

# ARIZONA DEPARTMENT OF CORRECTIONS

## MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN, DIRECTOR

DATE: June 21, 2012

SUBJECT: Director's Instruction # 308, ARIZONA STATE EMPLOYEE DRIVER RECORD APPLICATION (ASEDRA) - REVISED

This Director's Instruction is effective immediately and supersedes Director's Instruction 308, dated May 10, 2012. The Director's Instruction will remain in effect until incorporated into Department Order #404, Fire, Safety and Loss Control.

### PURPOSE

This Director's Instruction establishes the procedures for driving record review and compliance criteria.

### RESPONSIBILITY

Individual employees and supervisors shall be responsible for complying with the provisions of this Director's Instruction.

### PROCEDURES

- 1.1 Each authorized driver shall, upon request, complete an ADOA Risk Management Authorized Driver Identification Form, providing his or her name, Employee Identification Number (EIN), driver's license number, and date of birth.
- 1.2 Authorized drivers driving a personal vehicle on State business shall provide personal vehicle information, insurance company, policy number, and dates of coverage on the ADOA Risk Management Authorized Driver Identification Form. Upon request, an authorized driver shall provide the supervisor with evidence of liability insurance. Personal vehicle usage on State business shall be in accordance with Department Order #405, Vehicles/Vehicles Maintenance and other written instructions.
- 1.3 In accordance with Department Order #105, Information Reporting and Department Order #501, Employee Professionalism, Ethics and Conduct, authorized drivers shall submit an Information Report (IR), Form 105-2, to their supervisor for the following, and provide the appropriate and necessary documentation:
  - 1.3.1 Revoked, Suspended or Cancelled license.

1.3.2 Special detailed driving restrictions including, but not limited to:

1.3.2.1 Work/employment restrictions.

1.3.2.2 Medical restrictions.

1.3.2.3 Alcohol/drug restrictions.

1.3.2.4 Ignition Interlock Device restriction.

1.3.2.5 Driving Under Influence (DUI).

1.4 Upon receipt of the notification and documentation detailed in 1.3 through 1.3.2.5 of this Director's Instruction, the supervisor shall immediately prepare a Significant Incident Report (SIR), Form 105-3, in accordance with Department Order #105, Information Reporting and Department Order #501, Employee Professionalism, Ethics and Conduct, and provide a copy to the Warden/Bureau Administrator. The supervisor shall take immediate action, relative to the employee's restrictions, limiting the employee's ability to drive on state business.

1.5 The Arizona State Employee Driver Record Application (ASEDRA) Administrator, located at Central Office Human Resources, shall review the Motor Vehicle Record (MVR) maintained by the Motor Vehicle Division (MVD) of the Arizona Department of Transportation (ADOT) at least annually. The review shall cover the most recent 39-month period for all authorized drivers.

1.6 Suspended or Revoked Driver's License: The ASEDRA Administrator shall forward a list of employees whose licenses have been suspended or revoked to Employee Relations (ER). ER will provide Wardens/Bureau Administrators with the names of employees whose driver's license have been suspended or revoked. Authorization to drive on State business shall be suspended effective the date of the driver's license suspension or revocation and shall remain in effect until the date of the driver's license reinstatement.

1.7 Points/Driving Restrictions/Defensive Driving Training Requirements: The ASEDRA Administrator shall forward to Wardens/Bureau Administrators a list of employees who are required to take the Defensive Driving course or who may require driving restrictions due to accumulation of points during the 39-month period.

1.7.1 Five or less points - Employee shall be considered to have an acceptable record for operating a standard motor vehicle. If the employee is driving a personal vehicle on State business, insurance inquiries shall be conducted annually by the supervisor by requesting the employee provide the most current proof of insurance card.

1.7.2 Six or seven points - Employee shall be considered a conditional driver and the Warden/Bureau Administrator shall notify the employee of the Defensive Driving training requirement.

- 1.7.2.1 The driver shall attend Defensive Driving training or similar action designed to improve the person's driving skills. The Department considers similar action to be successful completion of the MVD Traffic Survival School or completion of the online Computer Based Training (CBT) Defensive Driving Course on the HRIS YES website within 3 months of the record review. Instructions for registering and taking the course are located at the Staff Development and Training Bureau Intranet webpage under the heading "Training Resources."
- 1.7.2.2 The employee shall provide a printed completion certificate for the Defensive Driving Course to the Warden/Bureau Administrator's office through their supervisor. The Warden/Bureau Administrator shall send a copy to the ASEDRA Administrator (Mail Code 540).
- 1.7.2.3 The supervisor of an employee who drives a personal vehicle on State business shall conduct insurance status checks at a minimum of twice a year by requesting the employee provide the most current proof of insurance card.
- 1.7.3 Eight or more points – Employee shall be considered a High-Risk driver. Corrective action shall include approval from the Warden/Bureau Administrator to continue to drive on State business. If the employee has not taken the Defensive Driver course within the past six months, the employee shall take remedial defensive driver training specified in paragraph 1.7.2.1 and provide a completion certificate as specified in paragraph 1.7.2.2.
  - 1.7.3.1 The driver shall complete Sections A and B of the High-Risk Driver Authorization, Form 404-9, and give a copy to their supervisor.
  - 1.7.3.2 The supervisor shall complete Section C and forward the High-Risk Driver Authorization form to the appropriate Warden/Bureau Administrator for determination.
  - 1.7.3.3 The Warden/Bureau Administrator shall complete Section D, indicating whether or not the employee is authorized to drive on State business and any restrictions that will be imposed on the employee's on-duty driving privileges, and return the High-Risk Driver Authorization form to the employee's supervisor.
  - 1.7.3.4 If the Warden/Bureau Administrator approves the employee's on-duty driving privileges without restrictions, the supervisor shall have the employee sign and date section E and the supervisor shall sign and date Section F. The supervisor shall send the original to the Warden/Bureau Administrator and send copies to ER (Mail Code 630), Risk Management (Mail Code 324) and the ASEDRA Administrator (Mail Code 540).
  - 1.7.3.5 If the Warden/Bureau Administrator disapproves the employee's on-duty driving privileges or approves with restrictions:

1.7.3.5.1 The supervisor shall explain to the employee that his or her driving privileges have been denied or the type of restriction(s).

1.7.3.5.2 The employee then signs and dates acknowledgement in Section E. The supervisor signs in Section F and sends the original to the Warden/Bureau Administrator and sends a copy to ER (Mail Code 630), Risk Management (Mail Code 324) and to the ASEDRA Administrator (Mail Code 540).

1.7.4 Employees who are not authorized to drive on State business and do so shall be subject to discipline, in addition to discipline that may have already been imputed (e.g. for a DUI), in accordance with Department Order #601, Administrative Investigations and Employee Discipline.

1.8 Delegation of Authority. The duties specified above for the Warden may be delegated to the Deputy Warden of Operations (DWOP).

## DEFINITIONS

**ARIZONA STATE EMPLOYEE DRIVER RECORD APPLICATION (ASEDRA)** – A system which stores a list of State employees designated as driving vehicles on State business, in accordance with the Arizona Administrative Code Title 2, Chapter 10, Section 207.12.

**ASEDRA ADMINISTRATOR** – Reviews driving records of employees driving on state business and coordinates with the Employee Relations Unit to ensure appropriate action is taken in accordance with statute.

**AUTHORIZED DRIVER** – An employee whose job Position Description Questionnaire (PDQ) or similar document requires the use of a vehicle; an employee who operates a State vehicle; or an employee who operates a leased, rented or personal vehicle where the State provides 100% of that vehicle's lease, rental or operational costs.

**HIGH-RISK DRIVER** – A driver who has been given special instruction as to when, where, and how often they can drive or currently has an interlock system built into their personal vehicle.

**HIGH-RISK DRIVER FORM** – Required for drivers with 8 or more points on their Motor Vehicle Record (MVR) to drive on State business; places limits and sets the duration of the authorization to drive.

**MOTOR VEHICLE RECORD (MVR)** – Driving record which contains information on a driver's ticketed violations and driving status.

**REVOKED LICENSE** – Driving privileges are canceled and cannot be restored without special action as designated by the Motor Vehicle Division. A driver may apply to have the privileges restored after one year of revocation, but it is not guaranteed reinstatement.

**SUSPENDED LICENSE** – Driving privileges which are temporarily withdrawn for a specified period of time or upon release from the court or Motor Vehicle Division.

## AUTHORITY

A.A.C. R2-10-207.12, Motor Vehicle Safety Program

## FORMS LIST

404-9, High-Risk Driver Authorization

{Original Signature on File}