

Authorized driver requests and updates

This job aid helps users update their driver’s license information and request to be an authorized driver at ASU using Workday.

To become an authorized driver, you must:

1. Have a valid driver’s license in Workday.
2. Complete EHS Authorized Driver training in Workday Learning.
3. Have a completed Motor Vehicle Report — MVR — on record.

HR personnel only: Use the **Authorized Driver Program Status report** to view your unit’s authorized drivers.

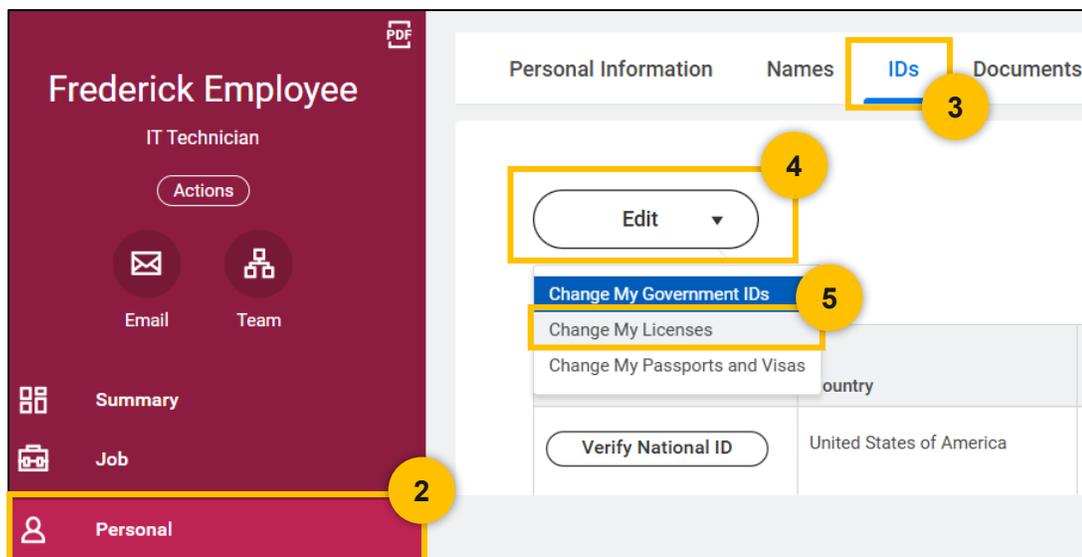
Initiators: Employee as Self

Approver: HR Central Service Delivery — expedited and out-of-state request only.

Start

Step 1: Add driver’s license information

1. Go to your worker profile.
2. Select the **Personal** section.
3. Select the **IDs** tab.
4. Select **Edit**.
5. Select **Change My Licenses**.



6. Select **Add Row (+)** in the Licenses table to add a new Driver's License.
7. Select **Driver's License** as the **License ID Type**.
8. Select **United States** as the **Issued by Country**.
9. Select the appropriate state as the **Issued by Country Region**.
10. Enter your driver's license number in the **Identification #** column.
11. Enter the **Issued Date** as reflected on your driver's license.
12. Enter the **Expiration Date** as reflected on the driver's license.
13. Select **Submit** to save the changes.

The screenshot shows the 'Change My Licenses' interface for a 'Frederick Employee'. The form is titled 'License' and contains several fields. A table below the form shows the entered information:

License ID Type	Issued by Country / Issued by Country Region / Issued by Authority	Identification #	Issued Date	Expiration Date	Set Verification To Current User	Verification Date	Verified By
Driver's License	Issued by Country Region Arizona	D11111111	06/06/2023	07/30/2062	<input type="checkbox"/>	11/13/2024	Frederick Employee

At the bottom of the form, there are three buttons: 'Submit', 'Save for Later', and 'Cancel'. The 'Submit' button is highlighted in blue.

Step 2: Opt into the Authorized Driver program

If you have not entered your driver's license information, the system will let you complete the consent form and direct you to add the driver's license information.

The Authorized Drivers Program Request task provides an update on your authorization status.

16. Search for **Authorized Drivers Program Request** using the search bar.

The screenshot shows a search bar with the text 'Authorized driver' entered. Below the search bar, a search result is displayed: 'Authorized Drivers Program Request' with the subtext 'Custom Task'. The search result is highlighted with a yellow border.

17. Read the consent and select **I consent** to opt into the Authorized Driver Program. If you are already an authorized driver and do not want to be in the program, select **Opt out of Authorized Driver Program**.
Note: You can only opt out of the authorized driver program if driving is not required for your job.
18. Select **OK**.
19. Select **OK** on the Driver's License Verification Request Information screen to finalize the request.

Authorized Drivers Program

Drivers License Data

State: Arizona
Driver's License Number: D11111111
Expiration Date: 07/30/2062

Consent

The Authorized Driver program is required to operate university-owned, leased, or rented vehicles used for official university business. You must become authorized to drive for the university.

I Understand:

- 1) I am providing this information for use in connection with SPP 319: Driver's License Monitoring and Arizona A...ing record. By submitting this information, I represent it is true, correct, and complete to the best of my knowledge.
- 2) The Driver Protection Privacy Act of 1994, amended 9.97, prohibits the release of my Motor Vehicle Record data.
- 3) I must follow traffic laws, report any change of status to my driving record and report to my supervisor or manager.
- 4) Suspension of my driving privileges could result in disciplinary action.

- * I consent
- Opt out of Authorized Driver Program

OK

Cancel

Step 3: Take training

You must complete EHS Authorized Driver training in Workday Learning, or your authorized driver request will be denied.

Follow the Enroll in a Course Job Aid in the **Work Instructions and Information** application to find the Workday Learning application and enroll in training.

Timelines and submittals

Arizona drivers:

If you have an Arizona driver's license and consent to participate, your information goes to the state for processing on the 12th and 24th of each month. Once approved, you receive a notification from Workday that you are authorized to drive. This can take up to three business days. Requests submitted outside regular business hours — Monday to Friday, 8:00 a.m. to 5:00 p.m. — may not be processed until the next business day.

You can expedite your request if needed. These requests are only authorized when driving is required before the MVR uploads on the 12th and 24th.

Learn how to expedite a request in the [Expedite an Authorized Driver Request](#) section.

Out-of-state drivers:

If you have an out-of-state driver's license and consent to participate, you will receive an email from HireRight that you must act upon. Once approved, you will receive a notification from Workday that you are authorized to drive.

Next steps

Reviewers receive an approval task for your request in their My Tasks inbox, which they will approve or deny. If your request is denied, it will be processed within five to 18 days.

Expedite an Authorized Driver Request

Refer to the [Timelines and Submittals](#) section to confirm if you should expedite a request. Your manager may be contacted to verify the request should be expedited.

First, complete steps 16 to 19 above, then continue:

20. On the Driver's License Verification Request Information screen, select the down arrow next to **Expedited Request**.
21. Select the **Expedite This Request** checkbox.
22. Enter an explanation for your request.
23. Enter the date you need to drive.
24. Select **OK**.

Driver's License Verification Request Information

Motor Vehicle Record checks are required annually. It may take anywhere from 5-18 days to complete.

After this information has been saved, the system will submit a motor vehicle record check based on your **Driver Authorization Form Completion date** and the report dates below.

Arizona Licenses

No further action is needed by you to complete the MVR. Your MVR check will occur on or near the 13th and 25th business day of the month.

Out of state Licenses

20 You will receive an email from HireRight annually on or near the 15th and 26th business day of each month, inviting them to complete their information for the MVR check.

21 Expedited Request

If you have missed the report dates above and need to drive immediately, please submit an Expedite Authorization request. The expedite process can take up to three business days to complete. An expedited request will only be authorized in a one off urgent situation and driving is required prior to the MVR uploads of the 13th/25th. If you meet this criteria, the request will route for approval.

22 Expedite This Request Please provide a business justification for the expedited request*: 23 Date Needed:

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