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

Parking &
Transportation Services

UNIVERSITY OF MINNESOTA

POLICY

Policy

- The role of Designated Responsible Authority (DRA) is defined in the [Using Vehicles for University Business](#) policy.

  - "Designated Responsible Authority (DRA)

    Track changes in the department's driver pool and assist in ensuring that all drivers attend training as needed. Disseminate vehicle information and ensure that all accidents are reported to Fleet Services. For Sponsored Drivers, submit letter authorizing Sponsored Drivers to Fleet Services before drivers are permitted to drive University vehicles."

- The head of each University department with permanently assigned vehicles must appoint a University employee as DRA for the department.

Parking & Transportation Services

UNIVERSITY OF MINNESOTA

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 driver pool in the [online driver database](#)

3. Manage Sponsored Drivers

4. Ensure all accidents involving department vehicles are [reported](#) to Fleet and Transit Services

Parking & Transportation Services
UNIVERSITY OF MINNESOTA

Responsibilities, continued

5. Report vehicle safety issues to Fleet and Transit Services

6. Facilitate required vehicle safety inspections

7. Assist vehicle contacts with vehicle tab and insurance card distribution

8. 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 who appear in OneStop with a staff or faculty affiliation driving University vehicles as drivers are hired and leave the department

    - Please note this may include graduate students who have a research appointment

  – Update license expiration dates as needed

  – *Note: Part 3 of this presentation contains step-by-step instructions for working with the online driver database.*

Parking & Transportation Services
UNIVERSITY OF MINNESOTA

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.

Track changes, continued

- A department is normally subject to a $500 deductible for repairs to a University vehicle damaged in an accident. Under the following conditions, the deductible amount is $2,500:

  – The driver is neither in the online driver database nor approved as a Sponsored Driver

  – The driver's license is no longer valid (expired, suspended, canceled, etc).

- For additional information regarding the two tier deductible, please see Managing Permanently Assigned University Vehicles.

Parking & Transportation Services

UNIVERSITY OF MINNESOTA

3. Manage Sponsored Drivers

- Any visiting faculty, staff or student wishing to drive a University vehicle must be registered with Fleet and Transit Services as a Sponsored Driver.

- The DRA must submit all Sponsored Drivers via the [Sponsored Driver Permission Form](). This document ensures Fleet and Transit Services acknowledges the department's responsibility for the visiting driver.

Sponsored Drivers, continued

- This permission form must be signed by the Department Head. It must contain the following:

  - driver's complete name

  - date of birth

  - state of issuance

  - license expiration date

  - exact dates the driver will be operating a University vehicle

Parking & Transportation Services

UNIVERSITY OF MINNESOTA

Sponsored Drivers, continued

- Sponsored Drivers must have either a US or a Canadian driver's license. Drivers with only an international driver's license may NOT drive a University vehicle.

- Fleet and Transit Services must approve the request before the driver operates a University vehicle.

Parking & Transportation Services

UNIVERSITY OF MINNESOTA

4. Ensure all accidents are reported to Fleet and Transit Services

- Any accident involving a University vehicle must be reported to Fleet and Transit Services, whether the vehicle is damaged or not.

- The DRA must ensure the driver files an <u>accident report</u> with Fleet and Transit Services.

Report accidents, continued

- The accident report form can be reached by a link on the Parking & Transportation Services' Fleet page under Resources.

RESOURCES

- Directions
- Contact List
- Report An Accident
- Fueling Information
- DRA Sign-In
- DRA Training Presentation
- Policies
- Sponsored Driver Permission Form

Parking & Transportation Services

UNIVERSITY OF MINNESOTA

5. Report Vehicle Safety Issues

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

6. Assist with vehicle safety inspections

- Vehicles must undergo a safety inspection every two years, prior to the release of new tabs. Fleet and Transit Services will contact DRAs approximately two months before tabs expire to begin the inspection process.

- The DRA assists in coordinating inspections of departmental vehicles.

7. Disseminate vehicle tabs and insurance cards

- Fleet and Transit Services notifies DRAs when new vehicle license tabs are in the office. The DRA is responsible for getting the new tabs to the vehicles.

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

Parking & Transportation Services
UNIVERSITY OF MINNESOTA

8. 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 at fleetsrv@umn.edu so that we can contact the Department Head if necessary.

Parking & Transportation Services
UNIVERSITY OF MINNESOTA

USING THE ONLINE DATABASE

Log in

- Log in to the driver database from the DRA Sign-in link on the Fleet Services Website.

- Use your Internet ID and password.

RESOURCES

Directions

Contact List

Report An Accident

Fueling Information

DRA Sign-In

Policies

Parking & Transportation Services

UNIVERSITY OF MINNESOTA

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 *	
First Name *	
Middle Initial	
University ID *	Enter digits
State *	
License No. *	
Expiration Date *	MMDDYYYY format
Phone No.	
E-mail Address *	

Cancel   Reset   Confirm

Parking &
Transportation Services
UNIVERSITY OF MINNESOTA

Add a record, continued

- Each driver record must contain

  - Last name

  - First name

  - University ID

  - State of license issuance

  - License number

  - License expiration date

  - Email address

- Confirm the addition on the following screen.

Parking &
Transportation Services
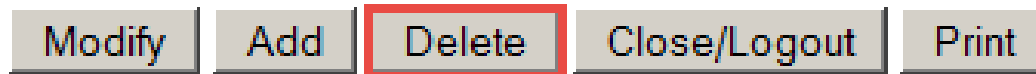
UNIVERSITY OF MINNESOTA

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.

Parking &
Transportation Services
UNIVERSITY OF MINNESOTA

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.

Modify | Add | Delete | Close/Logout | Print

WHAT WE CAN DO FOR YOU

Parking & Transportation Services

UNIVERSITY OF MINNESOTA

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 fleetsrv@umn.edu or call 612-626-3320. We are happy to answer questions.

- Thank you for your participation in the DRA program.