



Changes to The University of Iowa  
Fleet Safety Program, Will You be  
Able to Drive?

---

Maybe!



## Today's Presenters

---

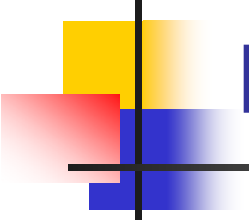
- Donna Percy – Director, Office of Risk Management, Insurance and Loss Prevention
- Rhonda Dietrich – Fleet Safety Program Analyst
- Mike Kaplan – Assistant Director, Human Resources



# Objectives of Today's Session

---

- Outline changes in the Fleet Safety Program
- Identify departmental responsibilities
- Identify changes in supporting documentation – job description, advertisement, job posting and offer letter
- Define resources available on-line
- Discuss security



# Why Change the Driver Record Review Process?

---

- Background

- Manual process, submit EXCEL or WORD document
- Manually entered driver record request into IDOT system for approximately 4,000 records
- Problems:
  - Some employees were already hired into a position then did not meet the Fleet Safety Program guidelines
  - Difficult to manage drivers list and who is driving, cumbersome for some to submit information to Risk Management



# Summary of Departmental Responsibilities

---

- Update job descriptions/departmental job descriptions
- Identify all drivers who are required to drive or who drive a departmental owned or leased vehicle on a regular basis
- Maintain authorized drivers on Self Service
- Utilize driver reports on Self Service
- Supervisors manage process when a driver does not meet requirements:
  - Required to drive
  - Not required to drive



# Driving a Requirement of Employment

---

- There are two basic types of drivers:
  - Drivers who are **required** to drive on behalf of the University as part of their regular employment or drive a departmental owned or leased vehicle on a **regular basis**
  - Drivers who may drive on behalf of the University occasionally utilizing a departmental owned or leased vehicle, not required of their employment, driving a University vehicle a “privilege”
- When a driver does not meet the Fleet Safety requirements:
  - Cannot drive on behalf of the University, cannot rent a vehicle through Fleet Services or outside rental company, cannot use a University vehicle (departmental) or use their personal vehicle to transport people other than themselves



## When are Driving Record Reviews Performed?

---

- Pre-employment
- Employee who regularly drives a University vehicle including a departmental owned or leased vehicle
- Authorized students and volunteers
- Iowa and Out-of-State driving records will be checked every six months



## Documentation Needed

---

- Job descriptions, job advertisements for open positions, and employment offer letters need to reflect the Fleet Safety Program requirement language
- Valid driver's license
- Driver's record meets the Fleet Safety driving standards which are located:
  - Operations Manual
  - Risk Management website
  - Email message sent to drivers
  - Self Service



## Requesting a Driving Record Review

---

- Hiring Positions – Applicant Selected for Driving Required Position
- Email Risk Management Fleet Safety ([fleet-safety-program@uiowa.edu](mailto:fleet-safety-program@uiowa.edu))
- Fax to 353-1893
- Campus mail (**305 PCO**)



# Information Needed for Driving Record Review

- Name, driver's license number and state of issuance
- Out-of-State Disclosure and Release Form
  - <http://www.uiowa.edu/~fusrm/DacDisclosureReleaseMULTI.pdf>
- Third party vendor provides service for out-of-state, may take a couple of days
- State of Iowa through Iowa Interactive, usually within 24-hour period
- Criminal background check may include driver record information – however, a driver record review needs to be submitted to Risk Management



## Is the Individual Eligible to Drive?

---

- Contact person will be notified via email
- Will be able to check an individual record in Self Service for approval
- Access reports through Self Service
- If driver is no longer compliant with Fleet Safety Program:
  - Employee and supervisor receive notification
  - Depending on whether driver is required to drive or drives occasionally, follow through by supervisor will be different



# Appeal Process

---

- Process defined in the Operations Manual and Risk Management website
- Employee and/or the department can appeal non-comply status
- Employee and department complete appeal form and send to Risk Management
- Risk Management investigates and provides documentation to Appeal Committee
- Appeal Committee consists of representatives from General Counsel's Office, Human Resources, Student Organizations, Fleet Services and Risk Management
- Appeal Committee evaluates request, makes a determination
- Employee and supervisor notified of decision



# Reports

---

- All out-of-state drivers by state
- All Iowa drivers
- All authorized drivers
- All non-authorized drivers
- All pending authorization drivers



## Maintaining Authorized Drivers List

---

- HR Unit Representative or their designee manages through Self Service
- Notify Risk Management when new employees have been hired and Risk Management will update
- 30 days prior to reviews in April and October an email reminder sent



# Out-of-State Driving Record Reviews

---

- Conducted each 6 months, request sent to third party vendor
- Out-of-State Disclosure and Release Form good for 5 years
- Verify employee still has out-of-state driver's license
- Fee for out-of-state driving record review
- Notify Risk Management MKF to use



## View System Information

---

- Self Service – “flag” on employee records
- Available Reports
- Security
- Language for postings, advertisement, job description and offer letter



# Proposed Implementation Schedule

---

- March 27 – training
- April 1 – Senior HR and Unit Reps receive notice to check and “flag” drivers in Self Service
- April 21 – all drivers should be checked and “flagged” in Self Service
- Driving records are checked – electronic process
- May 15 – non-comply letters sent to departments



## Questions?

---

- If there are questions, please contact Risk Management:  
Rhonda Dietrich – 335-3027  
[rhonda-dietrich@uiowa.edu](mailto:rhonda-dietrich@uiowa.edu)  
Donna Percy – 335-3425  
[donna-percy@uiowa.edu](mailto:donna-percy@uiowa.edu)