



ARIZONA STATE EMPLOYEE DRIVER
RECORD APPLICATION (ASEDRA)
USER GUIDE

CONTENT

SECTION 1. INTRODUCTION	3
SECTION 2. STANDARDS/REGULATORY REQUIREMENTS	3
SECTION 3. DEFINITIONS	4
SECTION 4. PROCESS FLOW	5
SECTION 5. ROLES AND RESPONSIBILITIES	5
SECTION 6. WORK PROCESSES	6
6.1. Authorized Driver Data	6
6.2. Entry - HRIS	6
6.3. Non-HRIS Input (Manual Entry)	9
6.4. ASEDRA Management	9
SECTION 7. REPORTS	13
SECTION 8. RETENTION	14
SECTION 9. FORMS	14
SECTION 10. USER SUPPORT	15

ASEDRA USER GUIDE

SECTION 1. INTRODUCTION

The **Arizona State Employee Drivers Record Application (ASEDRA)** is a cloud-based application developed by State Risk Management and ADOA-ASET as a tool to allow State Agency authorized Administrators to review Motor Vehicle Record (MVR) information for the State of Arizona authorized drivers, who are designated as driving vehicles on State business in accordance with the Arizona Administrative Code Title 2, Chapter 10 Section 207.11f.

The login prompt <https://asedra.az.gov> can be accessed using any web browser.

ASEDRA captures information from HRIS (AZ360) or manually uploaded data and sends an information request to the ADOT Motor Vehicle Record Request System (MVRRS) then matches returned information to the appropriate system record and sends out notifications to the authorized Administrator(s) if an authorized driver has a driving record requiring action.

The objective of this document is to provide guidance for managing authorized driver records within ASEDRA.

SECTION 2. STANDARDS/REGULATORY REQUIREMENTS

- 2.1. Per [A.A.C. rule R2-10-207.11f](#), "The agency shall ensure that the driving record of each authorized driver is reviewed at least annually." However, State Risk Management recommends these are reviewed on a more frequent basis, such as monthly.
- 2.2. Driver information is regulated by the Federal Driver's Privacy Protection Act (DPPA), [18 U.S.C.§§ 2721- 2725](#), as well as [Title 28, Chapter 2, Article 5 of the Arizona Revised Statutes](#). It is the responsibility of the using Agency, and any authorized user acting on the Agency's behalf, to gain knowledge of all laws and applicable MVD policies and procedures, which govern access to, and use of MVD records, and to determine whether the Agency is legally eligible to obtain such records from MVD.
- 2.3. Retention requirements are covered under HR, Personnel records, #20704, 20705 - Driver Qualifications. [Refer to Arizona State Library, Archives & Records General Schedule](#).
- 2.4. Reference [ADOA Motor Vehicle Safety Policy](#).

SECTION 3. DEFINITIONS

Authorized Driver: An individual that possesses a valid class appropriate driver's license for the vehicle to be operated on State business, who has completed all required training, and who has successfully passed all necessary personal record documentation checks. An authorized driver also meets one of the following criteria:

- (1) An employee, working within the course and scope of employment or assigned duties, operated a vehicle in the performance of State business, that is not prohibited to drive in accordance with A.R.S. § 23-231, Titled - *Prohibited employment of persons under the age of eighteen*.
- (2) A non-State employee acting within the course and scope of authorized or contracted responsibilities who has been allowed to drive a State owned vehicle because the agency head has determined that it is necessary and in the best interest of the State.

Authorized Fleet: A collection of motor vehicles managed by the State agency to include all rented, leased, or owned vehicles and watercraft. Authorized state vehicle fleets are listed under [A.R.S. § 28-472](#).

Conditional Driver: A driver who has accumulated six (6) to seven (7) driving points within the last 39 months.

Contractor: Also known as a vendor. An entity or individual that receives a contract to provide goods or services to the State, most frequently in exchange for payment.

High-Risk Driver: A driver that has accumulated eight (8) or more driving points within the last 39 months.

MVR: Motor Vehicle Record as maintained by the Motor Vehicle Division of the Arizona Department of Transportation.

MVR Points: Points assessed against a driver's permanent driving record when convicted of, or forfeit bail for, a moving violation.

POV: Personally owned, leased, or rented vehicle.

Revoked Driver's License: Driving privileges are canceled and cannot be restored without special action as designated by the Motor Vehicle Division or a court.

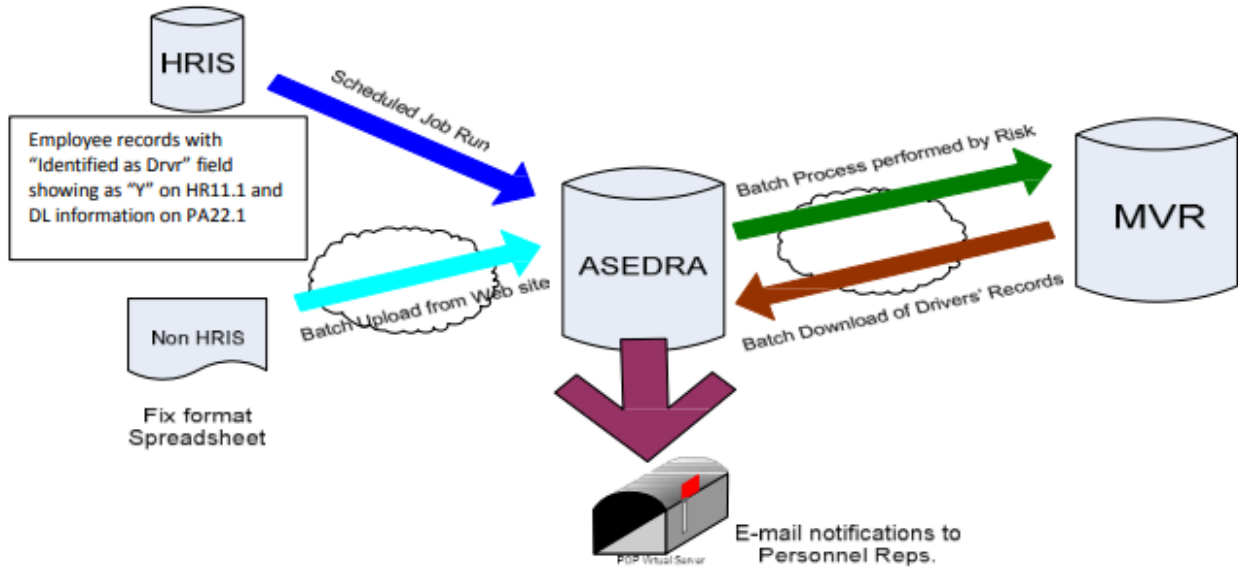
State of Arizona Driver Authorization Form: Required for all Authorized Drivers to operate a personally owned, State-owned, or leased vehicle for the furtherance of State business.

Suspended Driver's License: Driving privileges are temporarily withdrawn for a specified period of time or until released by the court or Motor Vehicle Division. Authorized drivers with an interlock device order shall not drive on State business per A.R.S. 28-144 Drivers License or Permit Restrictions.

Volunteer/Unpaid Intern: One who provides services without the expectation of compensation other than reimbursement of costs incurred.

ASEDRA USER GUIDE

SECTION 4. PROCESS FLOW



SECTION 5. ROLES AND RESPONSIBILITIES

- 5.1. The Arizona Department of Administrative, Risk Management Division manages the ASEDRA program and offers ASEDRA access and support to state agencies. Email ASEDRA@adoa.gov or visit [State Employee Driver Record Application \(ASEDRA\) | Risk Management](#).
- 5.2. Agency Human Resources is responsible for entering new employees or any newly appointed state drivers into HRIS (AZ360). Reference [WORK PROCESSES, Entry-HRIS](#).
- 5.3. Each agency using ASEDRA to manage their drivers shall designate an agency representative as their ASEDRA Administrator. Additional personnel can be provided access to assist with managing agency driver records. Those designated will receive a notification when points on a motor vehicle record exceed a preset point value or the employee's license is either suspended or revoked. Reference [WORK PROCESSES, ASEDRA Management](#).

ASEDRA USER GUIDE

Role	Attributes
Admin	<ul style="list-style-type: none">• Can manage all driver records for assigned agency(ies)• Can assign or edit a user account assigned the role of Admin, Process Level User, or User
Process Level User	<ul style="list-style-type: none">• Can manage all driver records based on assigned Process Level(s)• Can edit or read a user account assigned the role of Process Level User or User
User	<ul style="list-style-type: none">• Can only access the CSV Upload screen; No other access

SECTION 6. WORK PROCESSES

6.1. Authorized Driver Data

All authorized drivers must complete a State of Arizona Driver Authorization Form, which is to be retained on file by the authorizing Agency. (Reference [FORMS, ASEDRA Access Agreement](#))

6.2. Entry - HRIS

This section provides instructions for entering a driver into the HRIS system. Exclusive to HRIS users with input privileges, adding essential driver details is crucial for linking the authorized driver's MVR with ASEDRA. A query is in place to extract information about those authorized drivers from the HRIS database to ASEDRA.

IMPORTANT - Information must be entered/updated on two screens in HRIS, the **XP52.1** AND the **PA22.1** in order for the HRIS record to identify an employee as an authorized driver and populate into ASEDRA.

Sample HRIS entry and deletion standard work can also be found under [HRIS Driver Authorization Entry Standard work](#).

Note: It doesn't matter which screen order the information is entered on, e.g. can go to the PA22 first and then the XP52.1 or vice versa.

Step 1: To designate an employee as a driver an agency must process a personnel action on the **XP52.1**.

Select "IDENTIFIED AS DRVR" and set the value to "Y" (yes) in the user field.

Note: The USERFLDCHG personnel action is used to update the HR11.1 'IDENTIFIED AS DRVR' field.

ASEDRA USER GUIDE

HR11.1 - Employee

Data View | Special Actions | Previous | Inquire | Next | Inquire | Related Forms

Company: STATE OF ARIZONA
Employee: KELLY, LAURIE

Main | Assignment | Pay | Work | Personal | Address | Work Elig | **User Fllds** | Tax | Pay Edits | Year End | Ben Dates | Ben Flags | Plan Test | S

More Records Exist - Use PageDown

FC	Type	Field Name	Value	Description	Sts	Curr	Req
▼	Alpha	DPS-SDA					
▼	Alpha	EDUCATION					
▼	Alpha	ETE PARTICIPANT	Y	YES			
▼	Alpha	IDENTIFIED AS DRVR	Y	YES			
▼	Alpha	INTERNET	Y	YES			

HR11.1 Employee

XP52.1 - SOA Individual Action

Data View | Special Actions | + Add | Change | Delete | Previous | Inquire | Next | Inquire

Company: STATE OF ARIZONA
Employee: KELLY, LAURIE
Action,Nbr: USERFLDCHG
Effective: 02/14/2024
Reasons: DRIVER

Parameters | **Selected Items 1** | Selected Items 2 | Selected Items 3

Data Item	Current Value	Change To
IDENTIFIED AS DRVR	Y	
ETE PARTICIPANT	Y	
CURRENT ASRS MEMBER	N	
ANNUAL LEAVE PLAN	LPANUNC1	
SICK LEAVE PLAN	LPSKSTAND1	
UNIFORM ALLOWANCE		
DC GEOGRAPHIC STPND		
DC MEDICAL STPND		
DPS SDA		

XP52.1 - SOA Individual Action screen

Note: When an employee leaves State service and their status code is T1 ("Termination Pending"), the former employee may continue to be identified as an authorized driver and the MVR will continue to be run. Because of this, it is best to always remove the authorized driver flag on the **XP52.1** screen when an employee separates from the Agency. In addition to removing the identified driver status it is necessary to remove their certification(s) entered on **PA22**.

Employees that transfer from one Agency to another Agency also need to have the 'IDENTIFIED AS DRVR' field status updated (XP52.1) to ensure that in their new position, a determination is made if the person will again be identified as an authorized driver.

ASEDRA USER GUIDE

Step 2: Enter each type of vehicle the employee will drive on the **PA22 screen** as a separate line item each, PLUS their driver's license number for each vehicle (even if the same license number).

The "Date Acquired" is the date the driver was certified and "Renewal Date" is the date the certification needs renewal (optional).

The most commonly used vehicle/certification codes:

- State Vehicle = VEH-SV
- Van = VEH-V
- Forklift = VEH-SP
- Personal Vehicle = VEH-P

Best Practice: Agencies should use this information to determine specific types of training an employee may require, e.g. authorized state driving, van dynamics, specialty vehicle (golf/utility cart), etc.

The screenshot shows the PA22.1 - Certifications screen. At the top, there are navigation options: Data View, Special Actions, Change, Previous, Inquire, Next, Inquire, and Related Forms. The Company is set to STATE OF ARIZONA and the Employee is KELLY, LAURIE. A red box highlights the following table data:

FC	Certification	Description	Date Acquired	Renewal Date	St or Prov	License Number	Renewal Cycle
	VEH-P	PERSONAL VEHICLE	10/08/2009	05/11/2032	AZ	[REDACTED]	
	VEH-SV	STATE VEHICLE	05/15/2019		AZ	[REDACTED]	

Below the table, there is a Cost section with fields for Source, Cost, Verified (Y/N), and Company Sponsor, along with a Base Curr button.

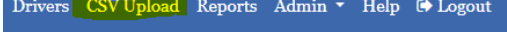
PA22.1 Certifications Screen

6.3. Non-HRIS Input (Manual Entry)

Any driver who is not part of the HRIS database, such as students, unpaid interns, volunteers, or contractors, should be added to ASEDRA using a [CSV template file](#) (available on ASEDRA) to upload the authorized driver's records.

Universities must upload the CSV file to a file-transfer folder. Reference [University ASEDRA System Management Standard Work](#).

Steps to Upload

- From ASEDRA, select "CSV Upload"; 
- Download the CSV template;
- Complete required fields and save to your computer;
- Select "Choose File" and locate the saved file;
 - **Note: File MUST be saved and uploaded as a .csv file.**
- Select "Upload CSV File"; and
- Navigate back to the "Drivers" screen and verify records have been uploaded.

Sample Manual Entry standard work can also be found under [User Support](#).

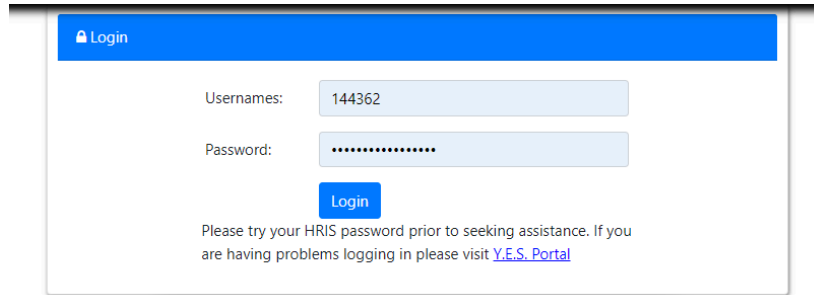
6.4. ASEDRA Management

To be an Agency ASEDRA Administrator, there must be a fully executed ASEDRA Access Agreement on file with State Risk Management (Reference [FORMS](#)).

- 6.4.1. Notifications are sent out twice per month to the Agency Administrator or User for any driver record changes (e.g. points changed). Review any triggered emails.
 - 6.4.1.1. After 10 days, any record that exceeds points and is not marked as reviewed (checkbox) will trigger a second notification. The Agency Administrator and State Risk Management (general email acct) is copied.
 - 6.4.1.2. Email content will not contain personal information.
 - 6.4.1.3. One email is sent to the Agency Administrator/User for all record reviews in a given cycle.
 - 6.4.1.4. To avoid a 2nd notice, ASEDRA provides an opportunity for the Agency representative to denote drivers whose records within ASEDRA have been reviewed by checking the "Review" box.

ASEDRA USER GUIDE

6.4.2. As an ASEDRA Administrator/User, log into ASEDRA using your EIN and Y.E.S. password



6.4.3. Once logged in to ASEDRA the Drivers Management screen will display. This is the list of authorized drivers that are being checked with MVD.

6.4.3.1. At the bottom of the screen you can view the page number, update the number of drivers to view on the screen (defaults to 50), and count of Total Records.

ACTIONS	AGENCY CODE	EIN	FIRST NAME	LAST NAME	BIRTHDAY	LICENSE #	POINTS	PREV. POINTS	SUSPENSIONS/RESTRICTIONS	PROCESS LEVEL	DEPARTMENT	RM29 TRAINING	COMMENTS
	AD	25328	ERIC	[REDACTED]	[REDACTED]	[REDACTED]	0		Not Suspended	AD-HUMAN RESOURCES DIVISION	ORGANIZATIONAL EFFECTIVENESS	06/23/2016	
	AD	189332	CHRISTOPHER	[REDACTED]	[REDACTED]	[REDACTED]	0		Not Suspended	AD-GENERAL SERVICES DIVISION	GSD FACILITIES OP & MAINT		
	AD	118665	WILLIAM	[REDACTED]	[REDACTED]	[REDACTED]	0		Not Suspended	AD-GENERAL SERVICES DIVISION	GSD PLANNING & CONSTR SERVICES	06/04/2009	
	AD	114722	MICHELLE	[REDACTED]	[REDACTED]	[REDACTED]	0		Not Suspended	AD-HUMAN RESOURCES DIVISION	SHARED SERVICES	02/15/2013	

Drivers Management screen

6.4.4. Filters are available on the dropdowns in the upper area. Go through the various filters, e.g. Unmatched, suspended, etc.


6.4.4.1. First name, Last name, or License number - begin typing and filters on some or all of the authorized driver's information.

6.4.4.2. Points - Filter on predetermined points

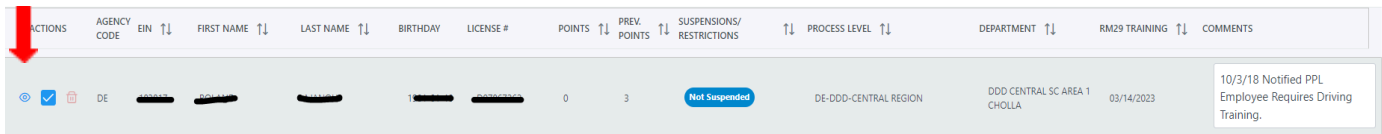
6.4.4.2.1. Less than 6 – Displays records with 0 – 5 points total




6.4.4.2.2. Equal or More than 6


ASEDRA USER GUIDE

- 6.4.4.3. Matching criteria - Filter on records matched with MVD record.
 - 6.4.4.3.1. Matched – Displays only records that have matched with an MVD record.
 - 6.4.4.3.2. Unmatched – Displays records that DO NOT match with MVD records (Reference [REPORTS](#) for help with unmatched records.)
 - 6.4.4.4. Process Level - Filter by the agency process level, e.g. AD-FINANCIAL SERVICES DIV RM.
 - 6.4.4.5. Review status - Filter on drivers based on their reviewed status. Note: Once a record has been reviewed, check the Reviewed box and **save changes**.
 - 6.4.4.6. Hide Zero Points - Filter for records with no points returned from MVD.
 - 6.4.4.7. Suspended - Filter for suspended, canceled, or revoked driver's license.
 - 6.4.4.8. Hide No Change in Points - Filter for no change in points between the current and last response from MVD.
- 6.4.5. Also, can sort by a certain column if see arrows  (e.g. sort by EIN, First or Last Name, Points, Process Level, Department, or Training).

Driver Information - Action Icons



ACTIONS	AGENCY CODE	EIN ↑↓	FIRST NAME ↑↓	LAST NAME ↑↓	BIRTHDAY	LICENSE #	POINTS ↑↓	PREV. POINTS ↑↓	SUSPENSIONS/ RESTRICTIONS ↑↓	PROCESS LEVEL ↑↓	DEPARTMENT ↑↓	RM29 TRAINING ↑↓	COMMENTS
  	DE	██████	██████	██████	1-██-██	██████	0	3	Not Suspended	DE-DDD-CENTRAL REGION	DDD CENTRAL SC AREA 1 CHOLLA	03/14/2023	10/3/18 Notified PPL Employee Requires Driving Training.

- 6.4.6. The Eye icon  shows details on records/violations. If unable to select, it could be because it is a new record and hasn't returned results yet; there has been no corresponding response from MVD and it is considered an Unmatched record, a duplicate record; or is a protected license.

ASEDRA USER GUIDE

Driver Management > Driver Details

Driver Details

Basic
EIN [REDACTED]
First Name: **John**
Middle Name: [REDACTED]
Last Name: [REDACTED]
Suffix: --
Date of Birth: [REDACTED]

Status
Total Points: **3**
Revoked: **No**
Suspended: **No**
Cancelled: **No**
Violation History: **No**
CDL Disqualified: **No**
Matched: **No**

License
License Number: [REDACTED]
Type: **DL**
Class: **D**
Endorsements: --
Restrictions: **B**
Previous License Number: [REDACTED]
Previous License State: **AZ**

Address
Street: [REDACTED]
City: **Peoria**
State: **AZ**
ZIP: **853834558**

Permit 1
Status: **C**
Class: **D**
Issue Date: **2020-12-30T00:00:00**

Permit 2
Status: --
Class: --
Issue Date: --

Mappings
Agency Code: **DE**
Process Level: **DE-DTS DEVELOPMENT**
Department: **DTS - DEV - DEVELOPMENT**


Dates
RM29 Training: **Jul 29, 2016**
Creation: **Oct 27, 2022**
Processed: **Feb 1, 2024**


Violations

VIOLATION DATE	CODE	DESCRIPTION	DISPOSITION DESCRIPTION	COUNTY	FINE	COURT CODE	SPEED	SCHOOL ASSIGNMENT	CMV	HZMT	POINTS	PLATE NUMBER
05/30/2021	28-701A	Speeding	12 - Bail or deposit given and declared forfeited		751				N	N	3	CXK9643

Driver Details screen

6.4.6.1. If a driver record has 6 or more points, the driver's status is considered to be “Conditional” and the agency head must determine if the employee is allowed to drive in the course and scope of state business. If yes, the Conditional/High-risk Driver Review Form (Form # RMD 16-001-2F) or agency equivalent documentation must be completed.

6.4.7. “Review” box - Mark once the review is completed. Make sure to select Save Changes  (note: will display the number of changes to be saved). This omits the record from further email notifications.

6.4.8. Delete icon  removes a record from the Employee table. This is only used for non-HRIS uploaded drivers to be removed. HRIS drivers can only be removed through the HRIS screens.

Other Driver Information

6.4.9. Agency Code – 2 digit HR Agency code.

6.4.10. Points – Total points a driver has incurred against their license within 39 months.

6.4.11. Previous Points – Point total prior to last driver record point change.

6.4.12. Suspensions/Restrictions – Driving status of the driver within 39 months from last update. Will display as either Not Suspended (in blue) or Suspended (in red).

6.4.13. RM29 Training - The last date the employee successfully completed RM29, Authorized State Driving CBT in the State's Learning Management system. Note: Agencies that don't use the state's learning management system should have their own training tracking system.

6.4.14. Comments – Use this to document actions that were taken due to suspension or excessive points, etc. Best practice is to add a date and name of comment entry. Note: the comment box will expand as you enter text and can contain up to 500 characters.

6.5. MVRRS (Request Data from MVD)

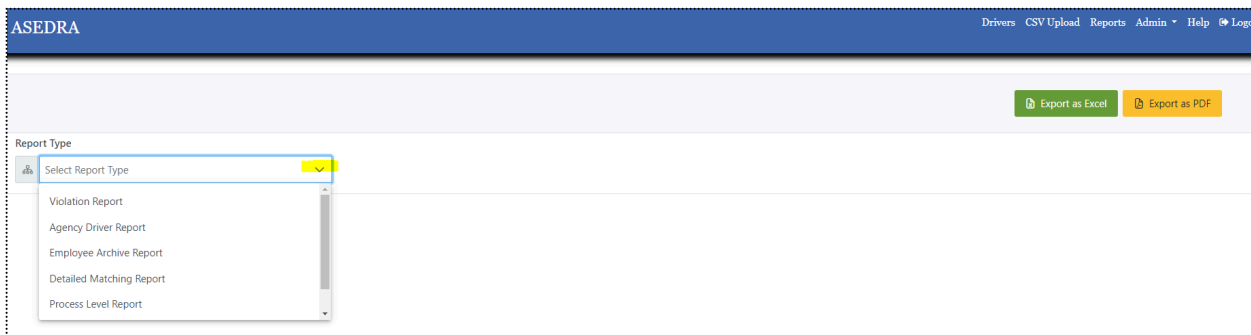
Twice monthly, an ASEDRA file is sent to MVD for batch processing; the results of this batch process are then returned to ASEDRA and matched against the authorized driver records.

SECTION 7. REPORTS

Select "Reports" from the menu bar



Select the desired report from the dropdown menu.



Most of the reports can be filtered by Process Level to share with specific agency sections and divisions. Available to export in either Excel or PDF format.

7.1. **Violation Report** shows a 39-month record. Use when detailed information is needed by management to make informed decisions about their authorized drivers.

7.2. **Agency Driver Report** is similar to the authorized driver screen and provides the ability to filter by process level and export into a shareable format.

7.3. **Employee Archive Report** provides a 5 year record of drivers following removal from ASEDRA; not listed with the current drivers.

ASEDRA USER GUIDE

7.4. **Detailed Matching Report** can be filtered and ran by Process Level; Status of Match or No Match; Confidence Level* of Very High, High, Medium, Low, Very Low, None, or Unknown; or Message Level of various combinations of field match status,

e.g. Match (DOB, Last Name), No Match (DL#, First Name) means that the DOB and Last Name fields in HRIS match those fields returned by MVD, but the Driver's License # fields and the First Name fields don't match. The best chance of having a matching record returned is to have the correct Driver's License number AND Date of Birth. A Complete Match with Very High Confidence results when ALL fields match.

* A "High" Confidence Level is based on a unique identifier, e.g. DL or DOB.

7.5. **Process Level Report** shows the agency's list of process levels, including process level code, department code, and department name.

7.6. **Duplicate Employee Report** provides a list of employees that have duplicate records within the Agency's list of drivers.

HRIS Data Discrepancy Report is available through HRIS (not in ASEDRA). This report is used to identify records not completed in both the XP52.1 and PA22 screens. Request the report either directly through HRIS or email request to asedra@azdoa.gov; review and use for reconciliation.

SECTION 8. RETENTION

Files in ASEDRA are retained for 5 years after the employee departs. This is based on the retention requirements under HR, Personnel Records, #20704, 20705 - Driver Qualifications.

These drivers will not be listed with the current drivers but can be found under "Reports", Report Type "Employee Archive Report."

SECTION 9. FORMS

9.1. [ASEDRA Access Agreement](#)

9.2. [State Driver Authorization Form | Department of Administration Human Resources](#)

9.3. [Conditional/High-Risk Driver Authorization form](#)

ASEDRA USER GUIDE

SECTION 10. USER SUPPORT

- 10.1. [State Risk Management, ASEDRA](#) - email ASEDRA@azdoa.gov. For new Agency Administrator Applications, user training, system support, etc.
- 10.2. [FAQs \(Frequently Asked Questions\)](#)
- 10.3. [ADOA Motor Vehicle Safety Policy](#)
- 10.4. [A Guide to Understanding the Motor Vehicle Record \(MVR\)](#)
- 10.5. [HRIS Help](#)

HRIS Service Center Telephone:

(602) 542-4700 - Monday through Friday, 8:00 am to 5:00 pm (except holidays)

HRIS Email Addresses:

HRIS Security Team or HRIS/YES Inquiries: hrisservicedesk@azdoa.gov

HRIS Table Maintenance Team: hristableupdate@azdoa.gov

- 10.6. ADOA Service Desk - can help with ASEDRA error messages, system functionality, or to report an error.

Submit Service Ticket requests to [ServiceNow Customer Portal](#) (requires log on to Okta), or [Service Ticket Request | STRATEGIC ENTERPRISE TECHNOLOGY](#).

From the portal, select the “ADOA-ASET Service Desk” menu; choose Application Development; and select “Custom Application Support”. Complete the required fields and select ASEDRA from the “Request Type”.

Help Desk Phone: (602) 364-4444, option 4.

- 10.7. Sample Standard Work

- 10.7.1. [HRIS Driver Authorization Entry Standard work](#)
- 10.7.2. [2024-02 Manual Entry into ASEDRA - Standard Work](#)
- 10.7.3. [University ASEDRA System Management Standard Work](#)