

Purpose: This diagram outlines the process to authorize 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-1E). If needed, an agency can add steps and documents from the Adverse Drivers category (VUAT-2) of the toolkit. It also references a sub-process (unique to each agency) for documenting and regularly reviewing the decision to authorize a driver to operate a state vehicle.

Caveat: The process contemplates a "best practice" *driving record no older than 30 days and covering no less than 24 months.

