



Disclaimer: This ASEDRA User Guide is a partial document and is subject to change. A final, complete guide will be made available once the AZ360 instructions have been finalized.

ARIZONA STATE EMPLOYEE DRIVER RECORD APPLICATION (ASEDRA) USER GUIDE

CONTENT

SECTION 1. INTRODUCTION.....	2
SECTION 2. STANDARDS/REGULATORY REQUIREMENTS.....	3
SECTION 3. DEFINITIONS.....	4
SECTION 4. PROCESS FLOW.....	5
SECTION 5. ROLES AND RESPONSIBILITIES.....	5
5.1. The Arizona Department of Administration, Risk Management Division:.....	5
5.2. The Department’s Human Resources:.....	5
5.3. Each Department using ASEDRA:.....	5
SECTION 6. WORK PROCESSES.....	6
6.1. Authorized Driver Data.....	6
6.2. Entry: AZ360.....	6
6.3. Adding Non-AZ360 Drivers to ASEDRA (Manual Entry).....	6
6.4. ASEDRA Management.....	7
6.5. MVRRS Batch Processing.....	10
SECTION 7. REPORTS.....	10
7.1. A Violation Report.....	10
7.2. Department Driver Report.....	10
7.3. Employee Archive Report.....	10
7.4. Detailed Matching Report.....	10
7.5. The Unit Report.....	10
7.6. The Duplicate Employee Report.....	11
SECTION 8. RETENTION.....	11
SECTION 9. FORMS.....	11
9.1. ASEDRA Access Agreement.....	11
9.2. State Driver Authorization Form Department of Administration Human Resources.....	11
9.3. Conditional/High-Risk Driver Authorization form.....	11
SECTION 10. USER SUPPORT.....	11
10.1. State Risk Management, ASEDRA.....	11
10.2. FAQs (Frequently Asked Questions).....	11
10.3. ADOA Motor Vehicle Safety Policy.....	11
10.4. A Guide to Understanding the Motor Vehicle Record (MVR).....	11
10.5. AZ360 Human Resources Management Help.....	11
10.6. Sample Standard Work.....	11

ASEDRA USER GUIDE

Disclaimer: Throughout this user guide, the terms 'Agency' and 'Process Levels' have been updated to 'Department' and 'Units' respectively, to reflect current AZ360 terminology. Please be aware that any external links may still refer to 'Agency' and 'Process Levels.' For this guide, 'Department' and 'Units' are the current terms, and all relevant sections within have been modified accordingly.

SECTION 1. INTRODUCTION

The **Arizona State Employee Drivers Record Application (ASEDRA)** is a cloud-based application developed by State Risk Management and ADOA-ASET. It allows authorized Department Administrators to access Motor Vehicle Record (MVR) information for the State of Arizona authorized drivers who operate vehicles for State business, as outlined in the Arizona Administrative Code Title 2, Chapter 10, Section 207.11f.

The **ASEDRA login prompt (<https://asedra.az.gov>)** is accessible through any web browser.

ASEDRA retrieves authorized driver data from the State's Human Resources Application AZ360 or manual uploads, transmits MVR requests to the ADOT Motor Vehicle Record Request System (MVRRS), matches the returned data, and notifies administrators of driving records needing attention.

This document aims to guide the management of authorized driver records within ASEDRA.

SECTION 2. STANDARDS/REGULATORY REQUIREMENTS

- 2.1. Per [A.A.C. rule R2-10-207.11f](#), "The agency shall ensure that the driving record of each authorized driver is reviewed at least annually." However, State Risk Management recommends these be reviewed on a more frequent basis, such as monthly.
- 2.2. Driver information is regulated by the Federal Driver's Privacy Protection Act (DPPA), [18 U.S.C. §§ 2721- 2725](#), as well as [Title 28, Chapter 2, Article 5 of the Arizona Revised Statutes](#). It is the responsibility of the using Department, and any authorized user acting on the Department's behalf, to gain knowledge of all laws and applicable MVD policies and procedures, that govern access to, and use of MVD records, and to determine whether the Department is legally eligible to obtain such records from MVD.
- 2.3. Retention requirements are covered under HR, Personnel Records, #20704, 20705 - Driver Qualifications. [Refer to the Arizona State Library, Archives & Records General Schedule](#).
- 2.4. Reference [ADOA Motor Vehicle Safety Policy](#).

SECTION 3. DEFINITIONS

Authorized Driver: An individual who 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:

- (1) An employee, working within the course and scope of employment or assigned duties, operates a vehicle in the performance of State business, who is not prohibited to drive in accordance with A.R.S. § 23-231, Titled - *Prohibited employment of persons under the age of eighteen*.
- (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 Department head has determined that it is necessary and in the best interest of the State.

Authorized Fleet: A collection of motor vehicles managed by a State Department, to include all rented, leased, or owned vehicles and watercraft. Authorized state vehicle fleets are listed under [A.R.S. § 28-472](#).

AZ360: A cloud-based enterprise resource planning (ERP) system replacing the State of Arizona's Human Resources Information Solution (HRIS). It manages the State's human resources and payroll functions, including employee self-service features.

Conditional Driver: A driver who has accumulated six (6) to seven (7) driving points within the last 39 months.

Contractor: Also known as a vendor. An entity or individual that receives a contract to provide goods or services to the State, most frequently in exchange for payment.

High-Risk Driver: A driver who has accumulated eight (8) or more driving points within the last 39 months.

MVR: Motor Vehicle Record as maintained by the Motor Vehicle Division of the Arizona Department of Transportation.

MVR Points: Points assessed against a driver's permanent driving record when convicted of, or forfeit bail for, a moving violation.

POV: Personally owned, leased, or rented vehicle.

Revoked Driver's License: Driving privileges are canceled and cannot be restored without special action as designated by the Motor Vehicle Division or a court.

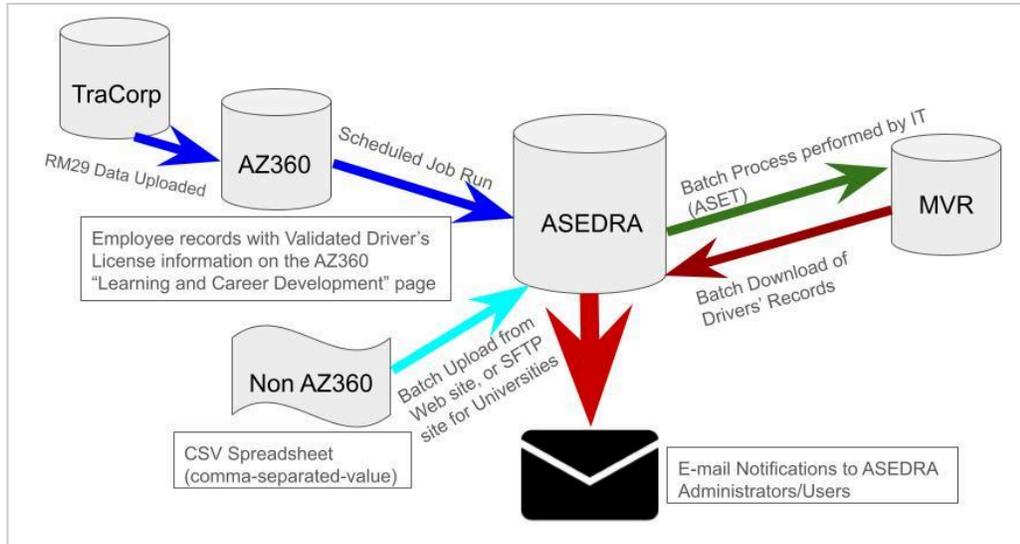
State of Arizona Driver Authorization Form: Informs authorized drivers that their driving records will be reviewed, and is required for all Authorized Drivers to operate a personally owned, State-owned, or leased vehicle for the furtherance of State business.

Suspended Driver's License: Driving privileges are temporarily withdrawn for a specified period or until released by the court or Motor Vehicle Division. Authorized drivers with an interlock device order, or a court-imposed driving restriction, shall not drive on State business per A.R.S. 28-144, Driver's License or Permit Restrictions.

Volunteer/Unpaid Intern: One who provides services without the expectation of compensation other than reimbursement of costs incurred.

ASEDRA USER GUIDE

SECTION 4. PROCESS FLOW



SECTION 5. ROLES AND RESPONSIBILITIES

5.1. The Arizona Department of Administration, Risk Management Division:

- Manages the ASEDRA program.
- Offers ASEDRA access and support to state agencies.
- Contact: ASEDRA@adoa.gov or visit [State Employee Driver Record Application \(ASEDRA\) | Risk Management](#).

5.2. The Department's Human Resources:

- This section is undergoing revisions and will be updated shortly.

5.3. Each Department using ASEDRA:

- Shall designate a Department representative as its ASEDRA Administrator.
- Additional personnel can be granted access to help manage the department's driver records.
- Email notifications will be sent to designated personnel whenever ASEDRA records are updated.
- Reference: [WORK PROCESSES, ASEDRA Management](#).

Role	Attributes
Admin	<ul style="list-style-type: none"> ● Can manage all driver records for assigned Department(s) ● Can assign or edit a user account assigned the role of Admin, Unit User, or User
Unit User	<ul style="list-style-type: none"> ● Can manage all driver records based on assigned Unit Level(s) ● Can edit or read a user account assigned the role of Unit User or User
User	<ul style="list-style-type: none"> ● Can only access the CSV Upload screen; No other access

SECTION 6. WORK PROCESSES

6.1. Authorized Driver Data

Compliance with the **Drivers' Privacy Protection Act (DPPA)** necessitates that all authorized drivers complete a State of Arizona Driver Authorization Form. The authorizing department is responsible for securely maintaining this completed form on file (refer to [FORMS](#)). While driver authorization is now defaulted through the position description in AZ360, the completion and retention of this mandatory form remain critical for legal compliance.

6.2. Entry: AZ360

This section is undergoing revisions and will be updated shortly.

6.3. Adding Non-AZ360 Drivers to ASEDRA (Manual Entry)

Drivers not in the AZ360 database (e.g., students, unpaid interns, volunteers, contractors) must be added to ASEDRA using a CSV template. This template is available on ASEDRA ([CSV template file](#)).

University CSV File Upload Process

Universities are required to upload the CSV file to a designated file-transfer folder. For detailed instructions, see [University ASEDRA System Management Standard Work](#).

ASEDRA CSV Upload Steps

Step 1	In ASEDRA, select “CSV Upload.”	
Step 2	Download the provided CSV template.	
Step 3	Complete Template: Fill out all required fields and save the file to your computer. Adhere strictly to the column order. Do not delete or reorder columns. Required fields include: <ul style="list-style-type: none"> ● LastName ● FirstName ● MiddleName (optional: this is the only field that can be left blank) ● LicenseNo ● DOB (MM/DD/YYYY format with dashes) ● UniversityCode/AgencyCode (3-character department code) ● EIN (10-digit numeric employee ID only, no letters or characters) 	
Step 4	Formatting Rules: <ul style="list-style-type: none"> ● Replace commas within names with spaces (e.g., “Mark Jones, Jr.” should be “Mark Jones Jr.”). ● Double quotes (“”) are not allowed. ● Any record with missing data will be automatically removed and not uploaded to ASEDRA. 	
Step 5	Select and Upload File: <ul style="list-style-type: none"> ● Click “Choose File” and select the saved CSV file. ● Ensure the file is saved as a .csv file. ● Select “Upload CSV File.” 	

ASEDRA USER GUIDE

Step 6 Verify Upload: After the next system update, check the “Drivers” screen in ASEDRA to confirm the uploaded records.

For *Sample Manual Entry procedures*, refer to [User Support](#).

6.4. ASEDRA Management

Becoming a Department ASEDRA Administrator requires a fully executed ASEDRA Access Agreement on file with State Risk Management (see [FORMS](#)).

Key Actions and Information:

- **Notifications:** System update emails are sent bimonthly to the Department Administrators and Users.
- **Login:** Use your Employee Identification Number (EIN) and AZ360 password to access ASEDRA.
- **Drivers Management Screen:** After logging in, the Drivers Management screen will display with the list of authorized drivers undergoing MVD checks.

Navigating the Drivers Management Screen: Page number, the number of drivers displayed per page (50 by default), and the total number of records are displayed at the bottom of the Drivers Management screen.

The screenshot shows the ASEDRA Drivers Management interface. At the top, there are navigation links for Drivers, CSV Upload, Reports, Admin, Help, and Logout. The main area contains a search and filter section with fields for First name, Last Name, License number, Points, Matching criteria, Review status, Department, and Unit. There are also checkboxes for Hide Zero Points, Suspended, and Hide No Change In Points. Below the filters is a table with columns: ACTIONS, DEPT CODE, EIN, FIRST NAME, LAST NAME, BIRTHDAY, LICENSE #, POINTS, PREV. POINTS, SUSPENSIONS/RESTRICTIONS, UNIT, RM29 TRAINING, and COMMENTS. The table displays four rows of driver records. At the bottom, there is a pagination bar showing '1 of 1' records, page '1', and a dropdown for '50' records per page. The total number of records is 35.

ACTIONS	DEPT CODE	EIN	FIRST NAME	LAST NAME	BIRTHDAY	LICENSE #	POINTS	PREV. POINTS	SUSPENSIONS/RESTRICTIONS	UNIT	RM29 TRAINING	COMMENTS
	ADA	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0		Not Suspended	Planning & Construction Services	06/04/2009	[REDACTED]
	ADA	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	2	0	Not Suspended	Planning & Construction Services	04/19/2022	[REDACTED]
	ADA	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0	0	Not Suspended	Planning & Construction Services	09/17/2015	[REDACTED]
	ADA	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0	0	Not Suspended	Satellite Offices	05/17/2013	[REDACTED]

Drivers Management screen

ASEDRA USER GUIDE

Drivers Management Screen: Filtering and Sorting Options

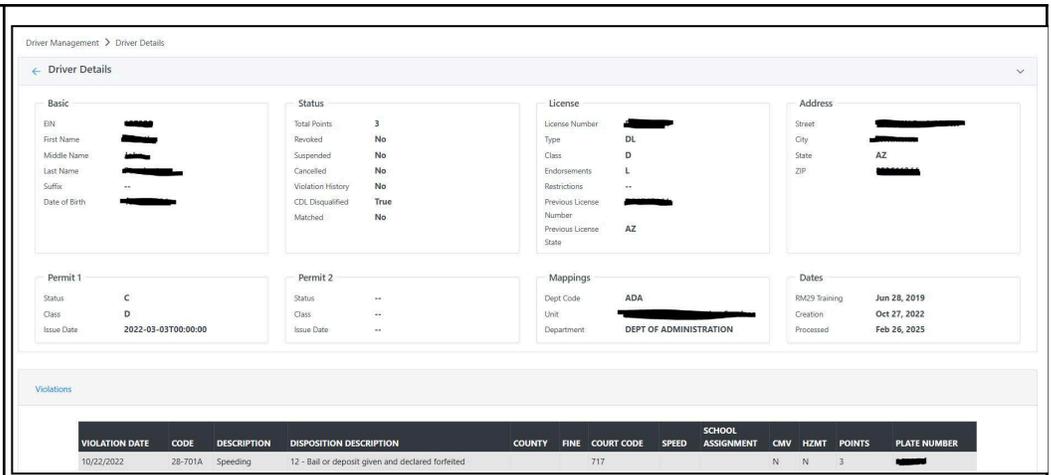
The Drivers Management Screen provides several tools to filter and sort data, allowing for efficient management and review of driver records.

Dropdown Filters	Access options like "Unmatched" and "Suspended" are located at the top of the screen.
Driver Information Search	Quickly find drivers by entering a First name, Last name, or License number in the search field. Filtering begins as you type.
Point-Based Filters	<ul style="list-style-type: none"> • Less than 6: Show records with 0 to 5 points. • Equal to or More than 6: Display records with 6 points or more.
Matching Criteria	Filters records based on MVD record matching: <ul style="list-style-type: none"> • Matched: View only records that match MVD records. • Unmatched: See records that do not match MVD records. (For assistance, refer to the REPORTS section)
Unit Filter	Narrow down results by Department Unit, such as Loss Prevention Group.
Review Status Filter	Filter drivers based on their review status. Remember to mark the "Reviewed" box and save changes after reviewing a record.
Hide Zero Points	Filter out records with no points returned from MVD.
Suspended Filter	Display drivers with suspended, canceled, or revoked licenses.
Hide No Change in Points	Show only records where there's a point change between the current and last MVD response.
Sorting Data	Columns featuring arrows (e.g., EIN, First or Last Name, Points, Unit, or Training) can be clicked to sort the data in ascending or descending order.

Driver Information - Action Icon

<p>The "Eye" Icon</p> 	 <p>Provides details on records/violations. If unable to select, it could be because it is a new record and hasn't returned results yet; there has been no corresponding response from MVD, and it is considered an Unmatched record, a duplicate record, or a protected license.</p>
<p>Driver Details screen</p>	<p>Clicking the "Eye" icon displays the Driver Details screen.</p>

ASEDRA USER GUIDE

	 <p>Important: A driver with 6 or more points is classified as "Conditional." In such cases, the Department Head must assess whether the employee can drive for state business. If approval is granted, the Conditional/High-risk Driver Review Form (Form # RMD 16-001-2F) or equivalent departmental documentation is mandatory.</p>
<p>Review” box</p>	<p>Mark once the review is completed. Make sure to select Save Changes (note: will display the number of changes to be saved). This omits the record from further email notifications. </p>
<p>The Delete Icon</p>	<p>Removes a record from the Employee table. This is only used for non-AZ360 uploaded drivers to be removed. AZ360 drivers can only be removed through the AZ360 screens.</p> <p>Note: The delete icon has been disabled for the universities.</p>

Other Driver Management Page Information:

Dept Code	3-character HR Department code
Points	Total points a driver has incurred against their license within 39 months.
Prev. Points	Point total before the last driver's record point change.
Suspensions/ Restrictions	Driving status of the driver within 39 months from the last update. Will display as either Not Suspended (in blue) or Suspended (in red).
RM29 Training	Displays the last completion date of the RM29, Authorized State Driving CBT in the State’s Learning Management system. Departments using other training tracking methods should maintain separate records.
Comments	Document all actions taken in response to suspensions, high point totals, etc. Best practice: include the date and your name in each comment. Note: the field expands to accommodate text, with a maximum of 500 characters.

6.5. MVRRS Batch Processing

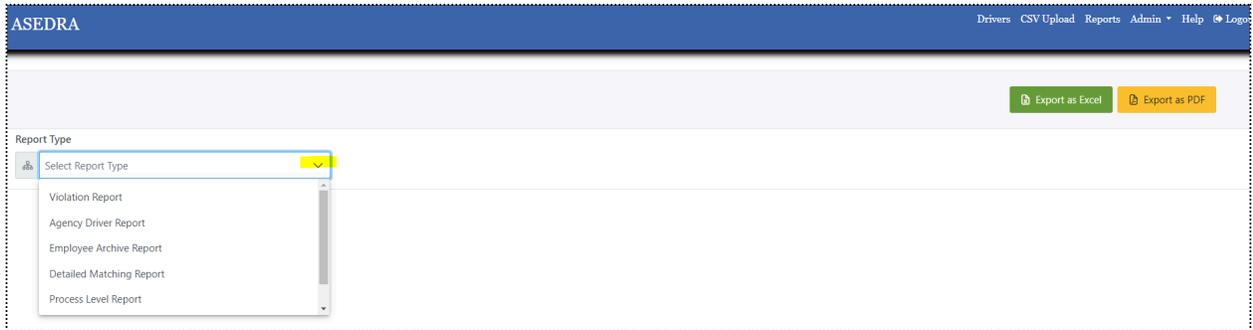
Twice monthly, an ASEDRA file is sent to the Motor Vehicle Division (MVD) for batch processing; the results of this batch process are then returned to ASEDRA and matched against the authorized driver records.

SECTION 7. REPORTS

Select “Reports” from the menu bar



Select the desired report from the dropdown menu.



Report filtering by Unit is available for departmental sharing. Reports can be exported in Excel or PDF format.

<p>7.1. A Violation Report</p>	<p>Offers a detailed 39-month driver record, crucial for managerial decision-making regarding authorized drivers.</p>
<p>7.2. Department Driver Report</p>	<p>Mirrors the authorized driver screen, enabling filtering by Unit and exporting to a shareable format. Note, it omits driver's license and date of birth information.</p>
<p>7.3. Employee Archive Report</p>	<p>Maintains a 5-year history of drivers removed from ASEDRA, separate from current driver listings.</p>
<p>7.4. Detailed Matching Report</p>	<p>Allows filtered runs by Unit, Match Status (Match/No Match), Confidence Level (Very High, High, Medium, Low), or Values Matched with varied field match statuses. Please be aware, the Values Matched filter requires all other filters to be inactive.</p> <ul style="list-style-type: none"> ■ The highest likelihood of a match occurs with both the correct Driver's License number and Date of Birth. ■ A Complete Match with Very High Confidence results from all fields aligning. ■ Refer to the ASEDRA FAQ Table for confidence levels and potential correction actions.
<p>7.5. The Unit Report</p>	<p>Presents the Department's Unit directory, detailing unit code, unit name, department code, and department name.</p>

ASEDRA USER GUIDE

7.6. The Duplicate Employee Report	Lists employees with duplicate records within the Department's driver roster.
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SECTION 8. RETENTION

Personnel files in ASEDRA are retained for 5 years following the employee's departure, adhering to HR, Personnel Records, Policy #20704, 20705 - Driver Qualifications.

These drivers are not included in the current driver list. Access these records via "Reports", and select "Employee Archive Report" as the Report type.

SECTION 9. FORMS

- 9.1. [ASEDRA Access Agreement](#)
- 9.2. [State Driver Authorization Form | Department of Administration Human Resources](#)
- 9.3. [Conditional/High-Risk Driver Authorization form](#)

SECTION 10. USER SUPPORT

- 10.1. [State Risk Management, ASEDRA](#)
 - For new Department Administrator Applications, user training, system support, etc., email ASEDRA@azdoa.gov.
- 10.2. [ADOA Motor Vehicle Safety Policy](#)
- 10.3. [A Guide to Understanding the Motor Vehicle Record \(MVR\)](#)
- 10.4. [AZ360 Human Resources Management Help](#)
- 10.5. **Sample Standard Work**
 - [University ASEDRA System Management Standard Work](#)