DAS | DEPARTMENT OF ADMINISTRATIVE SERVICES

RISK MANAGEMENT

Periodic Driver Authorization Review Process
Document # VUAT-1E
Questions for Risk Management?
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Purpose: This diagram outlines the process to periodically review the authorization of a state employee to drive on official state business. It utilizes a Driver Authorization Assessment (VUAT-1B), the Vehicle Use and Access Orientation webinar, and the Authorized Driver Responsibilities Agreement (VUAT-1F). If needed, an agency can add steps and documents from the Adverse Drivers category (VUAT-2) of the toolkit.

Caveat: This process is based on the agency (1) not participating in the DMV Online Automated Reporting Service which notifies agencies when the driving license of an authorized driver (who has been registered by the agency) is impacted by poor driving behavior (tickets, accidents, etc.), and (2) using a "best practice" *driving record no older than 30 days and covering no less than 24 months.

(START) Employee is due for review of driving record based on findings or agency policy

Employee provides or agency secures copy of *driving record from DMV

Agency completes new Driver Authorization Assessment (VUAT-1B)

Assessment results

Approve? → Agency documents decision as part of Driver Authorization Assessment

Unsure? → Agency/employee initiate the Loss of Driving Privileges Interactive Process (VUAT-2E)

Employee views vehicle use webinar in iLearn → Employee signs/submits Authorized Driver Responsibilities Agreement (VUAT-1F)

Remove driving from position?

No → Agency completes Checklist for Loss of Driving Privileges (VUAT-2F) → Employee views vehicle use webinar in iLearn → Employee signs/submits Employee Restricted Driving Responsibilities Agreement (VUAT-2G)

Yes → Agency revises PD to accommodate removing driving

Position Modification?

Deny? → Agency documents decision as part of Driver Authorization Assessment and determines how to proceed (HR process)

Agency sets schedule for driving records review based on findings or policy

(END) Employee doesn't drive or HR process initiated

(END) Employee drives and driving record is reviewed as needed/scheduled and consistent with agency policy