

ASEDRA

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

February 2016 Update

AGENDA

- **Administrators Responsibilities**
- **How Things Work/ How to Work Things**
- **Recent Programming Enhancements**
- **Round Table Discussion**
Future Needs and Procedures
- **Question and Answer Time**

Current Statistics

- ASEDRA initiated July 2009 with 23,588 driver records
- 57,661 system records for State employee and University drivers, as of 12-29-2015
- 58 Agencies (including all 3 Universities)
- 744 (1.29%) drivers have 6 or more points
- 975 (1.69%) drivers with suspended, revoked or cancelled licenses
- 1,729 (3%) of records are unchecked due to being unmatched

Authorized Driver Definition

A driver that possesses a valid driver's license class appropriate for the vehicle and has completed all required documentation, training, record checks and meets **one** of the following criteria:

- (1) An employee, volunteer or intern working within the course and scope of their employment/assigned duties and whose position description questionnaire, other personnel document or general nature of the employment position requires the use of a motor vehicle.
- (2) A contractor acting within the course and scope of their authorized or contracted responsibilities may be allowed to drive a state vehicle when the agency head has determined that it is necessary to accomplish the mission of the Agency and in the best interest of the State.

RM29 information will be noted in ASEDRA

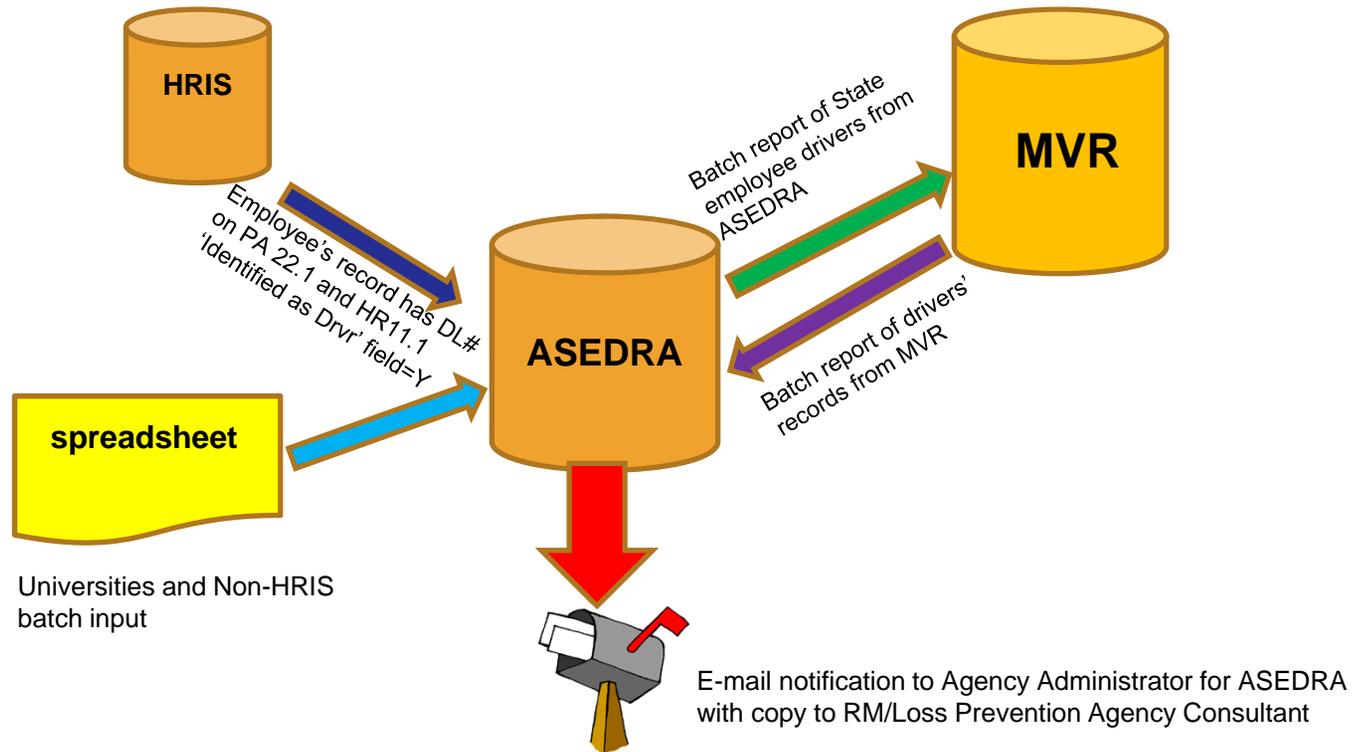
ASEDRA – Why?

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

- *State of Arizona requires an 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 safe driving policies, training, and continued tracking of state agency authorized drivers*
- *Reduce risks due to unauthorized or unsafe drivers of agency vehicles*
- *Avoid or reduce legal ramifications by enforcing guidelines for authorized drivers of state vehicles or operation of vehicles for state business*

Systems Interface

ADOA Risk Management - Arizona State Employee Driver Record Application



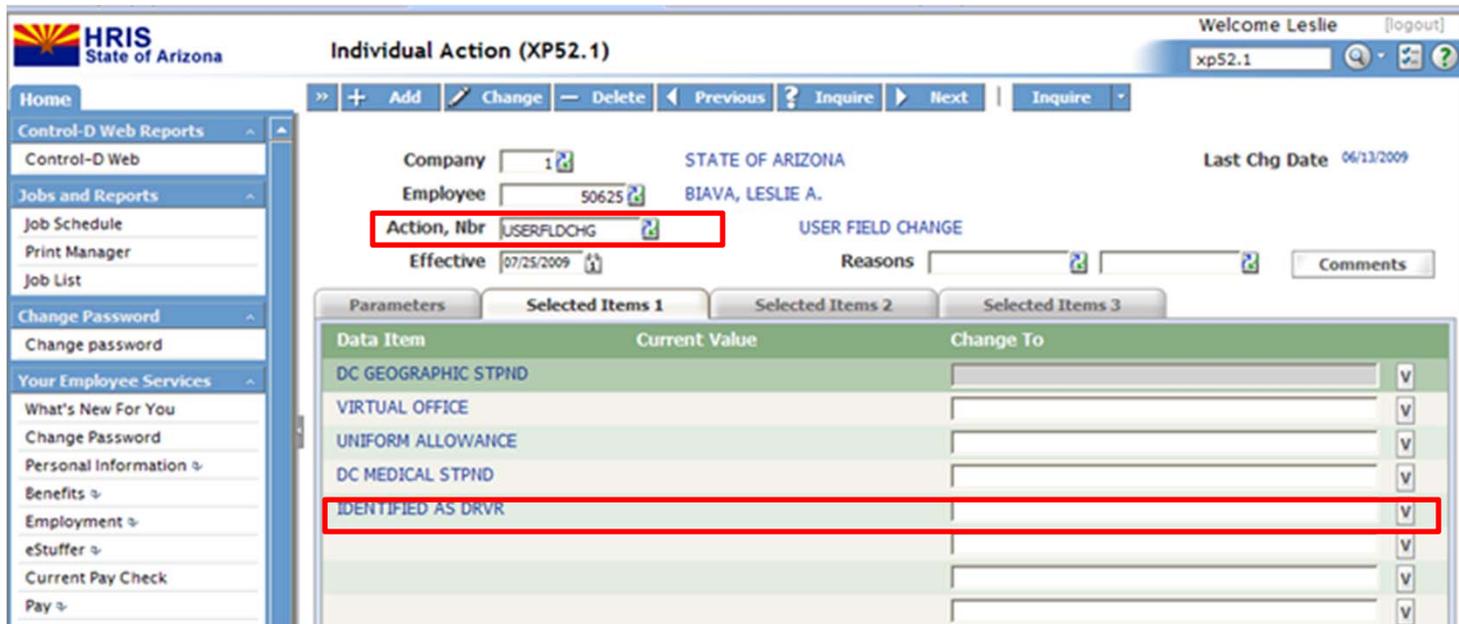
Steps of the Update Interface

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: 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 of data items with columns for Data Item, Current Value, and Change To. The table is titled "Selected Items 1" and has three tabs: Parameters, Selected Items 1, Selected Items 2, and Selected Items 3. The table contains the following data items:

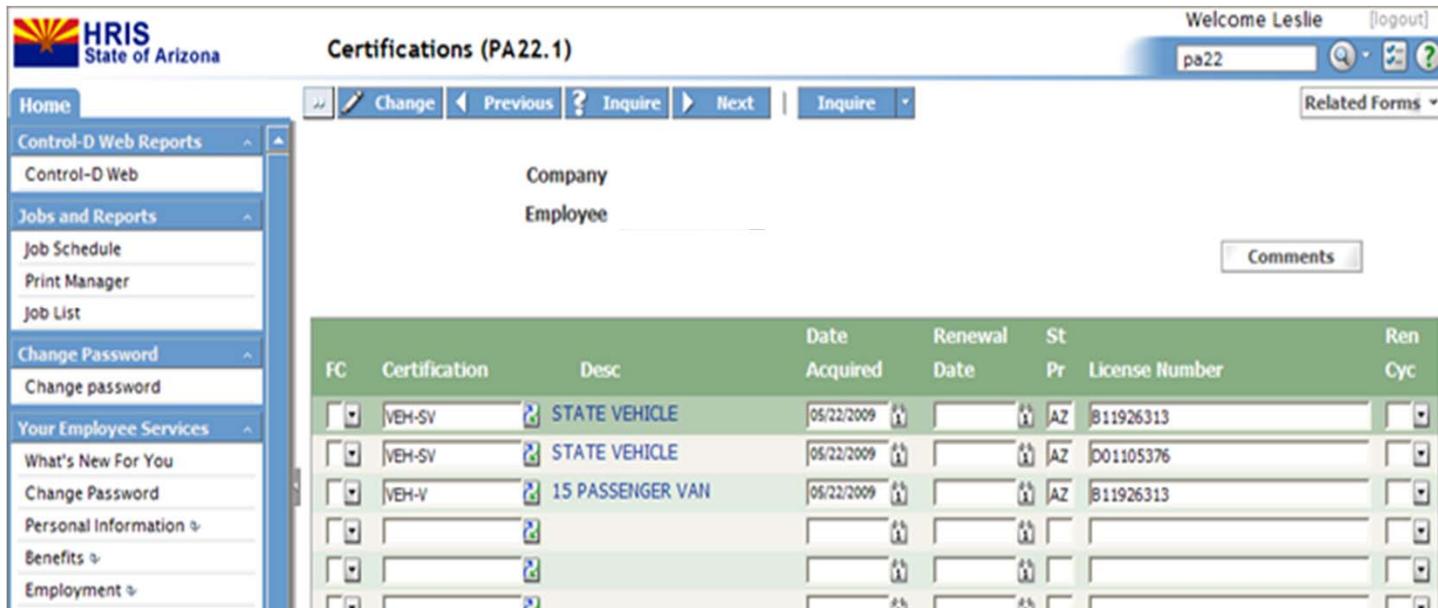
Data Item	Current Value	Change To
DC GEOGRAPHIC STPND		
VIRTUAL OFFICE		
UNIFORM ALLOWANCE		
DC MEDICAL STPND		
IDENTIFIED AS DRVR		

The "IDENTIFIED AS DRVR" row is highlighted with a red box. The table also includes a "V" checkbox in the rightmost column for each row.

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 certification records. The table has columns for FC, Certification, Desc, Date Acquired, Renewal Date, St Pr, License Number, and Ren Cyc. Three records are visible, all with a date of 05/22/2009.

FC	Certification	Desc	Date Acquired	Renewal Date	St Pr	License Number	Ren Cyc
	VEH-SV	STATE VEHICLE	05/22/2009		AZ	B11926313	
	VEH-SV	STATE VEHICLE	05/22/2009		AZ	D01105376	
	VEH-V	15 PASSENGER VAN	05/22/2009		AZ	B11926313	



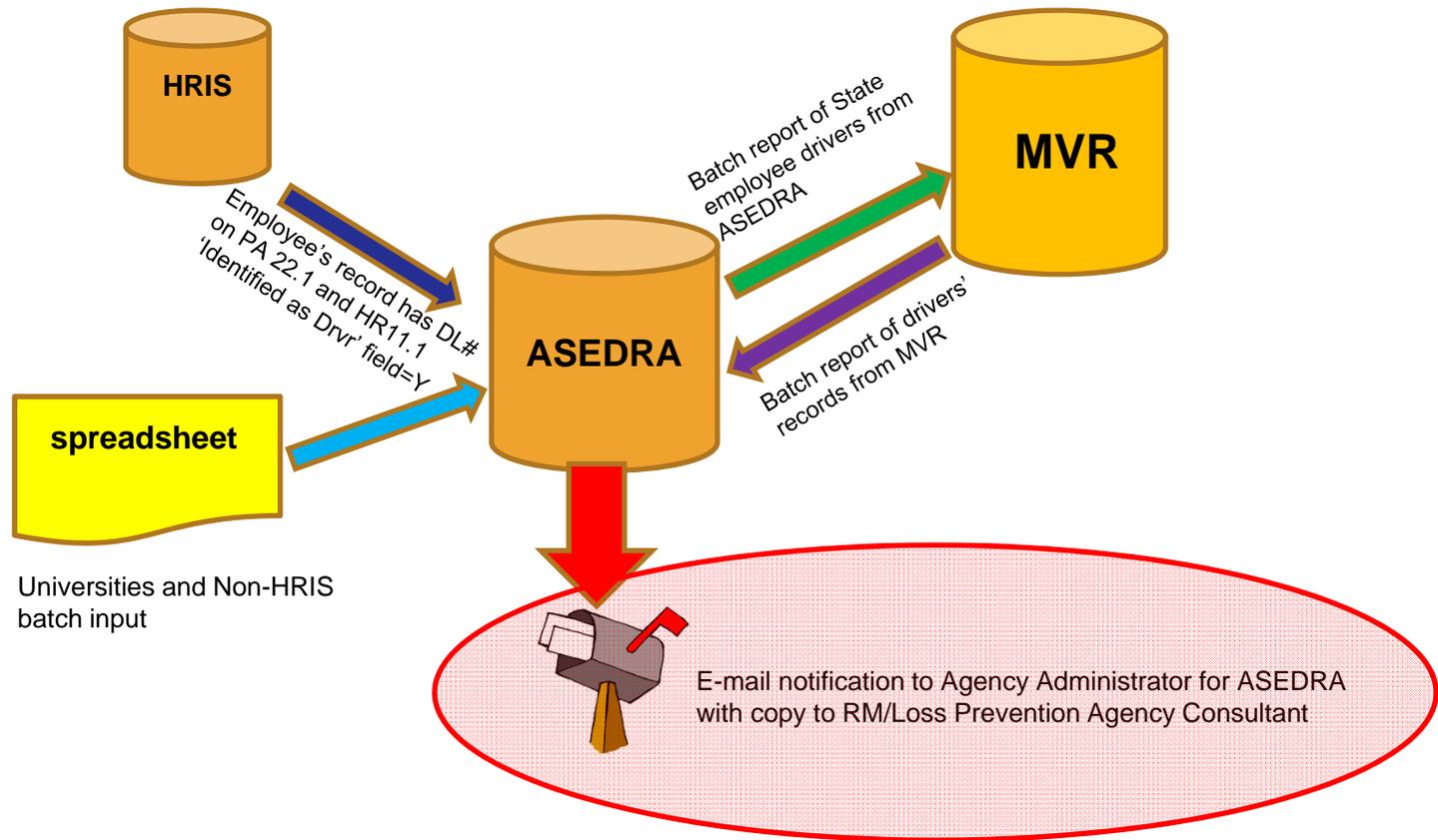
How ASEDRA gets the information: Non-HRIS

Non-HRIS Employee / Authorized driver completes the Authorized Driver form

Non-HRIS: Employee / Authorized driver record uploaded directly to ASEDRA via a fixed format spreadsheet

Administrator Notification

ADOA Risk Management - Arizona State Employee Driver Record Application



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 **YES** 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.

Review Link

Review those Records and Save the Changes!!

ASEDRA : Authorized Driver List

Filter

Last Name First Name

Agency

Hide drivers with zero points.
 Hide drivers with no change in po

	Reviewed	Delete	Agency Code	
	<input checked="" type="checkbox"/>		DC	Ae
	<input type="checkbox"/>	<input type="checkbox"/>	NA	Ae
	<input type="checkbox"/>		ED	Ae
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UA	Ae
	<input type="checkbox"/>	<input type="checkbox"/>	NA	Ae
		<input type="checkbox"/>	NA	Ae
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UA	Ae
	<input checked="" type="checkbox"/>		DC	At
	<input checked="" type="checkbox"/>		DE	At

ASEDRA : Authorized Driver List

Filter

Last Name First Name Matched Points Review Status

Agency License # Process Level

Hide drivers with zero points. Suspended.
 Hide drivers with no change in points.

Best Management Practice is to review all records, **check the reviewed box** and record comments for records that are:

Unmatched, Conditional or High Risk Drivers 6 points or higher, Suspended/Restricted, Expired RM 29

Points Change / Suspended Link

Review those Records and Save the Changes!!

ASEDRA : Authorized Driver List

Filter

Last Name First Name

Agency

Hide drivers with zero points.
 Hide drivers with no change in po

	Reviewed	Delete	Agency Code	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DC	Ae
	<input type="checkbox"/>	<input type="checkbox"/>	NA	Ae
	<input type="checkbox"/>	<input type="checkbox"/>	ED	Ae
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UA	Ae
	<input type="checkbox"/>	<input type="checkbox"/>	NA	Ae
	<input type="checkbox"/>	<input type="checkbox"/>	NA	Ae
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UA	Ae
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DC	At
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DE	At

ASEDRA : Authorized Driver List

Filter

Last Name First Name Matched Points Review Status

Agency License # Process Level

Hide drivers with zero points. Suspended.
 Hide drivers with no change in points.

What factors determine a conditional or high risk driver?

Drivers with 6 or more points – Conditional Driver

Suspended License – High Risk

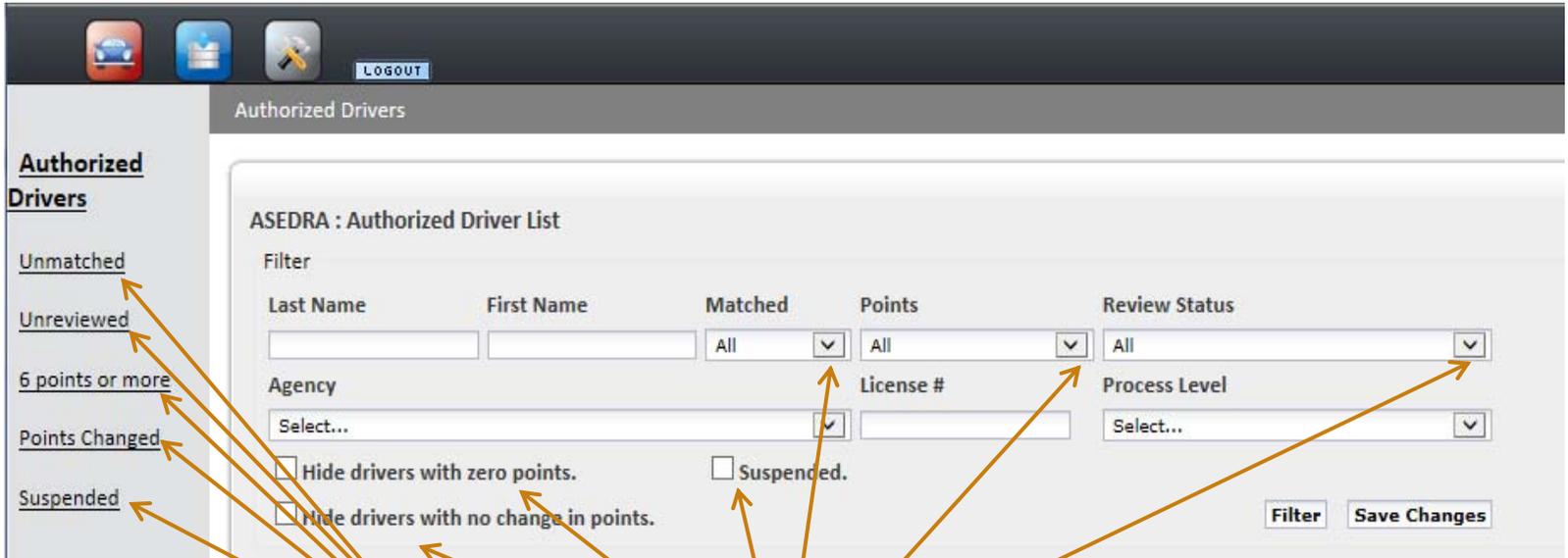
Drivers with an Interlock Device on their vehicle – High Risk

I have identified a high risk driver. Now what?

Refer to your agency Motor Vehicle Safety Policy

Conditional/High Risk Driver Review Form

Navigation



The screenshot shows a web application interface for "Authorized Drivers". At the top, there are navigation icons for a car, a person, and a key, along with a "LOGOUT" button. The main content area is titled "Authorized Drivers" and "ASEDRA : Authorized Driver List". It features a "Filter" section with several dropdown menus and checkboxes. On the left side, there is a sidebar with navigation links: "Authorized Drivers", "Unmatched", "Unreviewed", "6 points or more", "Points Changed", and "Suspended". Orange arrows point from these sidebar links to the corresponding filter options in the main interface: "Unmatched" points to the "Matched" dropdown, "Unreviewed" points to the "Review Status" dropdown, "6 points or more" points to the "Points" dropdown, "Points Changed" points to the "Agency" dropdown, and "Suspended" points to the "Suspended" checkbox. The main interface also includes checkboxes for "Hide drivers with zero points.", "Hide drivers with no change in points.", and "Suspended.", along with "Filter" and "Save Changes" buttons.

Ways to negotiate or filter the information.

Sorting Records

Hide drivers with zero points. Suspended.
 Hide drivers with no change in points.

1 2 3 4 5 6 7 8 9 10 ...

Reviewed	Delete	<u>Agency Code</u>	<u>Last Name</u>	<u>First Name</u>	Birthdate	License #	<u>Points</u>	<u>Prev. Points</u>	<u>Suspensions / Restrictions</u>	<u>Process Level</u>	<u>Department</u>	<u>RM29 Training</u>
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Sort column information by clicking headings that are underlined.

ASEDRA : Authorized Driver List

Filter

Last Name	First Name	Matched	Points	Review Status
<input type="text"/>	<input type="text"/>	All <input type="button" value="v"/>	All <input type="button" value="v"/>	All <input type="button" value="v"/>

Agency	License #	Process Level
(AD) Department of Administration <input type="button" value="v"/>	<input type="text"/>	Select... <input type="button" value="v"/>

Hide drivers with zero points. Suspended.
 Hide drivers with no change in points.

Results returned: 204

What's New?

Recent Programming Enhancements

Revised the Driving Policy for ADOA

Some excerpts from the Revised Driving Policy include:

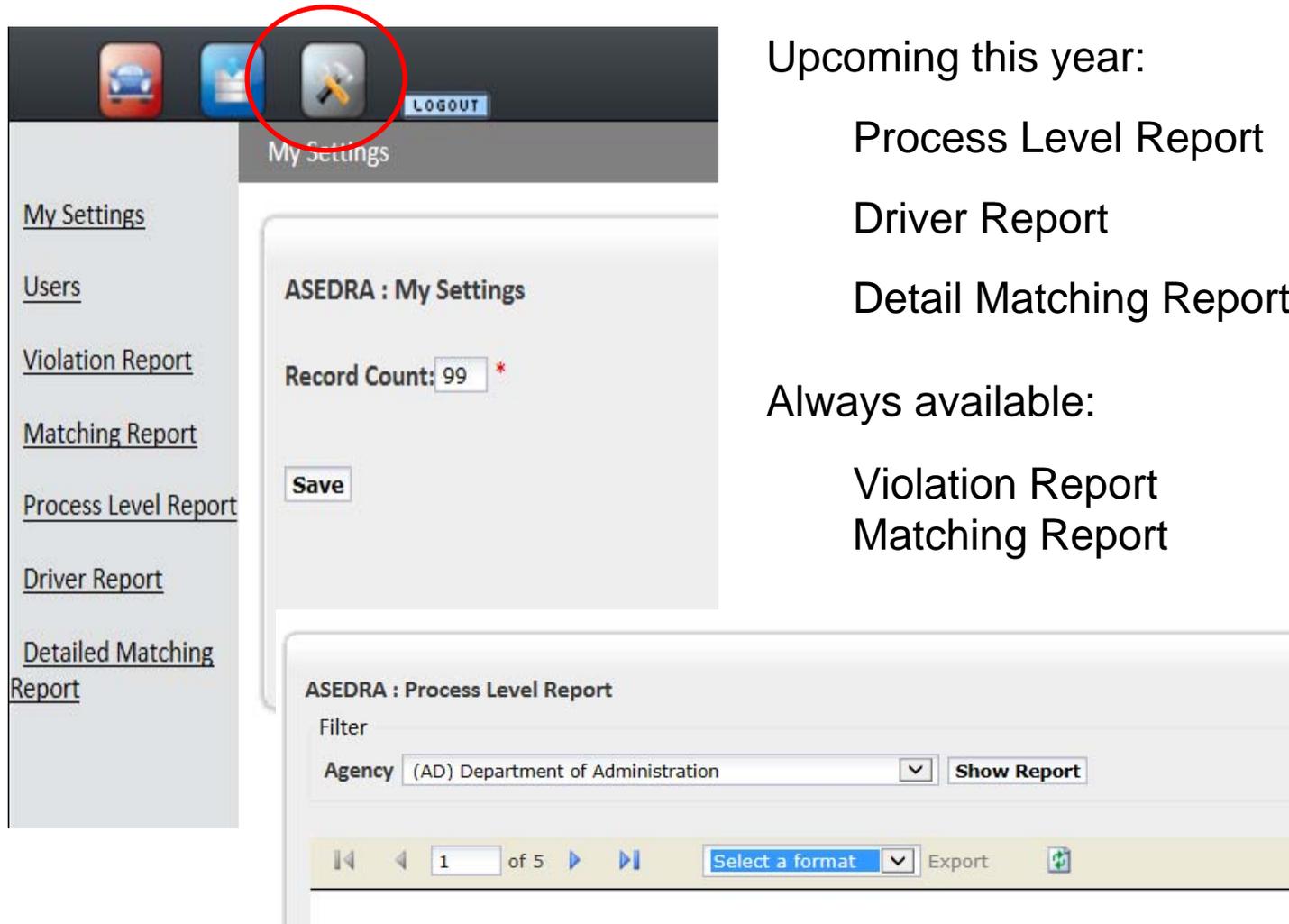
Policy Statement:

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.

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.

User Reports



The screenshot displays the ADOA-RMD user interface. At the top, there are three icons: a car, a person, and a key, with the key icon circled in red. A 'LOGOUT' button is visible to the right. Below the icons is a 'My Settings' section with a 'Save' button. The main content area shows 'ASEDRA : My Settings' with a 'Record Count: 99 *' and a 'Save' button. Below this is the 'ASEDRA : Process Level Report' section, which includes a 'Filter' dropdown menu set to '(AD) Department of Administration' and a 'Show Report' button. At the bottom, there is a navigation bar with a '1 of 5' indicator, a 'Select a format' dropdown, and an 'Export' button.

Upcoming this year:

- Process Level Report
- Driver Report
- Detail Matching Report

Always available:

- Violation Report
- Matching Report

New! User Reports – Driver Report

Agency Driver Report

Filter

Agency: (AD) Department of Administration

Process Level: AD-FINANCIAL SERVICES DIV RM

Show Report

1 of 2 | Select a format | Export

Agency Driver Report

EIN	First Name	Last Name	Process Level Code	Process Level Name	Department Code	Is Asedra Driver	Suspensions / Restrictions	Points	RM29 Expire
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A	B	C	D	E	F	G	J
EIN	First Name	Last Name	Process Level Code	Process Level Name	Department Code	Is Asedra Driver	RM29 Expire
130350	JANE	DAVIES	ADFSR	AD-FINANCIAL SERVICES DIV RM	FR060	1	Current

Reports – Matching vs Detailed Matching Report

Matching Report

ASEDRA : Matching Report

Filter

Agency: (AD) Department of Administration

Process Level: AD-FINANCIAL SERVICES DIV RM

Status: Select...

Confidence: Select...

Message: Select... [Show Report](#)

1 of 2 | Select a format | Export

Matching Report

EIN	Agency Code	Process Level #	Process Level Name	Department #	Department Name	First Name (HRIS)	First Name (MVR)	Last Name (HRIS)	Last Name (MVR)	DL# (HRIS)	DL# (MVR)	DOB (HRIS)	DOB (MVR)	MVR Driver ID	Status	Confidence	Message
130350	AD	ADFSR	AD-FINANCIAL SERVICES DIV RM	FR060	LOSS PREVENTION	JANE	Matched	DAVIES	Matched	Y77704000	Matched	1/30/1966	Matched	10195	Match	Very High	Complete Match

EIN	Agency Code	Process Level #	Process Level Name	Department #	Department Name	First Name (HRIS)	First Name (MVR)	Last Name (HRIS)	Last Name (MVR)	DL# (HRIS)	DL# (MVR)	DOB (HRIS)	DOB (MVR)	MVR Driver ID	Status	Confidence	Message	MVR Matched Employee ID
130350	AD	ADFSR	AD-FINANCIAL SERVICES DIV RM	FR060	LOSS PREVENTION	JANE	JANE	DAVIES	DAVIES	Y77704000	Y77704000	1/30/1966	1/30/1966	10195	Match	Very High	Complete Match	136186

Final Thoughts

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)



ADOA-RMD

Risk Management Division

ASEDRA

Round Table Discussion