

ASEDRA

Arizona **S**tate **E**mployee **D**river **R**ecord **A**pplication

January 2017 Update

AGENDA

- **Administrator Responsibilities**
- **How Things Work/ How to Work Things**
- **Recent Programming Enhancements**
- **Round Table Discussion**
Future Needs and Procedures
- **Questions**

ASEDRA – Why?

Why should Administrators manage Agency authorized drivers by regularly checking in ASEDRA?

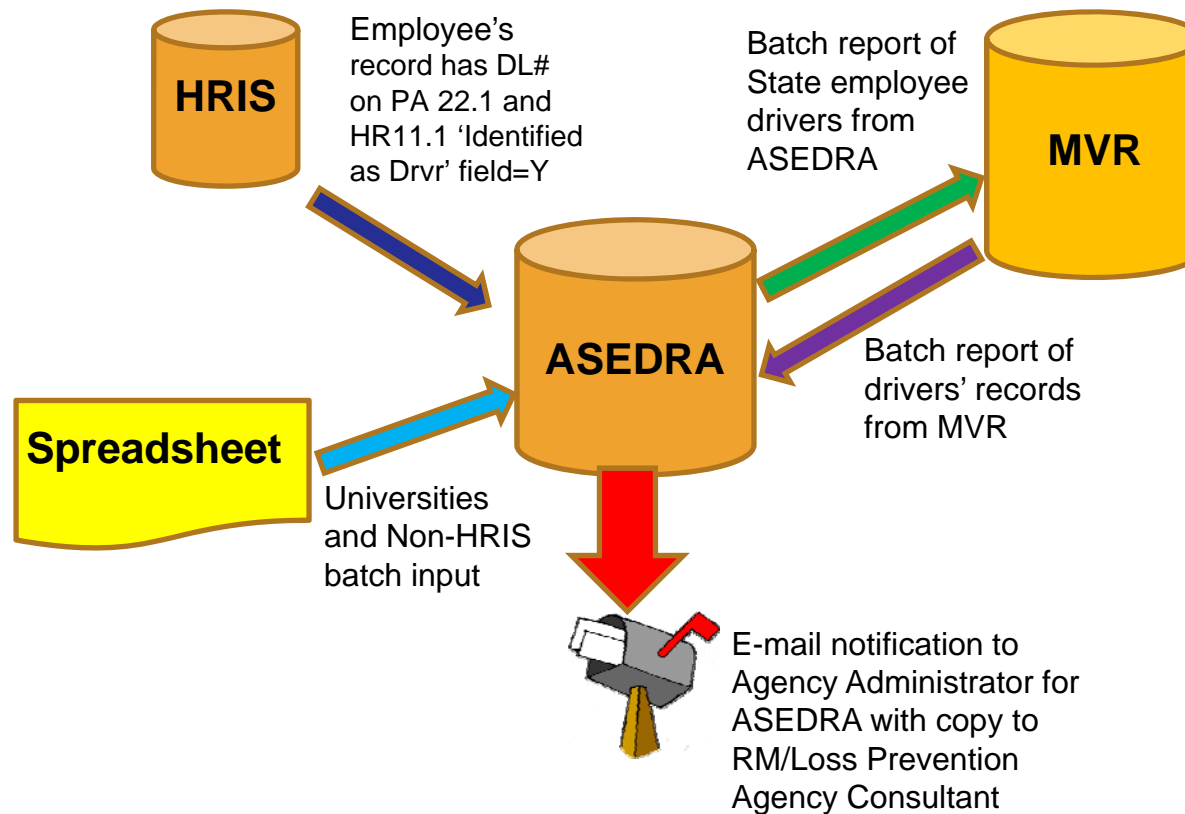
- *State of Arizona requires annual or more frequent motor vehicle record review of any employee required to drive on state business. A.A.C. R2 10 – 207.12 (h and i)*
- *Ensure public safety with continued tracking of state agency authorized drivers*
- *Reduce risks due to unauthorized or unsafe drivers of agency vehicles*
- *Mitigate legal ramifications by enforcing guidelines for state of Arizona authorized drivers*

Current Statistics

- ASEDRA began July 2009 with 23,588 driver records
- 49,475 system records for State employee and University drivers, as of 01-05-2017
- 61 Agencies (including all 3 Universities)
- 589 (1.19%) drivers have 6 or more points
- 532 (1.08%) drivers with suspended, revoked or cancelled licenses
- 531 (1.07%) records are unmatched and therefore, do not meet the required driving record review

Systems Interface

Arizona State Employee Driver Record Application



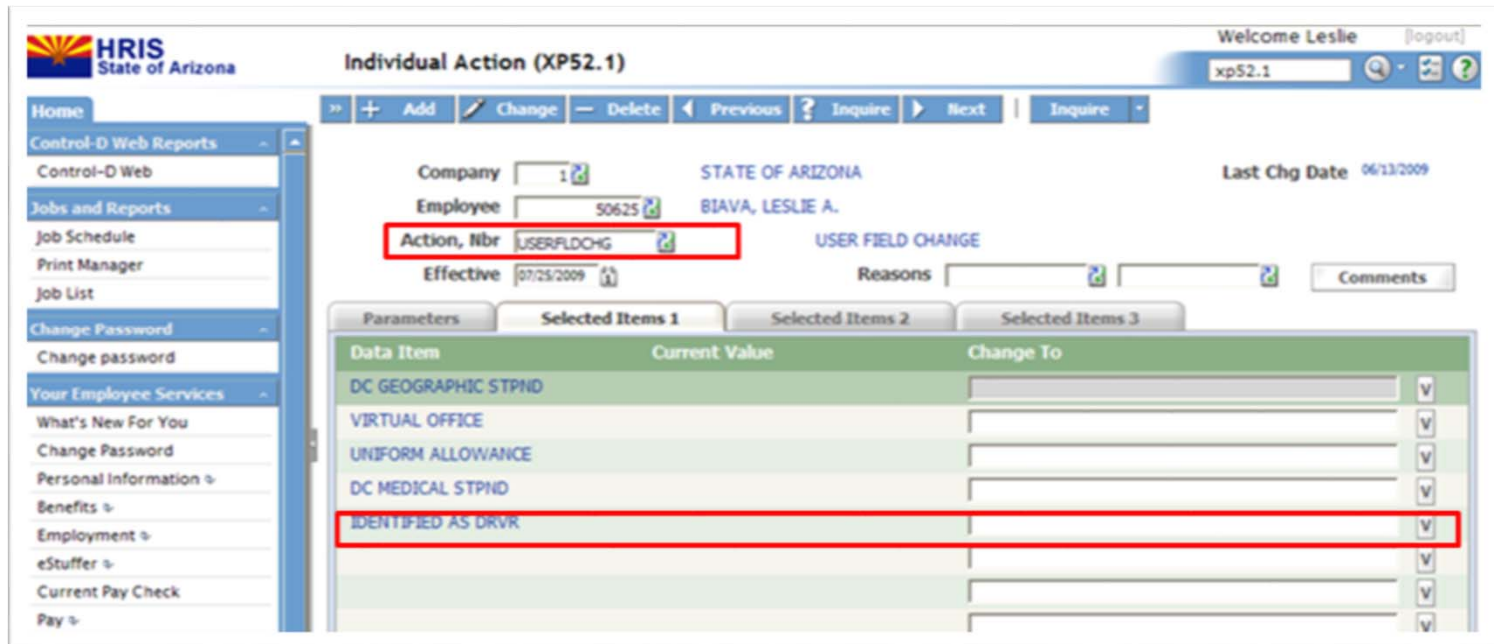
Steps of the Update Interface

1. ASEDRA automatically updates 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 matching and un-matching 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 2 screens XP52.1 and PA22



The screenshot shows the HRIS Individual Action (XP52.1) form. The form is titled "Individual Action (XP52.1)" and includes a navigation bar with buttons for Add, Change, Delete, Previous, Inquire, and Next. The form displays the following information:

- Company: STATE OF ARIZONA
- Employee: 50625, BIAVA, LESLIE A.
- Action, Nbr: USERFLDCHG (highlighted with a red box)
- Effective: 07/25/2009
- Reasons: USER FIELD CHANGE
- Last Chg Date: 06/13/2009

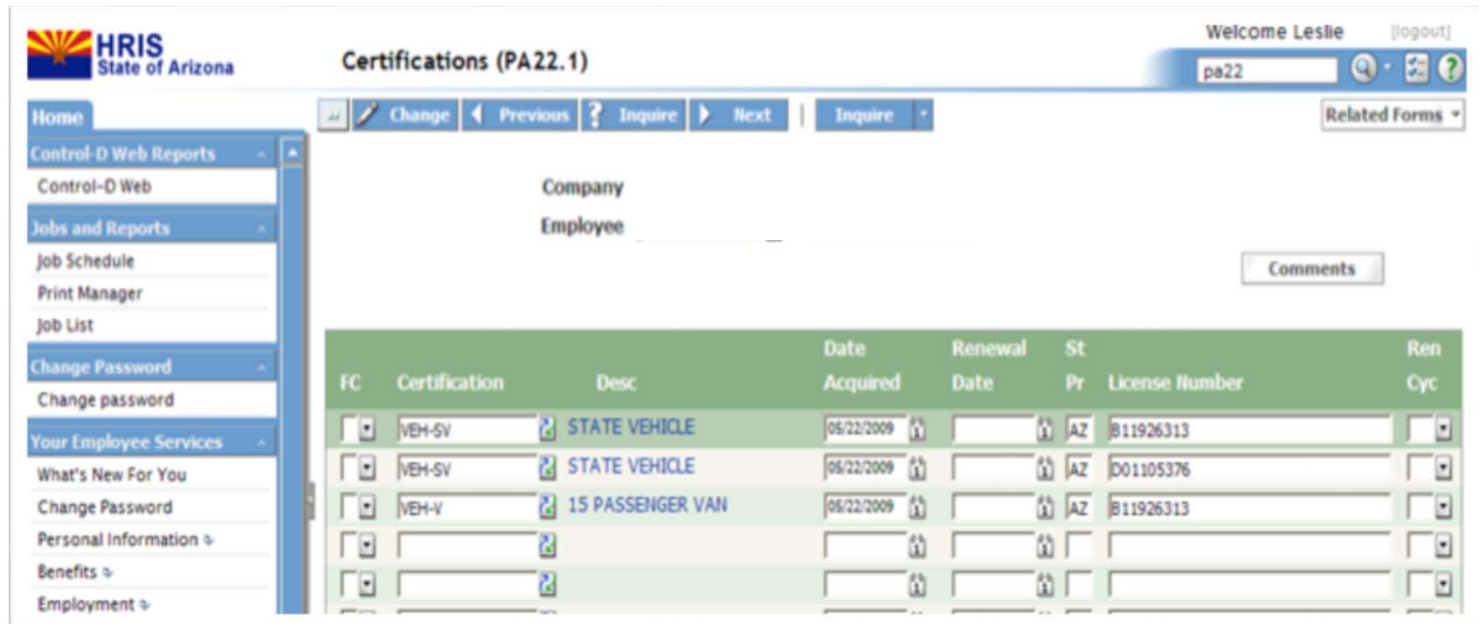
The form also includes a table with the following columns: Data Item, Current Value, Change To, and a dropdown menu. The table contains the following rows:

Data Item	Current Value	Change To	
DC GEOGRAPHIC STPND			V
VIRTUAL OFFICE			V
UNIFORM ALLOWANCE			V
DC MEDICAL STPND			V
IDENTIFIED AS DRVR			V
			V
			V
			V

How ASEDRA gets the information: HRIS

Employee / Authorized driver completes the Authorized Driver form

HRIS: Employee record updated via 2 screens XP52.1 and PA22



The screenshot shows the HRIS State of Arizona interface for Certifications (PA22.1). The page includes a navigation menu on the left, a search bar at the top right, and a table of certifications. The table has columns for FC, Certification, Desc, Date Acquired, Renewal Date, St Pr, License Number, and Ren Cyc. The first three rows are highlighted in green.

FC	Certification	Desc	Date Acquired	Renewal Date	St Pr	License Number	Ren Cyc
<input type="checkbox"/>	VEH-SV	STATE VEHICLE	06/22/2009		AZ	B11926313	
<input type="checkbox"/>	VEH-SV	STATE VEHICLE	06/22/2009		AZ	D01105376	
<input type="checkbox"/>	VEH-V	15 PASSENGER VAN	06/22/2009		AZ	B11926313	
<input type="checkbox"/>							
<input type="checkbox"/>							

How ASEDRA gets the information: Non-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.

2016 in Review

***Revised the Driving Policy for ADOA - Implemented
March 2016***

Excerpts from the Revised Driving Policy:

Policy Statement: The purpose of this policy is to provide clear requirements for individuals who operate vehicles (either State or non-State owned) in the performance of State business. This Statewide Motor Vehicle Safety Policy provides a uniform process for identifying and training authorized individuals who drive on State business, including a driving record review and reporting system.

2016 in Review

Excerpts from the Revised Driving Policy (Continued):

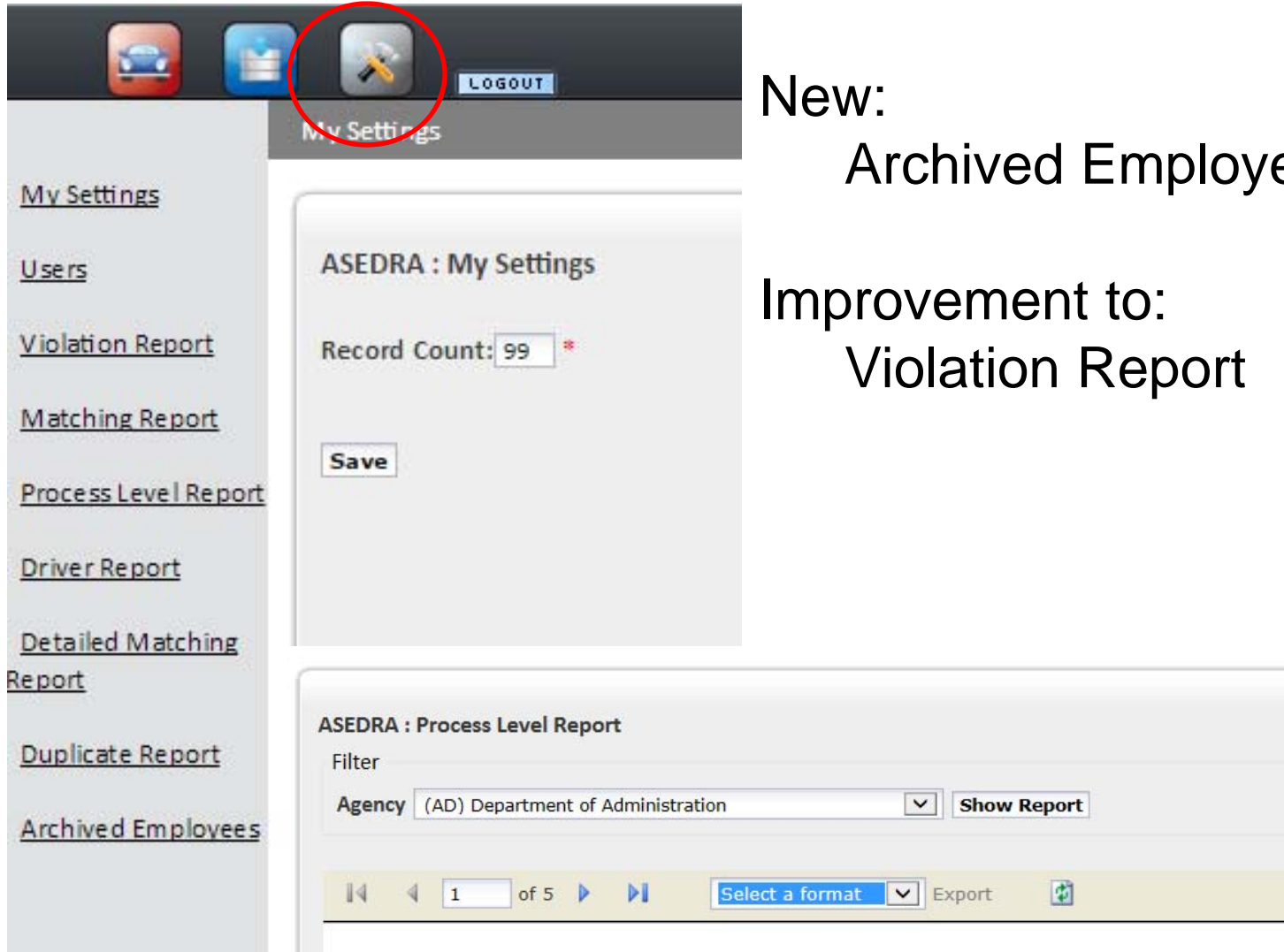
Arizona State Employee Driver Record Application (ASEDRA):
A system that stores the driving history of State employees who are designated as driving vehicles on State business in accordance with A.A.C. R2-10-207.12.

The driving records (MVRs) of all Authorized Drivers will be collected and reviewed on a monthly basis. In the case of State employees, the database of record is ASEDRA.

RM29 Defensive Driver Training Updated July 2016

The RM29 Defensive Driver Computer Based Training course has been updated!

User Reports



New:
Archived Employees

Improvement to:
Violation Report

NEW - 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
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What's Next?

- 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