

# MANUAL TRANSMITTAL

Arkansas Department of Human Services  
Division of Children and Family Services

**{} Policy {} Form {X} Policy Directive**  
**Service Programs Forms Manual**

**Issuance Number: SPF 2004-05**  
**Issuance Date: May 4, 2004**

**From: Roy Kindle, DCFS Director**

**Expiration Date – Until**  
**Superseded**

Subj.: Arkansas State Vehicle Safety Program, DCFS Procedures to Ensure Compliance with Governor's Policy Directive Three (GPD-3), Form VSP-1 Authorization to Operate State Vehicles and Private Vehicles on State Business, Form VSP-2 Authorization to Obtain Traffic Violation Record, and Form CFS-593 Acceptance of the Privilege to Operate State Vehicles and Private Vehicles on State Business and Claim Mileage Reimbursement.

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To ensure that every DCFS employee or affiliate is familiar with the Arkansas State Vehicle Safety Program (ASVSP) and knows his/her rights and obligations whenever driving a state vehicle or a private vehicle on state business. Each DCFS employee or affiliate must authorize DCFS to access a copy of their Traffic Violation Report (TVP) which identifies how many moving violation points have been assessed.

These documents also identify the additional ASVAP requirements that apply to DCFS employees or affiliates such as:

- Having a fully qualified driver's license since DCFS will not accept a restricted license and
- Reporting any traffic accident or moving violation to their DCFS supervisor.

Each DCFS Supervisor shall be responsible for ensuring that all persons (this includes all Central Office and all Field Staff) currently under their supervision (**after the effective date of this Transmittal**) complete the VSP-1, VSP-2, CFS-593 and provide a legible copy of their driver's license. The DCFS Supervisor will provide the documents and forward them to the Office of Finance & Administrative Support (Slot-S561) ATTN: Driver Safety Program and the documents will become part of the person's permanent State Vehicle Safety Program File.

**The completed forms must be submitted by May 21, 2004.**

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<b>Form to be Deleted</b>	<b>Dated</b>	<b>Form to be Added</b>	<b>Dated</b>
		CFS-593	05/2004
		VSP-1	08/2000
		VSP-2	08/2000

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Inquiries to: Policy Unit, 682-8750  
Attachment