



Arizona State Employee Driver Record Application

March 2024

AGENDA

- **Introductions and information**
- **New web-based platform overview**
 - What has changed
 - System enhancements
 - What is still to come
- **Administrator responsibilities**
- **Document and form updates**
- **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.

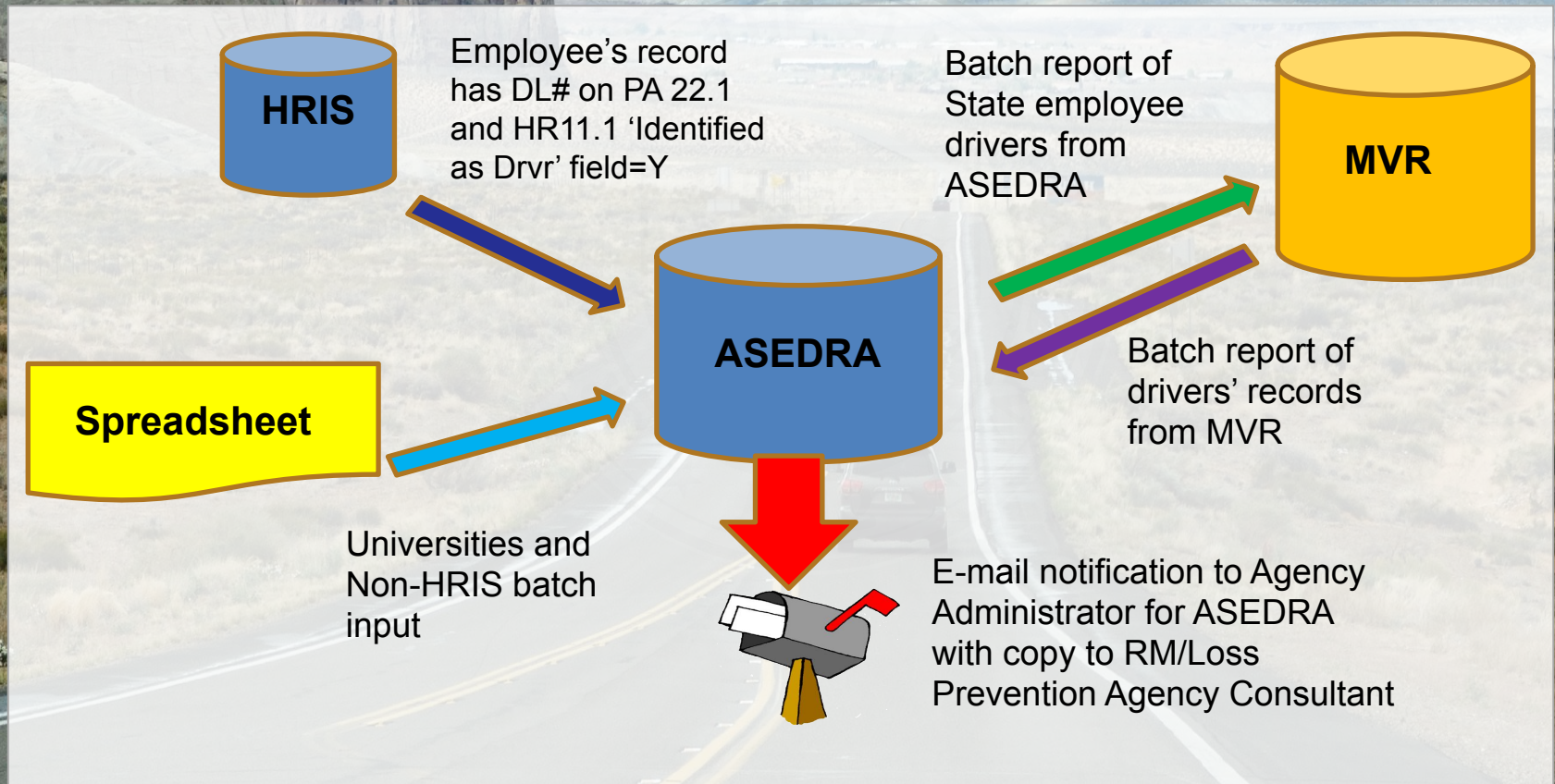
- *In accordance with A.A.C.R2-10-207.11 (f. and g.), State of Arizona agencies are required to complete annual or more frequent motor vehicle record review of Authorized Drivers*
- *Reduce risks due to unauthorized or unsafe drivers of agency vehicles*
- *Mitigate legal exposure by enforcing minimum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

Current Statistics

- **ASEDRA began July 2009 with 23,588 driver records**
- **53,619 system records for State employee and University drivers as of 03-21-2024**
 - **61 Agencies (including all 3 Universities)**
 - **128 Administrators/Users**
 - **276 (0.51%) drivers have 6 or more points**
 - **126 (0.23%) drivers with suspended, revoked or cancelled licenses**
 - **3,423 (6.39%) records are unmatched and therefore, do not meet the required driving record review**

Systems Interface

Arizona State Employee Driver Record Application



Quick Question

According to most recent Bureau of Labor Statistics data, Transportation incidents are the leading cause of workplace fatalities.

What do you think the transportation percentage is out of all the workplace fatalities for 2022?

25%

38%

42%

Quick Question

And the answer is.....

38%

Welcome to the new Web-Based System

What has changed?

- **Log-in EIN's - no leading zeros / still uses your YES password**
- **Drivers Management Page - Same information / more logical structure**
- **Driver details page formatting - Easier to understand / data grouped for easier navigation**
- **Report type selection is now in dropdown list instead of static menu; Matching report eliminated to reduce confusion**
- **Non-HRIS driver upload now in CSV format**

Log-In

 Login

Username:

130350

Password:

Login

Please try your HRIS password prior to seeking assistance. If you are having problems logging in please visit [Y.E.S. Portal](#)

Change to Log in: EIN cannot contain any leading zeros.

Driver Management Page

Old



LOGOUT

ASEDRA 2.1

Authorized Drivers

Authorized Drivers

Unmatched

Unreviewed

6 points or more

Points Changed

Suspended

ASEDRA : Authorized Driver List

Filter

Last Name	First Name	Matched	Points	Review Status
<input type="text"/>	<input type="text"/>	All	All	All
Agency	License #	Process Level		
Select...	<input type="text"/>	Select...		
<input type="checkbox"/> Hide drivers with zero points.	<input type="checkbox"/> Suspended.			
<input type="checkbox"/> Hide drivers with no change in points.				
		Filter	Save Changes	

Results returned: 54756

New

ASEDRA

Drivers CSV Upload Reports Admin Help Logout

Drivers Management



Reset Changes Save Changes 3

First name	<input type="text" value="Filter by First name"/>	Last Name	<input type="text" value="Filter by last name"/>	License number	<input type="text" value="Filter by license number"/>
Points	All Points	Matching criteria	All	Review status	UnReviewed
Agency	AHCCCS	Process Level	Filter by Process Level	<input type="checkbox"/> Hide Zero Points	<input type="checkbox"/> Suspended
				<input type="checkbox"/> Hide No Change In Points	

1 of 3 << < 1 2 3 > >> 50

Total Records: 116

Driver Detail Page

Withdrawals

Violations

VIOLATION DATE	CODE	DESCRIPTION	DISPOSITION DESCRIPTION	COUNTY	FINE	COURT CODE	SPEED	SCHOOL ASSIGNMENT	CMV	HZMT	POINTS	PLATE NUMBER
02/16/2021	28-701A	Speeding	11 - Plea of guilty or responsible; sentence imposed			1403			N	N	3	72A3COA
02/16/2021	28-701A	Speeding	11 - Plea of guilty or responsible; sentence imposed			1403			N	N	3	72A3COA
05/31/2023	28-701A	Speeding	11 - Plea of guilty or responsible; sentence imposed			751			N	N	3	72A3COA
05/31/2023	28-701A	Speeding	11 - Plea of guilty or responsible; sentence imposed			751			N	N	3	72A3COA
06/06/2023	28-701A	Speeding	11 - Plea of guilty or responsible; sentence imposed			751			N	N	3	72A3COA
06/06/2023	28-701A	Speeding	11 - Plea of guilty or responsible; sentence imposed			751			N	N	3	72A3COA
06/08/2023	28-701A	Speeding	11 - Plea of guilty or responsible; sentence imposed			751			N	N	3	72A3COA
06/08/2023	28-701A	Speeding	11 - Plea of guilty or responsible; sentence imposed			751			N	N	3	72A3COA
06/12/2023	28-701A	Speeding	11 - Plea of guilty or responsible; sentence imposed			751			N	N	3	72A3COA
06/12/2023	28-701A	Speeding	11 - Plea of guilty or responsible; sentence imposed			751			N	N	3	72A3COA
06/13/2023	28-701A	Speeding	12 - Bail or deposit given and declared forfeited		0	751			N	N	3	72A3COA
06/13/2023	28-701A	Speeding	12 - Bail or deposit given and declared forfeited		0	751			N	N	3	72A3COA
06/20/2023	28-701A	Speeding	58_2021 - Default of Judgment: pursuant to 28-1596			751			N	N	3	72A3COA
06/20/2023	28-701A	Speeding	58_2021 - Default of Judgment: pursuant to 28-1596			751			N	N	3	72A3COA



Reports

ASEDRA Drivers CSV Upload Reports Admin ▾ Help ↗ Logout

Export as Excel Export as PDF

Report Type

Select Report Type ▾

ASEDRA Drivers CSV Upload Reports Admin ▾ Help ↗ Logout

Export as Excel Export as PDF

Report Type

- Select Report Type ▾
 - Violation Report
 - Agency Driver Report
 - Employee Archive Report
 - Detailed Matching Report
 - Process Level Report

Quick Question

Obviously Maricopa and Pima Counties have the highest number of traffic related fatalities year over year. Based on information from the National Highway Transportation Safety Board, What Arizona county had the next highest transportation fatalities for 2021?

Coconino

Cochise

Gila

Navajo

Pinal

Mohave

Yavapai

Yuma

Quick Question

And the answer is.....

5 Year Trend For The Top 10 Counties of 2021 - Fatalities

Arizona Counties by 2021 Ranking		Fatalities					Percent of Total				
		2017	2018	2019	2020	2021	2017	2018	2019	2020	2021
1	Maricopa County	462	490	442	492	596	46	49	45	47	51
2	Pima County	114	125	140	165	162	11	12	14	16	14
3	Mohave County	43	43	56	55	70	4	4	6	5	6
4	Yavapai County	55	42	55	63	57	6	4	6	6	5
5	Pinal County	71	72	71	56	55	7	7	7	5	5
6	Coconino County	47	47	50	43	45	5	5	5	4	4
7	Navajo County	52	57	27	38	39	5	6	3	4	3
8	Cochise County	22	22	26	23	28	2	2	3	2	2
9	Yuma County	26	30	28	30	28	3	3	3	3	2
10	Gila County	26	23	17	24	27	3	2	2	2	2
Sub Total 1.* Top Ten Counties		943	956	929	989	1,107	94	95	95	94	94
Sub Total 2.** All Other Counties		55	54	50	61	71	6	5	5	6	6
Total All Counties		998	1,010	979	1,050	1,178	100	100	100	100	100

[Download Table \(Excel\)](#)

*This Sub Total is the Total for the Top Ten Counties

**This Sub Total is the Total for all Counties Outside the Top Ten

System Enhancements

Drivers Management

First name Last Name License number

Points Matching criteria Review status

Agency Process Level

Hide Zero Points Suspended
 Hide No Change In Points

1 of 1041

<< < 1 2 3 4 5 > >>

50

Total Records: 52024

Adjust how many records you can see per page

1 of 1073

<< < 1 2 3 4 5 > >>

50

- 50
- 100
- 150
- 250

System Enhancements

ASEDRA

Drivers CSV Upload Reports Admin Help Logout

Drivers Management

Filter by First name

Filter by last name

Filter by license number

All Points

Matching criteria: All

Review status: Unreviewed

Agency: AHCCCS

Process Level: Filter by Process Level

Hide Zero Points

Hide No Change In Points

Suspended

1 of 3 << < 1 2 3 > >> 50

Total Records: 116

Confirm the below drivers modifications.

ID	NAME
Drivers review changed	
170839	JESUS GARCIA
196872	CRISTOPHER JAUREGUI MORENO

Cancel

Confirm

What's Yet To Come

Examples are:

- Detailed matching report not functioning correctly
- Process level function improvement
- Search by EIN Field
- Saving the number of records per page
- Increasing the screen timeout length

Administrator Responsibilities

- **Driver management**
 - *Authorized Driver Form*
 - *HRIS Entry/Capture in ASEDRA*
 - *Non-HRIS Administration*
- **Record Review/Consistent periodic review**
- **Documented standard work**

Administrator Responsibilities

Employee / Authorized driver completes the Authorized Driver form

HRIS: Employee record updated via two screens

HR11.1 - Employee

Data View | Special Actions | Previous | Inquire | Next | Inquire | Related Forms

Company: STATE OF ARIZONA
Employee: KELLY, LAURIE

Main | Assignment | Pay | Work | Personal | Address | Work Elig | **User Flds** | Tax | Pay Edits | Year End | Ben Dates | Ben Flags | Plan Test

More Records Exist - Use PageDown

FC	Type	Field Name	Value	Description	Sts	Curr	Req
▼	Alpha	DPS-SDA				QE	QE
▼	Alpha	EDUCATION				QE	QE
▼	Alpha	ETE PARTICIPANT	Y	YES		QE	QE
▼	Alpha	IDENTIFIED AS DRVR	Y	YES		QE	QE
▼	Alpha	INTERNET	Y	YES		QE	QE

Administrator Responsibilities

Employee / Authorized driver completes the Authorized Driver form

HRIS: Employee record updated via two screens

HR11.1 - Employee

Company: STATE OF ARIZONA
Employee: [REDACTED]

Main Assignment Pay Work Personal A

More Records Exist - Use PageDown

FC	Type	Field Name
Alpha	DPS-SDA	
Alpha	EDUCATION	
Alpha	ETE PARTICIPANT	
Alpha	IDENTIFIED AS DRVR	
Alpha	INTERNET	

XP52.1 - *SOA Individual Action

Company: STATE OF ARIZONA
Employee: KELLY, LAURIE
Last Change: [REDACTED]

Action, Nbr: USERFLDCHG
Effective: 02/14/2024
Reasons: DRIVER

Parameters: Selected Items 1 Selected Items 2 Selected Items 3

Data Item	Current Value	Change To
IDENTIFIED AS DRVR	Y	
ETE PARTICIPANT	Y	
CURRENT ASRS MEMBER	N	
ANNUAL LEAVE PLAN	LPANUNC1	
SICK LEAVE PLAN	LPSKSTAND1	
UNIFORM ALLOWANCE		
DC GEOGRAPHIC STPND		
DC MEDICAL STPND		
DPS-SDA		

Administrator Responsibilities

Employee / Authorized driver completes the Authorized Driver form
HRIS: Employee record updated via two screens

PA22.1 - Certifications

Data View ▾ | Special Actions ▾ | Change | Previous | Inquire | Next | Inquire ▾ | Related Forms ▾

Company STATE OF ARIZONA
Employee KELLY, LAURIE

FC	Certification	Description	Date Acquired	Renewal Date	St or Prov	License Number	Renewal Cycle
▾	VEH-P	PERSONAL VEHICLE	10/08/2009	05/11/2032	AZ	██████████	▾
▾	VEH-SV	STATE VEHICLE	05/15/2019		AZ	██████████	▾
▾							▾
▾							▾
▾							▾
▾							▾
▾							▾
▾							▾
▾							▾
▾							▾

Cost

Source Verified
Cost Company Sponsor

Administrator Responsibilities

What's missing?

ASEDRA DATA DISCREPANCY REPORT

employee	first name	last name	process level	emp status	User Field / Cert Code	Comments
			VS200	C1	Y	In HR11 not In PA22
			VS400	C1	VEH-SP	In PA22 not In HR11
			VS400	C1	VEH-SV	In PA22 not In HR11
			VS400	C1	VEH-P	In PA22 not In HR11
			VS800	C1	Y	In HR11 not In PA22
			VS800	C1	Y	In HR11 not In PA22

Count of active employees with HR11 and PA22 data: **212**

Drivers CSV Upload Reports Admin Help Logout

License number Filter by license number

Review status All

Hide Zero Points Suspended Hide No Change In Points

Total Records: 212

Admin Help Logout

1 of 5 << < 1 2 3 4 5 >> >> 50

Total Records: 212

Administrator Responsibilities

Driver not in HRIS?

This is for NON-University customers only.

Temp Workers, Contractors, Volunteers -

Upload information directly into ASEDRA for MVRRS processing and driver management.

Drivers **CSV Upload** Reports Admin ▾ Help ↗ Logout

Choose File No file chosen

Upload CSV File

Click [HERE](#) to download the CSV template file.

The upload feature of ASEDRA is for NON-HRIS Agency employees. Universities are to upload a complete driver list to the SFTP site, [VIEW INSTRUCTIONS](#).

If you have questions please contact ADOA Risk Management.

Administrator Responsibilities

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](#)

Administrator Responsibilities

Documented Standard Work -



STANDARDIZED WORK FORM

Process Name:	State of Arizona Driver Authorization HRIS Entry and Deletion	Functional Area:	HRIS New Employee Data Entry
Process Purpose:	<ul style="list-style-type: none"> To Properly add and delete Driver Authorization in HRIS Per A.A.C. R2-10-207.11.f periodic driver record review is required. Per 18 U.S. Code § 2721.(a)(2) Federal Drivers' Privacy Protection Act of 1994 says "a state department of motor vehicles shall not knowingly make available to any person or entity highly restricted personal information without the express consent of the person to whom such information applies" 	Operator:	HR Generalist
		Frequency:	As Needed
KSAs/ prerequisites:	n/a	Approver:	
Trigger:	Authorized State Driver	Author:	Laurie Kelly (RMD) and Jennifer Melton (HRD)
Related Files:	State Driver Authorization Form (as of 8/2023) GovInfo 18 U.S. Code § 2721 et. al.	Date:	2/24/2023

STANDARDIZED WORK

Quick Question

There are currently 61 State agencies using the ASEDRA system to manage their authorized drivers,

Which State Agency, University, Board or Commission do you think currently (03/25/2024) has the most records in ASEDRA?

ASU

ADCRR

ADOT

DPS

NAU

DES

UAZ

Quick Question

And the answer is.....

UAZ

Document and Form Updates

Updated Documents:

- State Driver Authorization Form; 03/2024
- ADOA Vehicle Use and Safety Policy; 09/2023
- Motor Vehicle Safety Program Element; 10/2023
- ASEDRA User Guide; 02/2024
- ASEDRA FAQs; 02/2024

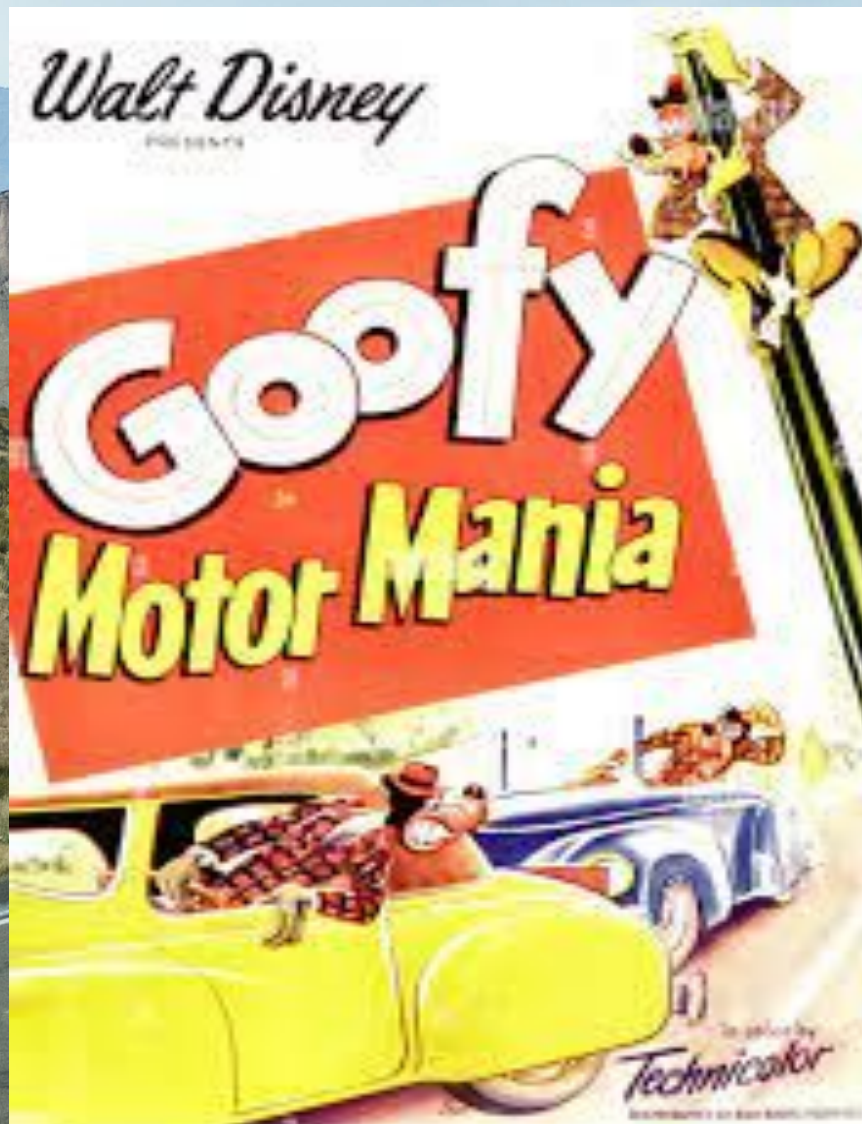
Other Forms of Interest:

- Conditional or High-Risk Driver Form
- Pre and Post-Trip Vehicle Inspection Form
- Vehicle Accident Procedures

Available on the State Risk Website:

<https://staterisk.az.gov/loss-prevention>

Time for a short video....



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 workplace fatalities.**

Round Table Discussion