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# ARKANSAS STATE VEHICLE SAFETY PROGRAM

November 2021

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ARKANSAS INSURANCE DEPARTMENT  
Risk Management Division  
1 Commerce Way, Suite 504  
Little Rock, Arkansas 72202  
Phone: 501-371-2690 Fax: 501-371-2842  
Email: [insurance.risk.management@arkansas.gov](mailto:insurance.risk.management@arkansas.gov)  
[www.insurance.arkansas.gov](http://www.insurance.arkansas.gov)



# **ARKANSAS STATE VEHICLE SAFETY PROGRAM**

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## Contact Information:

### Vehicle Safety Program and the Free Driver Improvement Course Questions:

Risk Management Division-Arkansas Insurance Department

1 Commerce Way, Suite 504, Little Rock, AR, 72202

Phone: (501) 371-2690 Fax: (501) 371-2842

[Insurance.risk.management@arkansas.gov](mailto:Insurance.risk.management@arkansas.gov)

For additional copies of the Vehicle Safety Program, visit:

<https://insurance.arkansas.gov/pages/consumer-services/risk-managment/state-agencies/>

### Driving Records Questions:

Department of Finance and Administration-Driving Records Section

1900 W. 7<sup>th</sup> St., Little Rock, AR, 72201

Phone: (501) 683-0984 Fax: (501) 682-2075

[Driving.records@dfa.arkansas.gov](mailto:Driving.records@dfa.arkansas.gov)

### Login Information or SVS System Questions:

Information Network of Arkansas

425 W. Capitol Ave. Suite 1620, Little Rock, AR, 72201

Phone: (501) 324-8900

[svs@ark.org](mailto:svs@ark.org)

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## I. PARTICIPATION IN THE VEHICLE SAFETY PROGRAM (VSP)

A. All State agencies participating in the Arkansas Multi-Agency Insurance Trust (AMAIT) Fund Vehicle Insurance Policy **shall** participate in the Arkansas State Vehicle Safety Program.

B. All drivers operating a state vehicle or private vehicle on State Business **shall** 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 Department of Finance and Administration-Revenue Division-Office of Driver Services (DFA-ODS), to determine the specific license that is required for the operation of each motor vehicle type-

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

C. State Agencies **shall** maintain copies of form *VSP-1* for each of their authorized drivers.

1. All driver names and license numbers **shall** be entered into the SVS system by the authorized Agency VSP Contact Person for each agency participating in the Arkansas State Vehicle Safety Program. 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.arkansas.gov/svs>

2. The original notarized *VSP-4 Agreement* and the *VSP-3 Agency VSP Contact Person Information* **must** be returned to the Office of Driver Services before a username and password will be issued to the Agency VSP Contact Person 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. *VSP-3 and VSP-4* **must** be re-filed upon any change of Agency Director or Agency VSP contact person.

3. Driving records cannot be obtained for non-resident drivers through the Office of Driver Services or Vehicle Safety Program.

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## D. REQUIRED ACTION FOR DRIVERS WITH POINT ACCUMALATION

Administrative action is required as follows for points assessed by the Office of Driver Services for convictions of moving traffic violations. All point values on the Traffic Violation Report are applicable regardless of the vehicle driven when the traffic violation occurred Refer to VSP-5 for documentation of Administrative Action for compliance of this section:

- 1. Drivers Who Have 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 approved by Agency Director. (The Agency Director refers to the employee's agency director.)
- 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 approved by Agency Director **must** be completed within sixty (60) days after the suspension began with written confirmation of course completion sent to Agency Director. (See item 6 for exceptions)
- 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 approved by Agency Director **must** be completed within sixty (60) days after the suspension began with written confirmation of course completion sent to Agency Director. (See item 6 for exceptions)
- 4. Drivers Who Have Driving Privileges 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.** Authorization to drive on state business **shall** be reinstated only after evaluation and approval by the Agency Director, after the duration of the suspension. Drivers with Restricted Permits May Be Authorized to Drive on State Business as Allowed by the Restricted Permit and only with the Agency Director approval.
- 5. 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 approved by Agency Director **must** be completed within sixty (60) days after the suspension began with written confirmation of course completion sent to Agency Director.

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**6. Drivers Who Receive a Ticket for Driving While Intoxicated (DWI), Driving Under the Influence (DUI), or any type of Driving Without a License** – Authorization to drive on state business **shall** be suspended for drivers who receive a **TICKET** for Driving While Intoxicated (DWI), Driving Under the Influence (DUI), or any type of Driving Without a License. Authorization may be reinstated only after evaluation and approval by the State Insurance Commissioner. Request for reinstatement of driving privileges cannot be submitted until the offense is no longer on the driver's record. A Defensive Driving Course approved by Agency Director **must** be completed within sixty (60) days after the suspension began with written confirmation of course completion sent to Agency Director.

## III. REPORTING ACCIDENT AND TRAFFIC VIOLATIONS

**A.** State Agencies are responsible for reporting all claims and accidents immediately to the claims intake number provided on the proof of liability card and the claims notice bulletin provided in the AMAIT auto insurance plan renewal packet.

**B.** Drivers must report **ALL** accidents and incidents while operating a State vehicle and/or driving on State business, in any vehicle, immediately to the State Agency. The State Agency must immediately report all accidents to the claims office. The driver **must** also report all accidents immediately to the claim office, if the State Agency offices are closed. This includes rented vehicles and private vehicles used on official State business trips.

**C.** Drivers, or their State agency representative, are advised to comply with the Department of Finance and Administration Operating Rules and are reminded to complete the Arkansas Motor Vehicle Accident Report Form (SR-1) where applicable.

## IV. AGENCY RECORDS

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

## V. DRIVER IMPROVEMENT CLASSES

**A.** A Driver Improvement Class approved by the Agency Director **must** be completed within sixty (60) days after the suspension began, in accordance with Section II. D., and written confirmation of course completion provided to the Agency Director.

**B.** Drivers who have had an at-fault accident **must** attend a Driver Improvement Course within sixty (60) days following the occurrence, with written confirmation of course completion sent to the Agency Director.

## VI. DRIVERS WHO ARE NOT STATE EMPLOYEES

This Safety Program **shall** apply to any driver who is not a State employee who operates a State owned motor vehicle.

## VII. ADDITIONAL RULES

State Agencies may impose additional or more stringent requirements than those included in the State Vehicle Safety Program.

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## **VIII. STATE OF ARKANSAS TRAVEL REGULATIONS**

State Agencies are advised to comply with the current State of Arkansas Travel Regulations as promulgated by the Chief Fiscal Officer of the State in accordance with A.C.A §19-4-901.

## **IX. ASSESSMENT OF POINTS**

All point values are assigned by Department of Finance and Administration-Office of Driver Services (DFA-ODS) for applicable convictions of moving traffic violations and subject to change by DFA-ODS. Please check with DFA-ODS for the most current schedule. All point values on the Traffic Violation Report are applicable regardless of the vehicle driven when the violation occurred.

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**VSP-1 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 is granted:**

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Agency Name	Agency Code
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Last Name	First Name	Middle Name
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Date of Birth	Driver's License Number	Personnel Number
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**Initial each of the following:**

I understand that as permitted by A.C.A. § 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 Driver Improvement Classes.

I will report all accidents and incidents that occur on State business to my employer immediately and to the Insurance claim office.

I have received the *Driving Safety Tips* handout provided by my employer.

I understand that I must maintain liability coverage, as required by State Law, on private vehicle(s) that I drive on State business.

I pledge to end distracted driving including but not limited to, use of a “handheld wireless telephone” while operating a motor vehicle, in accordance with A.C.A. §27-51-1504.

You are hereby authorized to obtain my Traffic Violation Record from the Office of Driver Services as permitted by A.C.A. § 27-50-906 and A.C.A. § 27-50-908. This record **shall** include material normally excluded by A.C.A. § 27-50-802.

*Signature of individual appearing below shall constitute consent for the release of such records to the State agency named on this form.*

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Driver Signature	Date
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## VSP-3 AGENCY VSP CONTACT PERSON INFORMATION

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Agency Name				Agency Code
Agency Address	City	State	Zip code	
Contact Person				Telephone Number
Email Address				

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In order to access driving records through the SVS System (Information Network of Arkansas Website) for the authorized drivers in your agency you **must** return the *original notarized VSP-4 Agreement* and the *VSP-3 Agency VSP Contact Person Information* to:

Office of Driver Services  
Department of Finance and Administration  
Ragland Building, Room 1070  
1900 W. 7<sup>th</sup> Street  
Little Rock, AR 72201  
501- 682-7217  
driving.records@dfa.arkansas.gov

# ARKANSAS STATE VEHICLE SAFETY PROGRAM

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## VSP-4 AGREEMENT

**WHEREAS**, Arkansas Code Sections 27-50-900 through 27-50-1211 of Arkansas, provides that the Office of Driver Services, Revenue Division, Department of Finance and Administration, State of Arkansas, may furnish an abstract of a driver's record as maintained by said office, only to a person who has been authorized in writing by such driver to obtain the driver's record; and

**WHEREAS**, the undersigned periodically makes numerous requests for abstracts of driver's records in the course of the undersigned's business; and

**WHEREAS**, it is extremely expensive and cumbersome for the undersigned to duplicate and file and for the Office of Driver Services to receive and maintain each individual written authorization signed by such drivers in order for the undersigned to obtain an abstract of the driver's record;

### NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING, THE UNDERSIGNED DOES HEREBY ACKNOWLEDGE AND CERTIFY AS FOLLOWS:

1. That the undersigned represents and warrants to the Office of Driver Services that every person, on whom a request for an abstract is made by the undersigned, shall have first given his or her consent to the release of such abstract, or
2. That the undersigned represents and warrants to the Office of Driver Services that every person, on whom a request for an abstract is made by the undersigned, shall be insured or an applicant of any insurer licensed to do business in Arkansas, or its agents, employees, or contractors.
3. That the original written authorization signed by the driver on whom an abstract is requested, or a copy of thereof, shall be furnished by the undersigned to the Office of Driver Services upon request by the Office of Driver Services. This written authorization is to be kept on file with your company for a five (5) year period.
4. If the undersigned is found to be in violation of the foregoing, the Office of Driver Services may thereafter require the undersigned to provide individual signed releases with each abstract hereafter requested by the undersigned.
5. The undersigned further agrees to indemnify and hold harmless the Office of Driver Services, Revenue Division, Department of Finance and Administration, State of Arkansas, for any liabilities and/or damages caused by virtue of the undersigned's breach of this agreement or the provision of Arkansas Code Sections 27-50-900 through 27-50-1211 of Arkansas.

AGENCY NAME	AGENCY NUMBER	PHONE NUMBER	
ADDRESS	CITY	STATE	ZIP
AGENCY DIRECTOR NAME (PRINT)	DIRECTOR SIGNATURE		
EMAIL ADDRESS	DATE		

### ACKNOWLEDGEMENT

STATE OF: \_\_\_\_\_  
COUNTY OF: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Who proved to me on the basis of satisfactory evidence to be the person (s) who appeared before me. WITNESS by hand and official seal.

My Commission Expires: \_\_\_\_\_  
Notary Public

.....  
Received and filed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
DRIVER SERVICES

# ARKANSAS STATE VEHICLE SAFETY PROGRAM

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## VSP-5

### DRIVING PRIVILEGES NOTICE OF ADMINISTRATIVE ACTION

Administrative action is required as follows for points assessed by DFA – ODS according to the Arkansas Vehicle Safety Program *Item IX. Assessment of Points for convictions of moving traffic violations:*

- 1. Drivers Who Have 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 approved by Agency Director with written confirmation of course completion sent to Agency Director.
- 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 and **will not drive on state business in a state vehicle or any other vehicle until notified in writing that driving privileges are re-instated.** Authorization **shall** be reinstated only after evaluation and approval by the Agency Director. A Defensive Driving Course approved by Agency Director **must** be completed within sixty (60) days after the suspension began with written confirmation of course completion sent to Agency Director.
- 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 **will not drive on state business in a state vehicle or any other vehicle until notified in writing that driving privileges are re-instated.** Authorization **shall** be reinstated only after evaluation and approval by the Agency Director. A Defensive Driving Course approved by Agency Director **must** be completed within sixty (60) days after the suspension began with written confirmation of course completion sent to Agency Director.
- 4. Drivers Who Have Driving Privileges 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. Authorization **shall** be reinstated only after evaluation and approval by the Agency Director. Drivers with restricted permits may be authorized to drive on State business as allowed by the restricted permit and only with Agency Director approval.
- 5. 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 **will not drive on state business in a state vehicle or any other vehicle until notified in writing that driving privileges are re-instated.** Authorization will be reinstated only after evaluation and approval by the State Insurance Commissioner. A Defensive Driving Course approved by Agency Director **must** be completed within sixty (60) days after the suspension began with written confirmation of course completion sent to Agency Director.
- 6. Drivers Who Receive a Ticket for Driving While Intoxicated (DWI), Driving Under the Influence (DUI), or any type of Driving Without a Valid Drivers License –** Authorization to drive on state business **shall** be suspended for Drivers Who Receive a Ticket for Driving While Intoxicated (DWI), Driving Under the Influence (DUI), or any type of Driving Without a License. Authorization may be reinstated only after evaluation and approval by the State Insurance Commissioner. Request for reinstatement of driving privileges cannot be submitted until the offense is no longer on the driver's record. A Defensive Driving Course approved by the Agency Director **must** be completed within sixty (60) days after the suspension began with written confirmation of course completion sent to the Agency Director.

Administrative Action taken: \_\_\_ 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6

Driver Name: \_\_\_\_\_ Personnel Number \_\_\_\_\_

**I acknowledge receipt of this notification. If my driving privileges are suspended or revoked as required by items 2, 3, 4, 5 or 6, I will not drive on state business in a state vehicle or any other vehicle until notified in writing that my driving privileges are reinstated. Only then will I resume my driving while on state business.**

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Defensive Driving Course Completed  Y  N

Defensive Driving Course Certificate Attached  Y

*Form to be filed in Employee file located in Human Resources Division.*

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## DRIVING SAFETY TIPS

- ▽ **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 all passengers in any motor vehicle operated on State official business are required by law to wear a properly adjusted and fastened seat belt. Statute: § 27-37-702
- ▽ **Use of Wireless Telecommunications Device** – In accordance with A.C.A. § 27-51-1504 (a)(1), “Except as otherwise provided in subsection (b) of this section, a driver of a motor vehicle shall not operate a motor vehicle while using a wireless telecommunications device to (A) Write, send, or read a text-based communication; or (B) Access, read, or post to a social networking site. (2) A driver of a motor vehicle is not in violation of subdivision (a)(1) of this section if he or she reads, selects, or enters a telephone number or name in a wireless telecommunications device for the purpose of making a telephone call.” Communicating 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 or improper driving habits of other drivers. Potentially dangerous acts include, but are not limited to: speeding, improper turn movements, and failure to yield the right-of-way.
- ▽ **Weather Related Crashes** – Rain, snow, fog, sleet or icy pavement increase the hazards of driving. Slow down and be especially alert when driving in adverse conditions. Discontinue use of cruise control in wet or icy road 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.
- ▽ **Rear-end Crashes** – The driver can prevent rear-end collisions, in spite of abrupt or unexpected stops of the vehicle ahead, by maintaining a safe following distance at all times. Most crashes can be avoided by maintaining the “four second rule” and following the vehicle ahead at a distance that spans at least four seconds. The distance should be increased when driving in adverse conditions.
- ▽ **Security** – State vehicles **shall** be locked whenever they are unoccupied.
- ▽ **Engines** – The engine of a State vehicle **shall** always be turned off before the driver exits the vehicle.