

Staff Personnel Manual (SPP)

SPP 319: Driver’s License Monitoring

Effective: 4/30/1993

Revised: 3/1/2026

Purpose

To ensure that all ASU employees who operate university owned, leased, or rented vehicles for official ASU business are authorized drivers as defined in [EHS 119](#).

Sources

Arizona Administrative Code (A.A.C.), Rule R2-10-207.12

University policy

Applicability

All ASU employees who operate university owned, leased, or rented vehicles for official ASU business.

Policy

An [employee](#) whose job responsibilities require driving must possess a [valid U.S. driver’s license](#) and must complete the ASU authorized driver's process detailed in [EHS 119](#).

A [department](#), in coordination with the Office of Human Resources (OHR) and Risk Management, has the authority to prohibit an employee from operating university owned, leased, or rented vehicles if any question exists about the validity of the employee's U.S. driver's license and/or completion of the Authorized Driver's process.

ASU Authorized Driver

The department, in coordination with OHR and Risk Management may terminate a newly hired employee required to drive if:

1. the employee fails to complete Authorized Driving Training Course (ADTC) requirements as referenced in [EHS 119](#) .
- and
2. the employee fails to provide proof of a valid U.S. driver's license, after the allotted time to do so, as dictated by state law in which the individual is driving.

Probationary Employees (ASU Police Department Only)

The department may terminate with two weeks’ notice an employee whose driver’s license is revoked or suspended or otherwise becomes invalid during the [probationary period](#) and whose job requires driving and a valid U.S. driver's license as an essential function of the position. The terminated employee will have no right to a hearing or appeal.

Change in Validity of License

Self-reporting:

Employees required to drive as part of their job duties must report any change in the validity of their driver's license to their immediate supervisor as soon as reasonably possible. Changes in the validity of an operator's license include:

1. Suspension: license is temporarily out of service
2. Revocation: license has been cancelled and cannot be reinstated
3. Expiration: license is no longer current and needs to be renewed

or

4. Any other significant change.

Classified employees who fail to report a change in the status of their driver's license may be subject to appropriate disciplinary action, including termination under the conditions described in [SPP 809](#), "Discipline" and [SPP 1011](#), "Involuntary Termination."

University staff employees and non-faculty administrators who fail to report a change in the status of their driver's license may be subject to [SPP 808](#), "Performance Management for University Staff" or [SPP 1010](#), "Termination of University Staff Employment."

An employee reporting the suspension or loss of their license is prohibited from operating university owned, leased, or rented vehicles for official ASU business until:

1. the employee completes the Authorized Driver process
- and
2. the department, in conjunction with OHR, verifies the validity of the U.S. driver's license.

OHR in consultation with the department may assign the employee to other job duties not requiring a driver's license or may place the employee on leave or suspension. If a classified employee is to be suspended without pay, they have a right to a hearing under [SPP 809](#) before the effective date of the action.

Maintaining Authorized Driver Status

Regular Motor Vehicle Record (MVR) reviews will be conducted to assess driving history. There are several scenarios in which authorized driver approval may no longer be valid.

Reason	Response
Expired driver's license	You must renew your driver's license and update it in your Workday profile.
License revoked or suspended	Your status will remain unauthorized until the suspension is resolved or the license is reinstated.
Excessive points on your driver's license	If an MVR shows that a driver's license has <u>six or seven</u> points, the employee must complete the Authorized Driving training annually until their points fall below <u>five</u> . If the points are <u>eight or more</u> , the employee must complete the Authorized Driving training annually and the record must be reviewed by the department to determine if additional actions are necessary. The department will need to review the record annually until the points fall below <u>five points</u> .

Reason	Response
Motor vehicle record is over one year old	Out-of-state drivers will need to consent to the program annually. They will receive an email from HireRight to their ASU inbox to complete their MVR Check.

Exceptions

Change in Job Assignments

An employee’s job responsibilities may change as a result of [promotion](#), [transfer](#), reorganization, change in job assignment, or other similar employment action to require possession of a valid U.S. driver’s license. If such an employee cannot provide proof of a valid U.S. driver’s license at the time job duties change, they will be provided a 30-day period from the effective date of reassignment to provide proof of a valid U.S. driver’s license. During the 30-day period, the department may place the employee on temporary assignment, special assignment, or other assignment. If reassignment will result in a salary decrease for a classified employee, the employee has a right to a hearing under [SPP 809](#) before the effective date of reassignment.

If the employee cannot provide proof of a valid U.S. driver’s license at the end of the 30-day period, the department will work with OHR and Risk Management to review appropriate policies and take appropriate action.

Disability after Date of Hire

If after the date of hire, an employee is unable to operate vehicles or motorized equipment due to a disability, and/or is unable to maintain a valid U.S. driver's license to operate a vehicle due to a disability, the university will make a good faith effort to provide reasonable accommodation. If a department learns that an employee is unable to drive due to a health condition, the department must consult with the ADA Consultant to determine whether reasonable accommodation, including reassignment (temporary or permanent) or other appropriate action can be provided in accordance with [ACD 405](#). If reasonable accommodation cannot be provided, the employee may be subject to termination under [ACD 405](#).

Cross-References

For related information see:

1. the *Staff Personnel Policies and Procedures Manual*:
 - a. [SPP 215](#), “Alternate Duty Assignment Program for Temporarily Disabled Employees”
 - b. [SPP 801](#), “Employee Conduct and Work Rules”
 - c. [SPP 808](#), “Performance Management for University Staff”
 - d. [SPP 809](#), “Discipline”
 - e. [SPP 1010](#), “Termination of University Staff Employment”

and

 - f. [SPP 1011](#), “Involuntary Termination”

2. the *Academic Affairs Manual*:
 - a. [ACD 126](#), “Reference Check and Background Verification”
 - b. [ACD 405](#), “Individuals with Disabilities”

and

 - c. [ACD 807](#), “University Vehicles”

3. the *Facilities Management Policies and Procedures Manual*—[FAC 204](#), “University Vehicle Policy”

4. the *Environmental Health & Safety Policies and Procedures Manual*—[EHS 119](#), “Motor Fleet Safety.”