Contents

- Policy
- DRA responsibilities
- Using the online database
- What we can do for you
POLICY
Policy

• The role of Designated Responsible Authority (DRA) is defined in the Using Vehicles for University Business policy.

• The head of each University department with permanently assigned vehicles must appoint a University employee as DRA for the department.
DRA RESPONSIBILITIES
DRA Responsibilities

1. Be familiar with the policies and related documents governing the use of University vehicles, and direct drivers to these documents

2. Track changes in the department’s driver pool in the [online driver database](#)

3. Manage Sponsored Drivers

4. Ensure all accidents involving department vehicles are [reported](#) to Fleet and Transit Services
Responsibilities, continued

5. Report vehicle safety issues to Fleet and Transit Services
6. Assist with required vehicle safety inspections
7. Disseminate vehicle tabs and insurance cards
8. Assist in maintaining continuity of the program
1. Be familiar with policies

- DRAs and drivers must be familiar with the policies and procedures relating to the use of University vehicles.
- Links to the [Using Vehicles for University Business](#) policy and related documents are located in the [Policies](#) section of the Fleet Website.
2. Track changes in the driver pool

- DRAs use the online driver database to
  - Add and delete records of full-time employees driving University vehicles as drivers are hired and leave the department
  - Update license expiration dates as needed
  - Note: Part 3 of this presentation contains step-by-step instructions for working with the online driver database.
• DRAs receive an email notification from Fleet and Transit Services when a driver’s license is approaching expiration.

• Most drivers renew their licenses before they expire; it is the job of the DRA to inspect the license and update the expiration date in the online driver database.
A department is normally subject to a $500 deductible for repairs to a University vehicle damaged in an accident. Under the following conditions, the deductible amount is $2,500:

- The driver is neither in the online driver database nor approved as a Sponsored Driver
- The driver’s license expiration date shown in the online driver database is in the past
3. Manage Sponsored Drivers

- Any visiting faculty, staff or student wishing to drive a University vehicle must be registered with Fleet and Transit Services as a Sponsored Driver.

- The DRA must file a letter with Fleet and Transit Services acknowledging the department’s responsibility for the visiting driver.
Sponsored Drivers, continued

- This letter must be on department letterhead and must be signed by the Department Head. It must contain the following:
  - driver's complete name
  - license number
  - state of issuance
  - exact dates the driver will be operating a University vehicle
Sponsored Drivers, continued

• Sponsored Drivers must have either a US or a Canadian driver’s license. Drivers with only an international driver's license may NOT drive a University vehicle.

• Fleet and Transit Services must approve the request before the driver operates a University vehicle.
4. Ensure all accidents are reported to Fleet and Transit Services

- Any accident involving a University vehicle must be reported to Fleet and Transit Services, whether the vehicle is damaged or not.
- The DRA must ensure the driver files an accident report with Fleet and Transit Services.
• The accident report form can be reached by a link on the Parking and Transportation Services home page (umn.edu/pts).
5. Report Vehicle Safety Issues

- The DRA must report any known vehicle safety issues to Fleet and Transit Services.
6. Assist with vehicle safety inspections

- Vehicles must undergo a safety inspection every two years, prior to the release of new tabs. Fleet and Transit Services will contact DRAs approximately two months before tabs expire to begin the inspection process.

- The DRA assists in coordinating inspections of departmental vehicles.
7. Disseminate vehicle tabs and insurance cards

• Fleet and Transit Services notifies DRAs when new vehicle license tabs are in the office. The DRA is responsible for getting the new tabs to the vehicles.

• Fleet and Transit Services notifies DRAs when new proof-of-insurance cards are issued. The DRA is responsible for getting the new cards to the vehicles.
8. Assist in maintaining continuity

• Before leaving the department, the DRA should:
  – remind the Department Head of the need to appoint a new DRA
  – **notify** Fleet and Transit Services so that we can contact the Department Head if necessary
USING THE ONLINE DATABASE
Log in

- Log in to the driver database from the DRA Sign-in link on the Fleet Services Website (umn.edu/pts/fleet).

- Use your Internet ID and password.
Maintain drivers

• Click **View my drivers**

• Follow the online directions to
  
  – Add new records
  
  – Modify existing records. For example, enter a new expiration date for a renewed license.
  
  – Delete old records
Add a record

- Click Add to get started.
Add a record, continued

**ADD A DRIVER RECORD**

Please fill in all the required fields and press **Confirm** when complete.

* Asterisk = Required Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
</tr>
<tr>
<td>University ID</td>
<td>Enter digits</td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>License No.</td>
<td></td>
</tr>
<tr>
<td>Expiration Date</td>
<td>MMDDYYYY format</td>
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<tr>
<td>Phone No.</td>
<td></td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
</tr>
</tbody>
</table>

[Buttons: Cancel, Reset, Confirm]
Add a record, continued

• Each driver record must contain
  – Last name
  – First name
  – University ID
  – State of license issuance
  – License number
  – License expiration date
  – Email address

• Confirm the addition on the following screen.
Modify a record

• Select a record and click **Modify** to update a license expiration date or make any other change.

• Confirm the change on the following screen.
Delete a record

- Select a record and click **Delete**.

  ![Delete button]

- Confirm the deletion on the following screen.
Print records

- Click **Print** to print a list of your drivers.
WHAT WE CAN DO FOR YOU
Reporting about your vehicles

• Fleet and Transit Services can help you manage and budget for your department’s vehicles. We can work with you to develop reports that meet your needs.

• Data sources we can query are:
  – eStatement
  – the vehicle inventory database
  – the accident reports database
Reporting, continued

- Types of data you or someone in your department might be interested in
  - Inventory of your department’s vehicles - for example, year, make, model, license, VIN, purchase date
  - Annual costs of your vehicles - for example, mileage, lease, lease add-ons, rentals, maintenance, vehicle insurance
  - Miles driven by your department’s vehicles
Need more information?

• Please email Fleet and Transit Services at fleetdrv@umn.edu or call 612-626-3320. We are happy to answer questions.

• Thank you for your participation in the DRA program.