

ARKANSAS STATE VEHICLE SAFETY PROGRAM
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 WILL BE GIVEN

Faculty **Staff** **Student** **Extra Labor** **Adjunct** **Camp** **Other**

Agency **Arkansas Tech University**

Name as it appears
On Driver's License _____

Campus Department _____ Campus Phone Number _____
or Faculty Club Sponsor Department
(If Student Organization travel)

Date of Birth _____

Drivers License Number _____ License State _____

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 1) within 24 hours of the occurrence or by the next working day if the accident occurs in State Vehicle and 2) within 7 working days if the accident occurs in a private vehicle.

I have read the Driving Safety Tips 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.

Signature

Today's Date _____

Arkansas State Vehicle Safety Program
 Rules and Guidelines
 August, 2002

V. Defensive Driving Classes
 Defensive Driving Classes must be approved by the Department of Finance and Administration, Office of Driver Services or the National Safety Council.

VI. Drivers who are not State Employees
 This safety program also applies to drivers who are not state employees, but routinely drive state vehicles.

VIII. 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 Assessed by the Office of Driver Services for Convictions of Moving Traffic Violations:

	Points
1. Accidents.....	3
2. Careless/negligent driver	3
3. Child restraint.....	0
4. CMV DUI control substance	14
5. CMB leaving scene.....	0
6. CMV refuse test	14
7. Defective brakes.....	0
8. Defective equipment.....	0
9. Defective lights	0
10. Defective tires	0
11. Driving left of center.....	3
12. Driving w/o lights	3
13. Driving while revoked	3
14. Driving while suspended.....	3
15. DUI .02 or more.....	14
16. DUI .04 or more.....	14
17. DWI .10 or more.....	14
18. DWI.....	14
19. Evading arrest with a motor vehicle	8
20. Failure to dim lights	3
21. Failure to keep a proper look out	3
22. Failure to maintain control.....	3
23. Failure to obey traffic signal.....	3
24. Failure to report traffic accident	3

25. Failure to signal.....	3
26. Failure to yield.....	3
27. Failure to stop and render aid.....	3
28. Following too close.....	3
29. Following too close CMV.....	3
30. Going wrong way.....	3
31. Hazardous driving.....	3
32. Impeding traffic.....	3
33. Improper backing.....	3
34. Improper lane change CMV.....	3
35. Improper entrance/exit (avoid intersection).....	3
36. Improper towing.....	3
37. Improper turn.....	3
38. Inattention.....	3
39. Leave the scene of an accident.....	8
40. Negligent Homicide (1 year revocation of D.L).....	0
41. No liability insurance.....	0
42. Other violations.....	3
43. Passing on wrong side.....	3
44. Passing stopped school bus.....	8
45. Prohibited pass.....	3
46. Racing.....	8
47. Ran off road.....	3
48. Reckless driving CMV.....	8
49. Refuse intox test.....	14
50. Seatbelt not used.....	0
51. Speeding 0-10.....	3
52. Speeding 11-14.....	4
53. Speeding 15-20.....	4
54. Speeding 21-30.....	5
55. Speeding 31 or more.....	8
56. Speeding 0-14 CMV.....	3
57. Speeding 15 or more CMV.....	6
58. Unattended vehicle with motor running.....	0
59. Unsafe driving.....	3

Arkansas State Vehicle Safety Program
Driving Safety Tips
August, 2000

- ▼ 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 " hands free" 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 of 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 and icy pavement increase the hazards of driving. Slow down and be especially alert when driving in adverse 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 " two second rule" by following the vehicle ahead at a distance that spans at least two 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.