

# Designated Responsible Authority (DRA) Training

Fleet and Transit Services



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# POLICY



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# 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.



# DRA RESPONSIBILITIES



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# 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



# 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.*



# 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](#).



# 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



# 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.



# 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 [accident report](#) with Fleet and Transit Services.

# 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.



# 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](mailto:fleetsrv@umn.edu) so that we can contact the Department Head if necessary.



# USING THE ONLINE DATABASE



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# 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](#)



# 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 *	<input type="text"/>
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
University ID *	<input type="text"/> Enter digits
State *	<input type="text"/>
License No. *	<input type="text"/>
Expiration Date *	<input type="text"/> MMDDYYYY format
Phone No.	<input type="text"/>
E-mail Address *	<input type="text"/>

Cancel

Reset

Confirm



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# 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.

# 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.

# 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.



# WHAT WE CAN DO FOR YOU



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# 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](mailto:fleetsrv@umn.edu) or call 612-625-3033. We are happy to answer questions.
- Thank you for your participation in the DRA program.

