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# ARKANSAS STATE VEHICLE SAFETY PROGRAM

November 2010

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**ARKANSAS INSURANCE DEPARTMENT**  
**Risk Management Division**  
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## 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.

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**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.** 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 to the claims office listed below if the State Agency offices are closed.

**B.** 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**

**C.** 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.

**D.** 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 with written confirmation of course completion sent to Agency Director.

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## VI. DRIVERS WHO ARE NOT STATE EMPLOYEES

This Safety Program also applies to drivers who are not state employees, but routinely drive state vehicles.

## VII. ADDITIONAL RULES

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

## VIII. 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.

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## 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:

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Employee:

Personnel #:

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Date of Birth:

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Drivers License Number:

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**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.*

Employee Signature:

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Date:

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**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.

\_\_\_\_\_  
**Employee Signature** **Date**

\_\_\_\_\_  
**Employee** **Personnel #**  
Last Name First Name Middle Initial

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

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## *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](mailto:Denise.Yates@dfa.arkansas.gov)

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## VSP-4 AGREEMENT

**WHEREAS**, Arkansas Code Sections 27-50-900 through 27-50-1211 of Arkansas, provides that the Office of Driver Services, Revenue Division, Department of Finance and Administration, State of Arkansas, may furnish an abstract of a drivers record as maintained by said office, only to a person who has been authorized in writing by such driver to obtain the driver's record; and

**WHEREAS**, the undersigned periodically makes numerous requests for abstracts of driver's records in the course of the undersigned's business; and

**WHEREAS**, it is extremely expensive and cumbersome for the undersigned to duplicate and file and for the Office of Driver Services to receive and maintain each individual written authorization signed by such drivers in order for the undersigned to obtain an abstract of the driver's record;

*NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING, THE UNDERSIGNED DOES HEREBY ACKNOWLEDGE AND CERTIFY AS FOLLOW:*

- (1) (A) That the undersigned represents and warrants to the Office of Driver Services that every person, on whom a request for an abstract is made by the undersigned, shall have first given his or her consent to the release of such abstract, or  
 (B) That the undersigned represents and warrants to the Office of Driver Services that every person, on whom a request for an abstract is made by the undersigned, shall be insured or an applicant of any insurer licensed to do business in Arkansas, or its agents, employees, or contractors.
- (2) That the original written authorization signed by the driver on whom an abstract is requested, or a copy of thereof, shall be furnished by the undersigned to the Office of Driver Services upon request by the Office of Driver Services. This written authorization is to be kept on file with your company for a five year period.
- (3) If the undersigned is found to be in violation of the foregoing, the Office of Driver Services may thereafter require the undersigned to provide individual signed releases with each abstract hereafter requested by the undersigned.
- (4) The undersigned further agrees to indemnify and hold harmless the Office of Driver Services, Revenue Division, Department of Finance and Administration, State of Arkansas, for any liabilities and/or damages caused by virtue of the undersigned's breach of this agreement or the provision of Arkansas Code Sections 27-50-900 through 27-50-1211 of Arkansas.

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 Agency Name / Agency Number  
 -----  
 Address  
 -----  
 City                      State                      Zip  
 -----  
 Phone  
 -----  
 Fax

-----  
 Agency Director  
 -----  
 Agency Director Signature  
 -----  
 Title  
 -----  
 Email Address  
 -----  
 Date

### ACKNOWLEDGEMENT

STATE OF    )  
                   ) SS.  
 COUNTY OF )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires: \_\_\_\_\_  
Notary Public

.....  
 Received and filed this this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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Revised 08/99

# ARKANSAS STATE VEHICLE SAFETY PROGRAM

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## 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

Employee 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.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Defensive Driving Course Completed  Y  N

Defensive Driving Course Certificate Attached

*Form to be filed in Employee file located in Human Resources Division.*

## **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 “handsfree” 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

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## CONTACT INFORMATION

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*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](mailto:insurance.risk.management@arkansas.gov)**

*For additional copies of the Vehicle Safety Program go to the Risk Management webpage:*  
[insurance.arkansas.gov](http://insurance.arkansas.gov)

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*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](mailto:denise.yates@dfa.arkansas.gov)**

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*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](mailto:support@ark.org)**