
ARKANSAS STATE VEHICLE SAFETY PROGRAM

September 2012

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ARKANSAS STATE VEHICLE SAFETY PROGRAM

September 2012

I. PARTICIPATION IN THE VEHICLE SAFETY PROGRAM (VSP)

All State agencies participating in the Arkansas Multi Agency Insurance Trust Fund Vehicle Insurance Policy must 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. State Agencies should contact Department of Finance and Administration-Revenue Division-Office of Driver Services, to determine the specific driver's license that is required for the operation of each type motor vehicle and the license requirements for non-resident drivers. Contact information is provided on Page 11.
- B. All drivers must complete and sign the *VSP-1 Authorization to Operate State Vehicles and Private Vehicles on State Business* on Page 5. All drivers should be provided with a copy of the *VSP-1* and the *Driving Safety Tips* on Page 10.
- C. State Agencies shall maintain copies of form *VSP-1* for each of their authorized drivers.
 1. Access to driving records for resident drivers will be provided through the SVS System (State of Arkansas website) through Information Network of Arkansas at <http://www.state.ar.us/svs>
 2. Contact information for Information Network of Arkansas is provided on Page 11. The original notarized *VSP-4 Agreement* on Page 8 and the *VSP-3 Agency Contact Information* on Page 7 must be returned to the Office of Driver Services before a user name and password will be issued allowing access to driving records through the website. Agencies will be notified by email on a weekly basis of any change in status of a current driver and the status of new drivers. *VSP-3 and VSP-4* must be re-filed upon any change of agency director or contact.
 3. Driving records for non-resident drivers may be obtained by sending form *VSP-2 Authorization to Obtain Traffic Violation Record* on Page 6 to the Department of Finance and Administration-Revenue Division-Office of Driver Services. Contact information is provided on Page 11. *Non-resident drivers should also complete VSP-1 for their agency records.* *VSP-2* should be faxed to (501) 682-2075 every six months
- D. Administrative action is required as follows for points assessed by the Office of Driver Services for convictions of moving traffic violations. **Please refer to VSP-5 on Page 9 for documentation of Administrative Action for compliance of this section:**
 1. **Drivers Who Have Accumulated 10 Through 13 Points On Their Current Traffic Violation Report** - Authorization to drive on state business shall be reviewed by the Agency Director. It is recommended that the driver be required to complete a Defensive Driving course approved by Agency Director.
 2. **Drivers Who Have Accumulated 14 Through 17 Points On Their Current Traffic Violation Report** - Authorization to drive on state business shall be suspended for no less than five (5) working days. Authorization shall be reinstated only after evaluation and approval by the Agency Director. A Defensive Driving Course approved by Agency Director must be completed within sixty (60) days after the suspension began with written confirmation of course completion sent to Agency Director.
 3. **Drivers Who Have Accumulated 18 Through 23 Points On Their Current Traffic Violation Report** - Authorization to drive on state business shall be suspended for no less than ten (10) working days. Authorization shall be reinstated only after evaluation and approval by the Agency Director. A Defensive Driving Course approved by Agency Director must be completed within sixty (60) days after the suspension began with written confirmation of course completion sent to Agency Director.

ARKANSAS STATE VEHICLE SAFETY PROGRAM

September 2012

4. Drivers Who Have Accumulated Over 24 Points On Their Current Traffic Violation Report – Authorization to drive on state business shall be suspended for no less than twenty (20) working days. Authorization will be reinstated only after evaluation and approval by the State Insurance Commissioner. A Defensive Driving Course approved by Agency Director must be completed within sixty (60) days after the suspension began with written confirmation of course completion sent to Agency Director.

5. 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. Drivers With Restricted Permits May Be Authorized To Drive On State Business As Allowed By The Restricted Permit.

III. REPORTING ACCIDENT AND TRAFFIC VIOLATIONS

A. State Agencies are responsible for reporting all claims and accidents immediately to:

Bancorp South Insurance Services

Monday through Friday 8:00AM to 4:00PM Accident and Claims Reporting:

501-664-7705

After Hours Accident and Claims Reporting:

501-664-9252

B. Drivers must report **ALL** accident and traffic violations while operating a State vehicle and/or driving on State business, in any vehicle, immediately to the State Agency. However, the driver must report all accidents immediately to the claims office listed above if the State Agency offices are closed.

C. Drivers, or their State agency representative, are advised to comply with the Department of Finance and Administration Operating Rules and are reminded to complete the Arkansas Motor Vehicle Accident Report Form (SR-1) where applicable.

IV. AGENCY RECORDS

Agency records for the Vehicle Safety Program are subject to audit by the Risk Management Division.

V. DEFENSIVE DRIVING CLASSES

A. Defensive Driving Course approved by the Agency Director must be completed within sixty (60) days after the suspension began, stated in Section II. D. above, with written confirmation of course completion sent to Agency Director.

B. Drivers who have had an at-fault accident must attend a Defensive Driving Class within sixty (60) days following the occurrence with written confirmation of course completion sent to Agency Director.

ARKANSAS STATE VEHICLE SAFETY PROGRAM

September 2012

VI. DRIVERS WHO ARE NOT STATE EMPLOYEES

This Safety Program also applies to any driver who is not a State employee who operates a State owned motor vehicle.

VII. ADDITIONAL RULES

State Agencies may impose additional or more stringent requirements than those included in the State Vehicle Safety Program.

VIII. STATE OF ARKANSAS TRAVEL REGULATIONS

State Agencies are advised to comply with the current State of Arkansas Travel Regulations as promulgated by the Chief Fiscal Officer of the State in accordance with ACA 19-4-901.

IX. 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. Please check with DFA-ODS for the most current schedule. **Points shall be calculated for each and every violation which appears on the motor vehicle record.** Contact information is provided on page 10.

ARKANSAS STATE VEHICLE SAFETY PROGRAM

September 2012

**VSP-1 AUTHORIZATION TO OPERATE
STATE VEHICLES AND PRIVATE VEHICLES ON STATE BUSINESS**

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

Agency Code/Name:

Driver:

Date of Birth:	Last Name	First Name	Middle Initial	Personnel #:
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Drivers License Number:

Initial 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 that occur on state business to my employer immediately.

___ I have received 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 from the Office of Driver Services 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.

Driver Signature:

Date:

ARKANSAS STATE VEHICLE SAFETY PROGRAM

September 2012

FOR NON-RESIDENT DRIVERS ONLY

**VSP-2 AUTHORIZATION TO OBTAIN TRAFFIC VIOLATION RECORD
FROM DEPARTMENT OF FINANCE AND ADMINISTRATION,
OFFICE OF DRIVER SERVICES**

Fax completed form to: (501) 682-2075

Agency Code/Name: _____

Agency Address: _____

Agency Contact Person: _____

Email Address: _____

Telephone Number: _____

You are hereby authorized to obtain my Traffic Violation Record from the Office of Driver Services 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.

Driver Signature **Date**

Driver **Personnel #**
Last Name First Name Middle Initial

D.L.N. **State** **Date of Birth**

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ARKANSAS STATE VEHICLE SAFETY PROGRAM
September 2012

VSP-3 AGENCY CONTACT INFORMATION

Agency Code/Name: _____

Agency Address: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

In order to access driving records through the SVS System (State of Arkansas Website) for the authorized drivers in your agency you must return the *original notarized VSP-4 Agreement* on Page 8 and the *VSP-3 Agency Contact Information* to:

Denise Yates
Office of Driver Services
Department of Finance and Administration
Charles D. Ragland Building
P.O. Box 1272, Room 1130
Little Rock, AR 72203
501- 682-7207
Denise.Yates@dfa.arkansas.gov

ARKANSAS STATE VEHICLE SAFETY PROGRAM

September 2012

VSP-5

DRIVING PRIVILEGES NOTICE OF ADMINISTRATIVE ACTION

Administrative action is required as follows for points assessed according to the Arkansas Vehicle Safety Program *Item VIII. Assessment of Points* for convictions of moving traffic violations:

- 1. Drivers Who Have Accumulated 10 Through 13 Points On Their Current Traffic Violation Report -** Authorization to drive on state business shall be reviewed by the Agency Director. It is recommended that the driver be required to complete a Defensive Driving course approved by Agency Director with written confirmation of course completion sent to Agency Director.
- 2. Drivers Who Have Accumulated 14 Through 17 Points On Their Current Traffic Violation Report -** Authorization to drive on state business shall be suspended for no less than five (5) working days and **will not drive on state business in a state vehicle or any other vehicle until notified in writing that driving privileges are re-instated.** Authorization shall be reinstated only after evaluation and approval by the Agency Director. A Defensive Driving Course approved by Agency Director must be completed within sixty (60) days after the suspension began with written confirmation of course completion sent to Agency Director.
- 3. Drivers Who Have Accumulated 18 Through 23 Points On Their Current Traffic Violation Report -** Authorization to drive on state business shall be suspended for no less than ten (10) working days **will not drive on state business in a state vehicle or any other vehicle until notified in writing that driving privileges are re-instated.** Authorization shall be reinstated only after evaluation and approval by the Agency Director. A Defensive Driving Course approved by Agency Director must be completed within sixty (60) days after the suspension began with written confirmation of course completion sent to Agency Director.
- 4. Drivers Who Have Accumulated Over 24 Points On Their Current Traffic Violation Report -** Authorization to drive on state business shall be suspended for no less than twenty (20) working days **will not drive on state business in a state vehicle or any other vehicle until notified in writing that driving privileges are re-instated.** Authorization will be reinstated only after evaluation and approval by the State Insurance Commissioner. A Defensive Driving Course approved by Agency Director must be completed within sixty (60) days after the suspension began with written confirmation of course completion sent to Agency Director.
- 5. 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. Drivers With Restricted Permits May Be Authorized To Drive On State Business As Allowed By The Restricted Permit.**

Administrative Action taken: ___ 1 ___ 2 ___ 3 ___ 4 ___ 5

Driver Name: _____ Personnel Number _____

I acknowledge receipt of this notification. If my driving privileges are suspended or revoked as required by items 2, 3, 4 or 5, I will not drive on state business in a state vehicle or any other vehicle until notified in writing that my driving privileges are reinstated. Only then will I resume my driving while on state business.

Driver Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

Defensive Driving Course Completed Y N Defensive Driving Course Certificate Attached Y
Form to be filed in Employee file located in Human Resources Division.

ARKANSAS STATE VEHICLE SAFETY PROGRAM

September 2012

DRIVING SAFETY TIPS

- ▽ **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 front seat passenger in any motor vehicle operated on a street or highway in this state is required by law to wear a properly adjusted and fastened seat belt.
- ▽ **Cellular Phones** – The use of cellular phones by the driver while the vehicle is in motion is strongly discouraged. Even with “hands free” equipment, conversing 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 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 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.
- ▽ **Front End Crashes** – By maintaining a safe following distance at all times, the driver can prevent front-end collisions in spite of abrupt or unexpected stops of the vehicle ahead. Observe the “four second rule” by 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 should be locked whenever they are unoccupied.
- ▽ **Engines** – The engine of a State vehicle should always be turned off before the driver exits the vehicle.

ARKANSAS STATE VEHICLE SAFETY PROGRAM

September 2012

CONTACT INFORMATION

Questions regarding the Vehicle Safety Program and the Free Defensive Driving Course should be directed to:

Risk Management Division
Arkansas Insurance Department
1200 W. Third
Little Rock, AR 72201-1904
Ph.: 501-371-2690
Fax: 501-371-2842
insurance.risk.management@arkansas.gov

For additional copies of the Vehicle Safety Program go to the Risk Management webpage:
insurance.arkansas.gov

Questions regarding driving records should be directed to:

Denise Yates
Revenue Division - Office of Driver Services
Department of Finance and Administration
Charles D. Ragland Building
P.O. Box 1272, Room 1130
Little Rock, AR 72203
Ph.: 501- 682-7207
Fax: 501-682-2075
denise.yates@dfa.arkansas.gov

Questions regarding Login information to the SVS System should be directed to:

Information Network of Arkansas
425 W. Capitol Ave.
Metropolitan Tower, Suite 1620
Little Rock, AR 72201
501-324-8900
support@ark.org