

Arkansas State Vehicle Safety Program
§130

I. Participation in the Vehicle Safety Program (VSP)

All State agencies participating in the Arkansas Multi-Agency Insurance Trust Fund Vehicle Insurance 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 Department of Finance and Administration-Revenue Division-Office of Driver Services, to determine the specific driver's license that is required for the operation of each type motor vehicle and the license requirements for non-resident drivers. Contact AFC Human Resources for information.

B. All drivers must complete and sign the [AFC Form A130.100/VSP-1 Authorization to Operate State Vehicles and Private Vehicles on State Business](#). All drivers should be provided with a copy of the A130.100/VSP-1 and the Driving Safety Tips Page 2 of the form.

C. State Agencies shall maintain copies of form A130.100/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>.

2. Driving records for non-resident drivers may be obtained by sending form [A130.200/VSP-2 Authorization to Obtain Traffic Violation Record](#), AFC Form A130.200 to AFC Human Resources. Non-resident drivers should also complete A130.100 VSP-2 for their agency records. A130.200/VSP-2 should be faxed to (501) 682-2075 every six months by AFC Human Resources.

D. Administrative action is required as follows for points assessed by the Office of Driver Services for convictions of moving traffic violations. Please refer to AFC Form [A130.1600/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.

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.

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.

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 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.

5. 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. 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 ALL accident and traffic violations while operating a State vehicle and/or driving on State business, in any vehicle, immediately to the State Agency: AFC Fiscal and submit [AFC Form A130.1500, Vehicle Accident Form](#). However, the driver must report all accidents to the claims office listed below if the State Agency offices are closed.

B. State Agencies are responsible for reporting all claims and accidents immediately to:

Bancorp South Insurance Services
Monday through Friday 8:00AM to 4:00PM Accident and Claims Reporting:
501-664-7705
After Hours Accident and Claims Reporting:
501-664-9252

C. Drivers who have had an at-fault accident must attend a Defensive Driving Class within sixty (60) days following the occurrence with written confirmation of course completion sent to Agency Director.

D. 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. Defensive Driving Classes

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 Agency Director.

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. See Specific AFC Requirements below and on page 4.

VIII. Assessment of Points

Point values are assessed by the Office of Driver Services for convictions of moving traffic violations and subject to change by Department of Finance and Administration-Office of Driver (DFA-ODS) Services. Please check with DFA-ODS for the most current schedule. Points shall be calculated for each and every violation which appears on the motor vehicle record. Contact AFC Human Resources for this information.

Specific AFC Requirements

1. Personal use of AFC vehicles, except for approved commuting purposes, is expressly forbidden.
2. Employees who are assigned a vehicle and use that assigned vehicle for commuting are subject to all tax requirements mandated by the Federal Tax Reform Act of 1984. (Forms [A130.500](#) and [A130.600](#)).
3. Supervisors of each AFC office or work center serve as managers of those vehicles assigned to that area and are responsible for the operation of and adherence to AFC maintenance standards for those vehicles.
4. Any employee assigned an AFC vehicle may not be paid mileage for the use of their personal vehicle without specific prior approval of the State Forester or his designee.
5. All AFC vehicles shall normally be parked at AFC locations during normal off-duty hours.
6. A vehicle may be taken to an employee's residence for the night, with State

Forester or his designee's approval, when travel requires that the employee leave their home for official business before 7:00 a.m. and/or return after normal business hours.

7. In emergency situations, the State Forester may assign a vehicle for official employee use until the emergency subsides.
8. Department of Transportation regulations for drivers with Commercial Drivers License are in addition to the Arkansas Safety Vehicle and AFC Vehicle Policy.
9. AFC employees will send a current copy of drivers/CDL license to AFC Human Resources.

AFC required, as applicable, vehicle forms are as listed. Specific questions related to the forms should be directed to the AFC Department noted.

- [A130.100 \(VSP-1\) Authorization to Operate State Vehicles and Private Vehicles on State Business is a two-page form \(Human Resources\).](#)
- [A130.200 \(VSP-2\) Authorization to Obtain Traffic Violation Record for Non-Resident Drivers Only is a one-page form \(Human Resources\).](#)
- [A130.300 Verification of Automobile Insurance is a one-page form \(Fiscal\).](#)
- [A130.400 Vehicle Assignment Form is a one-page form \(Fiscal\).](#)
- [A130.500 Notice of Withholding Personal Use of State Owned Vehicles is a two-page form \(Human Resources\).](#)
- [A130.600 Monthly Report of Personal Use of State Owned Vehicle is a one-page report form \(Human Resources\).](#)
- [A130.700 Equipment Repair Report is a one-page report \(Rural Fire Defense\).](#)
- [A130.800 Truck/Transport Maintenance and Inspection a two-page form \(Rural Fire Defense\).](#)
- [A130.900 Tractor Maintenance and Inspection is a two-page form \(Rural Fire Defense\).](#)
- [A130.1000 Vehicle Historical Record is a one-page form \(Protection\).](#)
- [A130.1100 Vehicle Log is a one-page monthly report \(Fiscal\).](#)
- [A130.1200 Individual State Vehicle Report is a one-page report \(Fiscal\).](#)
- [A130.1300 \(MV-3B\) Quarterly Vehicle Report of Auto for Personal Use is a one-page report \(Fiscal\).](#)
- [A130.1400 \(MV-4\) State Vehicle Mileage Reimbursement is a one-page report \(Fiscal\).](#)
- [A130.1500 Vehicle Accident Report is a one-page report \(Fiscal\). A blank copy should be kept in AFC vehicles at all times.](#)
- [A130.1600 \(VSP-5\) Driving Privileges Notice of Administrative Action is a two-page report \(Human Resources\).](#)