

**ARKANSAS STATE VEHICLE SAFETY PROGRAM
RULES AND GUIDELINES
August, 2000**

I. PARTICIPATION IN THE VEHICLE SAFETY PROGRAM

All State agencies covered by the State Master Fleet 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 the State CDL-Coordinator, Donna Morgan at DFA-Revenue Division-Office of Driver Services, phone number 501-682-1434, to determine the specific drivers license that is required for the operation of each type motor vehicle and the license requirements for non-resident drivers.

B. Drivers must complete and sign the Authorization to Operate State Vehicles and Private Vehicles on State Business VSP-1. All drivers should be provided with copies of their VSP-1 and the Driving Safety Tips.

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>. The original notarized Agreement on Page 7 and the Agency Contact Information on Page 8 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.

2) Driving records for non-resident drivers may be obtains by sending form VSP-2 on Page 9 to:

Terry Kersey
Department of Finance and Administration
Charles D. Ragland Building
P. O. Box 1272, Room 1130
Little Rock, AR 72203

D. Administrative action is required as follows (See the Assessment of Points for the point values assigned for each moving violation by the Office of Driver Services):

1. Drivers Who Have a 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.

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 must be completed within sixty (60) days after the suspension began.

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- 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 must be completed within sixty (60) days after the suspension began.

- 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 must be completed within sixty (60) days after the suspension began.

- 5. DRIVERS WHOSE DRIVING PRIVILEGES HAVE BEEN 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 accident and traffic violations to the State Agency as follows:
When operating a State Vehicle – Within 24 hours of occurrence or by the following business day; and,
When operating a private vehicle on state business – Within seven 7 days of occurrence.

- B.** State Agencies are responsible for reporting all claims or losses which involve any bodily injury or property damage to the Harold Jarvis Insurance Agency, telephone number 870-364-6141, calling card number 2696 or fax number 870-364-7222, within 24 hours of the occurrence or by the following business day.

- C.** Drivers, who have had an at-fault accident, must attend a Defensive Driving Class within sixty (60) days following the occurrence.

IV. AGENCY RECORDS

Agency records for the Safety Program are subject to audit by the Risk Management Division.

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.

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

Points

1.	Accident	3
2.	Careless/negligent driver	3
3.	Child restraint	0
4.	CMV DUI control substance.....	14
5.	CMV leaving scene	6
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.	DWI .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

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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 the 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 CM.....	6
58.	Unattended vehicle with motor running	0
59.	Unsafe driving	3