

Designated Responsible Authority (DRA) Training

Fleet and Transit Services



*Parking &
Transportation Services*

UNIVERSITY OF MINNESOTA

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 pool of employee drivers 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. Disseminate vehicle tabs and insurance cards
7. 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 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*

Track Changes, continued

- 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

3. Manage Sponsored Drivers

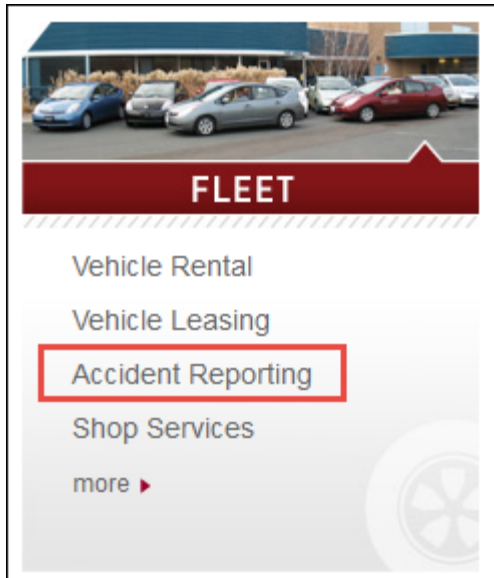
- A Sponsored Driver is an unpaid person under the direct supervision of a University responsible authority, such as a department head, who has been approved by Fleet Services to operate a University Vehicle
 - Visiting faculty, staff or students may be approved as Sponsored Drivers
 - Fleet Services must receive and approve a [Sponsored Driver Permission Form](#) before the driver may operate a University Vehicle
- Sponsored Drivers must be at least 19 years of age and provide proof of a valid U.S. or Canadian driver's license (international licenses are not accepted)

4. Report Accidents

- Accidents involving a University vehicle must be reported to Fleet Services as described in the [Reporting Accidents involving Vehicles](#) Administrative Procedure, regardless of whether the University vehicle sustained damage
- The DRA must ensure the driver files an [accident report](#) with Fleet and Transit Services

Report Accidents, continued

- The accident report form can be reached by a link on the Parking & Transportation Services Web page (umn.edu/pts)



Accident Repair Deductibles

University and Contract Employees

The department of a University- or contract-employee driver involved in an accident is subject to a \$500 deductible in the case of damage caused by the accident provided these three conditions are met:

1. The driver's name and license are listed in the [Driver Database](#)
2. The driver has a valid driver's license at the time of the accident
3. The driver followed the proper procedure in reporting the accident, as described in the [Reporting Accidents involving Vehicles Administrative Procedure](#)

If fewer than three of these conditions are met, the driver's department is subject to a \$2,500 deductible

Accident Repair Deductibles, continued

Sponsored Drivers and Students

The department of a Sponsored Driver or student driver involved in an accident is subject to a \$500 deductible in the case of damage caused by the accident if these two conditions are met:

1. The driver has a valid driver's license at the time of the accident
2. The driver followed the proper procedure in reporting the accident, as described in the [Reporting Accidents Involving Vehicles](#) Administrative Procedure

If fewer than two of these conditions are met, the driver's department is subject to a \$2,500 deductible

5. Report Vehicle Safety Issues

- The DRA must report any known vehicle safety issues to Fleet and Transit Services

6. Distribute Insurance Cards

- Fleet and Transit Services notifies DRAs when new proof-of-insurance cards are issued
- The DRA is responsible for getting new cards to the vehicles

7. 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

RESOURCES

[Directions](#)

[Contact List](#)

[Report An Accident](#)

[Fueling Information](#)

[DRA Sign-In](#)

[Policies](#)

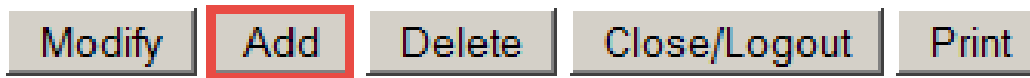


Maintain Drivers

- 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

DRIVER RECORD MAINTENANCE

ADD A DRIVER RECORD

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

* Asterisk = Required Fields

| | |
|-------------------|--------------------------------------|
| Last Name * | <input type="text"/> |
| First Name * | <input type="text"/> |
| Middle Initial | <input type="text"/> |
| University ID * | <input type="text"/> Enter digits |
| State * | <input type="text"/> |
| License No. * | <input type="text"/> |
| Expiration Date * | <input type="text"/> MMDDYYYY format |
| Phone No. | <input type="text"/> |
| E-mail Address * | <input type="text"/> |

Cancel

Reset

Confirm

Add a Record, continued

- Each driver record must contain
 - Last name
 - First name
 - University ID (In the case of a contract employee, enter '0000000')
 - 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

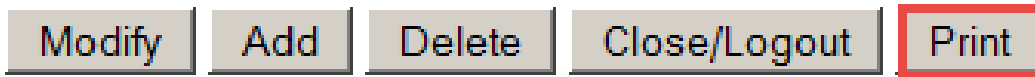
- Select a record and click **Delete**



- 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
 - Vehicle inventory database
 - 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