include all rented, leased, or owned vehicles and watercraft.
- 2.18. *Fleet Management*: The business unit within an agency that provides vehicles to address agency transportation needs in carrying out the business of the State.
- 2.19. *Fleet Telematics System (FTS)*: An onboard Global Positioning System (GPS) that captures, communicates and stores vehicle usage data. Providing actionable data to increase fleet and driver efficiency.
- 2.20. *High Risk Driver*: A driver that has accumulated eight (8) or more driving points within the last thirty-nine (39) months.
- 2.21. *HRIS*: The Human Resources Information Solution; the State's statewide automated personnel and payroll system.
- 2.22. *License Revocation*: A driver's license with respect to which driving privileges have been withdrawn and cannot be restored without special action as required by the MVD.

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- 2.23. *License Suspension*: A driver's license with respect to which driving privileges have been temporarily withdrawn for a specified period of time or until reinstated by a court or the MVD.
- 2.24. *Loss Prevention Coordinator*: A qualified management level/professional individual identified by the agency head to conduct and coordinate the agency's loss prevention programs. See A.A.C. R2-10-206 B.
- 2.25. *Motor Vehicle*: A motorized conveyance used for transportation of people or cargo from one point to another.
- 2.26. *Motor Vehicle Accident Reporting Packet*: After incident instructions, automobile loss report, and witness information forms; located in the glove compartment of State-owned vehicles.
- 2.27. *MVD*: The Motor Vehicle Division of the Arizona Department of Transportation.
- 2.28. *Non-Employee Passenger*: An individual riding in a State-owned or operated vehicle who is not an employee of the State.
- 2.29. *Non-State Employee*: An individual who performs services for the State of Arizona but are not State employees paid under the authority of any payroll system of Arizona State Government, (e.g., appointed members of boards or commissions that are reimbursed for travel expenses, and exclusively operate personally owned vehicles to commute to meetings; contractors; volunteers; interns; correctional inmates or wards of the State; etc.)
- 2.30. *POV*: Personally owned, leased, or rented vehicle.
- 2.31. *SAAM*: State of Arizona Accounting Manual.
- 2.32. *State of Arizona Driver Authorization Form*: A form required by all authorized drivers to operate a POV or State-owned vehicle in the furtherance of State business.
- 2.33. *SOV*: A State-owned, leased, or rented vehicle to be used for authorized State travel.
- 2.34. *The State Motor Vehicle Fleet*: As defined in A.R.S. § 28-472.
- 2.35. *Traveler and Travel Status*: An individual and an individual's condition as defined by SAAM, Topic 50, Travel, Section 5015, Travel by Individually Operated Motor Vehicle, and Topic 95, Lists, Section 05, Glossary, and other sections that may apply.

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- 2.36. *Vehicle Incident*: Any incident that results in death, injury, or property damage involving a vehicle.
- 2.37. *Vehicle Incident Review Committee (VIRC)*: A representative committee of agency stakeholders.
- 2.38. *Volunteer*: One who provides services without the expectation of compensation other than reimbursement of costs incurred.

### 3. Responsibilities.

#### 3.1. *General.*

- 3.2. Each authorized driver, supervisor, manager, and agency head is responsible for ensuring compliance with this policy and the agency's vehicle use and safety policy if applicable.

#### 3.3. *Agency Head.*

- 3.3.1. The agency head shall ensure that the agency's motor vehicle safety program complies with:

- 3.3.1.1. Arizona Administrative Code R17-1-401 thru R17-1-405, for agencies participating in the State Motor Vehicle Fleet administered by ADOT.

- 3.3.1.2. Agency specific fleet use rules and safety policy for agencies administering their own fleet.

- 3.3.1.3. ADOA - Motor Vehicle Use and Safety Policy.

- 3.3.2. As applicable, the agency motor vehicle use and safety policy must be communicated to all agency personnel that are expected to drive for State business.

- 3.3.3. Prior to allowing non-State employees to drive a SOV, the agency head will:

- 3.3.3.1. Make sound business-based decisions and act in the best interest of the State in the management of the agency's vehicle use program.

- 3.3.3.2. For contracted non-State employees, ensure that the underlying contract includes non-owned vehicle liability coverage prior to authorizing use of an SOV.

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- 3.3.4. The agency head will determine whether the agency vehicle safety program will allow non-employee passengers to ride in an SOV.
- 3.3.5. The agency head shall determine whether high risk drivers should be allowed to continue driving for State business. This determination shall be in writing and shall not contravene or circumvent an order or action of the court or the MVD.
- 3.3.6. The agency head or designee is the final and required approver for intermittent Domicile-to-Duty travel requests.
  - 3.3.6.1. See SAAM 5015 for guidance on SOV usage for commuting.
  - 3.3.6.2. Continually assigned or dispatched vehicles from an employee's residence, shall be managed and authorized by the applicable Agency Fleet Administrator.
- 3.3.7. Citizen complaints shall be investigated and related recommendations reviewed by the agency head or designee.
- 3.3.8. Reviewing and recommending corrective action for conditional drivers.
- 3.3.9. Reviewing and recommending high risk driving status reviews from the agency ASEDRA administrator and, if applicable, forwarding related recommendations to the agency head for final determination.
- 3.3.10. Utilizes information obtained from the vehicle, Fleet Telematics System (FTS), VIRC determination report, or citizen complaints to initiate corrective measures for preventive incidents, damage, unsafe usage, and at fault accidents.
- 3.3.11. Corrective action measures may include, but not necessarily be limited to:
  - 3.3.11.1. Completing defensive driver training within thirty (30) calendar days of the determination.
  - 3.3.11.2. Attending corrective safety training.
  - 3.3.11.3. Loss of driving privileges.
  - 3.3.11.4. Transfer to a non-driving position.
  - 3.3.11.5. Separation from state employment.

3.4. *Managers and/or Supervisors*

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- 3.4.1. Managers and/or supervisors are responsible for initiating the State Driver Authorization Form RMD 16-001-1F Rev. Date 08/04/2023 for a person identified as an authorized driver by:
    - 3.4.1.1. A job position description questionnaire, or similar document, and/or
    - 3.4.1.2. Job duties requiring the use of a vehicle either State owned, leased, or rented under a State contract, or a POV where the State provides 100% of the operational costs.
  - 3.4.2. Transmitting the completed State Driver Authorization Form to the agency Human Resources Division for input into HRIS.
  - 3.4.3. Ensuring that only properly licensed, qualified, and authorized individuals have received the required training to drive vehicles in support of official, authorized agency purposes and activities.
  - 3.4.4. Approving overnight use of a SOV.
  - 3.4.5. Approval of POV use and the subsequent approval of travel and travel claims resulting from such use. (Form GAO-520, if applicable)
  - 3.4.6. Providing authorized drivers a copy of the agency motor vehicle use and safety policy.
  - 3.4.7. Implementing and enforcing key accountability procedures for assigned vehicles to prevent unauthorized use.
    - 3.4.7.1. Performing monthly spot checks of vehicle usage to prevent unauthorized use.
  - 3.4.8. Once notified of conditional or high risk driving status, initiating the Conditional/High Risk Driver Review and ensuring that the completed form is forwarded to the agency loss prevention coordinator.
  - 3.4.9. Reviewing auto loss reports for completeness.
  - 3.4.10. When an authorized driver is transferred from one unit or agency to another, the driver's supervisor in the receiving unit is responsible for verifying that all defensive driving and other required driving related training has been completed.
- 3.5. *Agency Human Resources*
- 3.5.1. For applicants to positions that require an authorized driver.

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- 3.5.1.1. The position description or similar document will indicate a requirement to drive for State business.
- 3.5.1.2. Verify the applicant's driving record meets Authorized Driver requirements by MVR check, prior to employment.
- 3.5.2. For State employees who are authorized drivers:
  - 3.5.2.1. Receive the State Driver Authorization Form RMD 16-001-1F Rev. Date 08/04/2023 and accurately enter the authorized driver information outlined in the ASEDRA User Guide Section 3 HRIS Entry.
  - 3.5.2.2. Ensure that the following information exactly matches the individual's issued driver's license.
    - 3.5.2.2.1. Driver License Number
    - 3.5.2.2.2. Name- First, Middle & Last
    - 3.5.2.2.3. Date of Birth
  - 3.5.2.3. Ensure that the Driver Authorization form is retained in the employee's personnel file.
- 3.5.3. When designated as the agency ASEDRA Administrator, perform the monthly database review as outlined in the ASEDRA Users Guide.
- 3.6. *The State Procurement Office (SPO), a division of ADOA*
  - 3.6.1. Will assist agency management in addressing allowance of non-State employee (contractors) to drive an SOV, to include:
    - 3.6.1.1. Ensuring that the agency head has deemed it necessary,
    - 3.6.1.2. Ensuring that contract(s) include liability coverage for all non-owned vehicles.
  - 3.6.2. Will ensure that a Statewide vehicle rental contract is available for agency use.
- 3.7. *The Agency Loss Prevention Coordinator*
  - 3.7.1. The agency loss prevention coordinator is responsible for administering the agency's motor vehicle use and safety policy, which includes:



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- 3.7.1.1. Ensuring the agency motor vehicle use and safety policy complies with all applicable and current State rules, regulations, standards, and policies.
- 3.7.1.2. Providing or identifying safety training policies that meet the needs of the agency.
- 3.7.1.3. If designated as the agency ASEDRA administrator, performing the monthly database review to verify authorized driver status, which includes:
  - 3.7.1.3.1. For driver's that are conditional or high risk, notify agency HR staff of the need to initiate the Conditional/High Risk Driver Review.
  - 3.7.1.3.2. Completing the ASEDRA administrator portion of the review form and forwarding it to the agency head or designee.
- 3.7.1.4. Participating as a member of the agency VIRIC.

### 3.8. *Authorized Drivers*

- 3.8.1. Prior to operating a vehicle for State business an authorized driver should review:
  - 3.8.1.1. The agency policy or this vehicle use policy,
  - 3.8.1.2. The ADOT or Agency Vehicle User Handbook.
- 3.8.2. Following agency vehicle use procedures for key accountability and documentation.
- 3.8.3. An authorized driver shall promptly inform their manager or supervisor of any condition or license status that may affect or change their driving privileges.
- 3.8.4. Ensure that non-employee passengers are only allowed in state vehicles at the discretion of the agency head.
- 3.8.5. For incidents involving an SOV, the authorized driver shall:
  - 3.8.5.1. Report any traffic incident that occurs while operating a motor vehicle on State business to law enforcement.

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- 3.8.5.2. Notify their manager and/or supervisor no later than twenty-four (24) hours after being involved in a collision or the cancellation, revocation or suspension of his driver's license.
- 3.8.5.3. Submit a written Auto Loss Report or Auto Loss Mobile Report to Fleet Management and/or Risk Management no later than twenty-four (24) hours after the occurrence of the collision. If the driver is incapacitated, the driver's manager or supervisor shall submit the report.
- 3.8.5.4. If another driver is involved, the authorized driver shall request that the other driver fill out the witness information card located in the accident reporting packet. The authorized driver shall obtain the name and telephone number of any witness.
- 3.8.5.5. The authorized driver shall submit a copy of the law enforcement report in accordance with this or the agency's Fleet Management requirements.
- 3.8.6. For incidents involving an authorized driver's POV, the authorized driver should:
  - 3.8.6.1. Comply with the reporting requirements of their insurance provider (the driver's insurance coverage will be the primary coverage for the claim).
  - 3.8.6.2. Inform their supervisor or manager of the incident.
  - 3.8.6.3. If injured, submit a notice of injury through the 24/7 Nurse Triage Line, and the written automobile loss report to agency Fleet Management within twenty-four (24) hours after the accident.
- 3.9. *Traffic Citations*
  - 3.9.1. An authorized driver is personally responsible to notify their supervisor of any unusual incident within twenty-four (24) hours of occurrence. Examples include, but not limited to: any moving or non-moving violation (other than for mechanical failure) received while driving in the course of conducting State business.
    - 3.9.1.1. If a citation is received for mechanical failure of a SOV, the authorized driver shall contact the Fleet Management office for towing instructions and include a copy of the citation with the automobile loss report to be submitted to Fleet Management.
    - 3.9.1.2. If an authorized driver receives a traffic citation that results in cancellation, revocation, or suspension, the driver has ninety (90) calendar days to provide proof that the matter has been resolved.

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3.9.1.3. Driving privilege will be reviewed using the Conditional/High Risk Driver Review process.

3.9.1.3.1. State driving privileges may be restored when the driver provides verification of license reinstatement.

3.9.1.4. With the exception of citations resulting from SOV mechanical failure. The authorized driver will be financially responsible for citations received while driving any vehicle in the course of conducting State business.

#### 4. Operator Training

4.1. Before driving on State business, all authorized drivers must fulfill these minimum training requirements for the specified vehicle type.

4.1.1. **Any Motorized Vehicle:** Authorized State Driving Training, RM29, or its equivalent.

4.1.2. **Van** (designed for 9 to 15 passengers): VAN101INTR, Van Dynamics and VAN102BW, Van Behind the Wheel Skills Supervised Ride Along Evaluation.

4.1.3. **Golf or Utility Cart:** DD200GC-01, Golf/Utility Cart Training

4.1.4. **Motorized Specialty Vehicle:** Agency shall provide per A.A.C R2-10-207(11)(d).

4.2. Recertification and/or retraining may be required when agency management or the driver's supervisor deems it appropriate and/or when there is a change in equipment, operating conditions, or unsatisfactory operator performance.

#### 5. Vehicle Incident Review Committee (VIRC)

5.1. In compliance with A.A.C. R2-10-207(11)(e), each agency with a motor vehicle safety program will include a Vehicle Incident Review Committee (VIRC).

5.2. A VIRC shall conduct a review of each incident that involves collision or damage to determine the cause and preventability of the incident and to recommend any corrective action to prevent a recurrence.

#### 6. Driver Record Review and Related Matters

6.1. For employee driver record checks consult the State Risk Management/Loss Prevention/ASEDRA webpage, ASEDRA User's Guide, and FAQs.

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- 6.2. The driving records (MVRs) of all authorized drivers will be collected and reviewed on a monthly basis.
- 6.3. The status of authorized drivers will be assessed using the Conditional/High Risk Driver Review process, to initiate and track the administrative driver review. Determinations will be based on the following considerations:
  - 6.3.1. **Conditional drivers:** status checks will be made at least twice each month; drivers shall, as soon as practicable, attend defensive driver training or similar activity to improve driving skills.
  - 6.3.2. **High-risk record:** status will be evaluated to determine if status will become restricted, suspended, or terminated. Termination of authorized driving status is highly recommended for drivers with ten (10) or more points.
- 6.4. A driver convicted of a criminal violation while operating a SOV may, as applicable, be subject to termination from State employment, removal from State contract, or loss of volunteer status.
- 6.5. Authorized drivers with an interlock device order shall not drive on State business per A.R.S. § 28-144 Drivers License or Permit Restrictions.

#### 7. Vehicle Use

- 7.1. Authorized drivers are expected to operate vehicles in such a manner as to prevent incidents, property damage, or injuries by driving defensively and in compliance with the laws, statutes, ordinances of the State of Arizona and all jurisdictions in which they drive.
- 7.2. SOVs are to be used for State business only. Use of a SOV for private transportation is a Class 2 misdemeanor and is prohibited (A.R.S. § 38-538.04).
- 7.3. Seatbelts or the appropriately sized child safety seat shall be used by all occupants while the vehicle is in operation.
  - 7.3.1. Arizona law requires that children younger than 8 years old and shorter than 4 feet, 9 inches, must be properly secured in the appropriately sized child safety seat.
- 7.4. No smoking or vaping is allowed in a SOV.

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- 7.5. Pre and post trip inspections are required for all SOV's.
- 7.6. When in travel status, use discretion when parking a SOV for non-work related stops, including the following provisions:
  - 7.6.1. Generally, vehicle refuel/recharging, restroom visits, stops for meals and overnight stays are authorized when a driver is in travel status.

#### 8. Drugs and Alcohol

- 8.1. See the [Arizona Department of Administration - Alcohol and Drug-Free Workplace - Drug and Alcohol Testing of Employees - Policy ADOA/HRD PA5.03](#)

#### 9. Distracted Driving

- 9.1. In Arizona it is illegal to talk, text, send/read a message, scroll social media, or watch/record videos with a device physically held or supported with any part of a person's body unless if used with an earpiece, headphone device, or device worn on a wrist to conduct a voice-based communication.
- 9.2. Authorized drivers should not perform an activity that could distract the driver from the primary task of operating a vehicle.
- 9.3. As identified in A.R.S. § 28-914; operators of vehicles with electronic equipment installed for the performance of official State duties should make every effort to not use the devices while driving.

#### 10. Domicile-to-Duty Travel

- 10.1. A motor vehicle owned or leased by the state will not be provided to an employee, including elected officials for personal use.
  - 10.1.1. Arizona Revised Statutes Chapter 3 Article 10, and
  - 10.1.2. [State of Arizona Accounting Manual \(SAAM\) 5015.](#)
    - 10.1.2.1. Domicile-to-duty travel is considered a taxable benefit, which must be reported on [Form GAO-88, Personal Use of State Vehicle Form.](#)

#### 11. POV Usage

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- 11.1. A driver will obtain approval from their supervisor before using a POV on State business.
- 11.2. An agency supervisor may not authorize the use of a POV for State business if the driver does not possess a valid driver's license and liability insurance and proof thereof.
- 11.3. Authorized drivers acting within the course and scope of their employment should not use a POV to transport those in the care and custody of the State.
- 11.4. The State provides liability coverage on an "Excess Basis" for officers, agents, and employees driving POVs in the course and scope of their employment.
  - 11.4.1. The State does NOT provide coverage for loss of/or property damage to a POV. Employees remain responsible for property damage to or loss of a POV used on State business.
- 11.5. Use of a POV for State business will comply with the directives contained in SAAM 5015.

12. Consequences for Non-compliance

- 12.1. Authorized drivers who fail to comply with this policy may be subject to disciplinary measures, including termination of employment, volunteer status, or contract.

13. Related Forms and Documents

#16-001-1F - State Driver Authorization Form - Rev Date 08/04/2023