Arizona State Employee Driver Record Application

January 2017 Update
AGENDA

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

- Questions
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
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
Arizona State Employee Driver Record Application

- Employee’s record has DL# on PA 22.1 and HR11.1 ‘Identified as Drvr’ field=Y
- Batch report of State employee drivers from ASEDRA
- Batch report of drivers’ records from MVR
- E-mail notification to Agency Administrator for ASEDRA with copy to RM/Loss Prevention Agency Consultant
- Universities and Non-HRIS batch input

HRIS

Spreadsheet

MVR

ASEDRA
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
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
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.
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.
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
### Agency Driver Report

<table>
<thead>
<tr>
<th>EIN</th>
<th>First Name</th>
<th>Last Name</th>
<th>Process Level Code</th>
<th>Process Level Name</th>
<th>Department Code</th>
<th>Is Accred Driver</th>
<th>Suspensions/Restrictions</th>
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<td>FR060</td>
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</tbody>
</table>
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
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.
Round Table Discussion