Vehicle safety program

Arkansas State University - Jonesboro
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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 administrator 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.
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