

Vehicle Safety Program

In order to operate a state vehicle or private vehicle on state business all drivers must participate in the Arkansas State Vehicle Safety Program. If you are not sure you are in the program, contact Sandra Bramblett in Risk Management at (870) 972-2817 or email at sbramble@astate.edu.

Those who will be operating slow moving vehicles (i.e. golf carts, side-by-sides, tractors, mowers, forklifts, etc.) additional training is required. Please contact the EHS department for training requirements.

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Vehicle safety program

Arkansas State University - Jonesboro

Effective Date: 09/01/97

Number: 05-37

Section: Finance and Administration

Subject: Vehicle Safety Program

I. Participation in the Vehicle Safety Program

A. All State agencies participating in the Arkansas Multi Agency Insurance Trust Fund Vehicle Insurance Program must participate in the Arkansas State Vehicle Safety Program.

B. All drivers operating a state vehicle or private vehicle on State Business shall participate in the Arkansas State Vehicle Safety Program.

II. Authorization to Operate State Vehicles and Private Vehicles on State Business

A. All drivers must maintain a valid driver's license in accordance with the requirements of all applicable Arkansas State Laws.

B. All drivers must complete and sign the VSP-1, Authorization to operate state vehicles and private vehicles on state business and VSP-2, Authorization to obtain traffic violation record along with providing a copy of their driver's license to the Office of Business Services and Risk Management.

C. State agencies shall maintain copies of driving records for each of their authorized drivers. Access to driving records for resident drivers will be provided via the SVS System through Information Network of Arkansas. Driving records for non-resident drivers will be obtained by sending VSP-2 form to the Office of Driver Services. All drivers should be provided with a copy of the VSP-1 form and the Driving Safety Tips.

D. Administrative action is required as follows for points assessed by the Office of Driver Services for convictions of moving traffic violations.

1. Drivers who have accumulated 10 through 23 points on their current traffic violation report - Authorization to drive on state business will be suspended by the Office of Business Services and Risk Management and the driver will be required to complete a Defensive Driving Course approved by the Office of Business Services and Risk Management(*). Written confirmation of course completion must be received within 60 days of the date of suspension.

Reinstatement of driving privileges will be evaluated by the Office of Business Services and Risk Management upon completion of course requirements.

2. Drivers who have driving privileges suspended or revoked by the Office of Driver Services - Shall not be permitted to drive on state business for the duration of the suspension or revocation.

Authorization shall be reinstated only after evaluation and approval by the Agency Director. Drivers with restricted permits may be authorized to drive on state business as allowed by the restricted permit and only with the Agency Director approval.

3. Drivers who have accumulated over 24 points on their current traffic violation report – Authorization to drive on state business will be suspended by the Office of Business Services and Risk Management and the driver will be required to complete a Defensive Driving Course approved by the Office of Business Services and Risk Management(*). Written confirmation of course completion must be received within 60 days of the date of suspension. Reinstatement of driving privileges will be evaluated by the Office of Business Services and Risk Management upon completion of course requirements and Authorization will be reinstated only after evaluation and approval by the State Insurance Commissioner.

4. Drivers who receive a ticket for Driving While Intoxicated (DWI), Driving Under the Influence (DUI), or any type Driving Without a License - Authorization to drive on state business will be suspended by the Office of Business Services and Risk Management and the driver will be required to complete a Defensive Driving Course approved by the Office of Business Services and Risk Management(*). Written confirmation of course completion must be received within 60 days of the date of suspension. Reinstatement of driving privileges will be evaluated by the Office of Business Services and Risk Management upon completion of course requirements and Authorization will be reinstated only after evaluation and approval by the State Insurance Commissioner.

5. Drivers who have had an at-fault accident must attend a Defensive Driving Course within sixty (60) days following the occurrence with written confirmation of course completion sent to the Office of Business Services and Risk Management.

III. (*)Defensive Driving Course Approval.

Arkansas State University Jonesboro has approved Thompson Defensive Driving Systems, Inc. to administer all defensive driving courses for the campus. (Link to website: <https://thompsondriving.com/court-ordered/>). In order to utilize a different organization prior approval must be granted by the Office of Business Services and Risk Management.

The Defensive Driving Course must be approved by the Office of Business Services and Risk Management and must be completed within sixty (60) days after the suspension with written confirmation of course completion sent to the Office of Business Services and Risk Management.

IV. Reporting Accident and Traffic Violations

Drivers must report ALL accidents and incidents, while operating a State vehicle and/or driving on State business in ANY vehicle, immediately to ASU Motor Pool. However, the driver must report all accidents in state vehicles immediately to the claims office listed below if ASU Motor Pool is closed.

Bancorp South Insurance Services

Monday through Friday 8:00 am to 4:00 pm Accident and Claims Reporting:

501-664-7705

After hour's accident and claims reporting:

501-664-9252

V. Assessment of Points

Point values are assessed by the Office of Driver Services for convictions of moving traffic violations and subject to change by Department of Finance and Administration-Office of Driver (DFA-ODS) Services. Points shall be calculated for each and every violation which appears on the motor vehicle record.

Revised on 08/28/2017.

Vehicle Safety Form

The following must be completed and signed before authorization to drive on state business is given:

Agency Code/Name: 125/Arkansas State University

All Fields are Required:

Select type of individual:

Employee Student Employee Student/Non-Employee Non-Student/Non-Employee

ASU ID:

Email: Date of Birth: Drivers License Number:

Dept: Dept Phone: Dept Contact:

Check Each of the Following:

I understand that as permitted by Arkansas Code Ann. §27-50-906 (6)(A), the Office of Driver Services will notify

my employer each time a new violation is added to my driving record. I also understand that my employer has

access to my driving record through the SVS System (State of Arkansas Website) through Information Network of Arkansas.

I understand that because of my driving record I may not be permitted to drive on State business. I will participate in all required Defensive Driving Classes.

I will report all accidents and incidents that occur on state business to my employer and to BancorpSouth at 501-664-9252 immediately.

I have read the Driving Safety Tips Handout provided by my employer.

I understand that I must maintain liability coverage, as required by State Law, on my personal vehicles that I drive on State business.

You are hereby authorized to obtain my Traffic Violation Record as permitted by Arkansas Code Ann. §27-50-906 and

§27-50-908. This record shall include material normally excluded by Arkansas Code Ann. §27-50-802.

Signature of individuals appearing below shall constitute consent for the release of such records to the State agency named on this form.

****STUDENT DRIVERS** - I have attached a memo from the Vice Chancellor approving this student to drive.

***Attach copy of driver's license.**

****According to Vehicle Safety Policy 04-24, student drivers must have approval from the appropriate vice chancellor to drive**

ASU vehicles. Please include a memo with the proper signature if the driver is a student.

Driver's Signature: Date:

State

Select type of vehicle to be driven:

Private Both State and Private

State:

Supervisor's Signature: Date:

Last 4 Digits of SSN:

Contact Email:

Golf Cart

Other Equipment:

I pledge to end distracted driving, including but not limited to, use of a "handheld wireless telephone" while operating a

motor vehicle, in accordance with A.C.A §27-51-1504.

ARKANSAS STATE VEHICLE SAFETY PROGRAM

November 2021

Agency Code/Name: 125/Arkansas State University

Agency Address: PO Box 2100, State University, AR 72467

Physical Address: Administration Building, 104B, 2105 Aggie Road Jonesboro, AR 72401

Agency Contact Person: Sandra Bramblett

Email Address: sbramble@astate.edu

Telephone Number: (870) 972-2817

Form Submission Instructions:

Personal Delivery to Sandra Bramblett, Administration Building, 104B

Fax to 870-972-3975

Share Space: <https://www.astate.edu/a/banner-support/training/sharespace/>

Please do NOT send via email.

Form revised 08/24/202

▽ Observe Speed Limits and Traffic Laws - Allow sufficient time to reach your destination without violating speed

limits or traffic laws.

▽ Seat Belts - Each driver and all passengers in any motor vehicle operated on State official business are required by

law to wear a properly adjusted and fastened seat belt. Statute: 27-37-702

▽ Cellular Devices - The use of cellular phones by the driver while the vehicle is in motion is "not allowed". A.C.A.

27-51-1504. This includes "hands free" equipment and smart watches. Communicating on the phone takes your

attention away from driving, making you less likely to notice hazardous situations.

▽ Backing Crashes - Most backing accidents are preventable. Whenever possible, park your vehicle where backing is

not required. Know what is beside and behind your vehicle before you begin to back. Back slowly and check both

sides as well as the rear as you back. Continue to look to the rear until the vehicle has come to a complete stop.

▽ Intersection Crashes - When approaching and entering intersections, be prepared to avoid crashes that other

drivers may cause. Take precautions to allow for the lack of skill or improper driving habits of other drivers.

Potentially dangerous acts include, but not limited to, speeding, improper turn movements, and failure to yield the right of way.

▽ Weather Related Crashes - Rain, snow, fog, sleet or icy pavement increase the hazards of driving. Slow down and be especially alert when driving in adverse conditions. Discontinue use of cruise control in wet or icy road conditions.

▽ Passing Crashes - When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time.

▽ Rear End Crashes - The driver can prevent rear-end collisions in spite of abrupt or unexpected stops of the vehicle ahead by maintaining a safe following distance at all times. Most crashes can be avoided by maintaining the "four second rule" and following the vehicle ahead at a distance that spans at least four seconds. The following distance should be increased when driving in adverse conditions.

▽ Security - State vehicles shall be locked whenever they are unoccupied.

▽ Engines - The engine of a State vehicle shall always be turned off before the driver exits the vehicle