Process overview:

Pursuant to SB 475 all drivers who drive university vehicles must consent to GPS tracking. To implement this requirement, any driver who will be driving a university vehicle, including golf carts, will begin the process by agreeing to the GPS tracking.

Employees

If the prospective driver is an employee of the University, they will use the SAP Portal and begin the process by using the Driver GPS Consent and Approval tile, located in the ESS + section of the SAP portal. They will click on the “Become a Driver” tile and complete the form. Once submitted, the request will flow using workflow to the Department Head of the employee’s organization and, if approved (via the Department Heads “Inbox” within SAP), will then flow to Fleet Administration in Facilities Management.

Fleet administrators will then send the prospective driver’s Texas driver’s license information to Texas Department of Public Service (DPS) to verify the employee’s driving record. If the driving record is acceptable per UPPS 05.05.02, Driver Selection, the fleet administrator will complete the approval process in SAP. If the driving record is unacceptable, they will reject the request and provide notes reflecting rejection reason(s). If an employee has an out of state license, they will review the employee’s non-certified driving record and determine if the prospective driver is approved to drive or rejected. The only exemption for not having a state of Texas driver’s license within 90 days of requesting to become a driver applies only to students. All other prospective drivers must obtain a Texas driver’s license within 90 days.

Non-Employees

Non-employees may be a volunteer or non-employed student. If the driver is not an employee of Texas State, someone who is an employee can submit the signed (by the prospective driver) GPS Consent form for the driver in the SAP Driver GPS Consent and Approval tile. The only persons with the access to submit a driving request for the non-employee are the Department Head or assigned Vehicle Coordinator of the organization for which the prospective driver will be driving. Once submitted, the request will flow to the Department Head of the non-employee’s sponsoring organization and, if approved, will then flow to Fleet Administration in Facilities Management.

Fleet administrators will then send the prospective driver’s Texas driver’s license information to Texas Department of Public Service (DPS) to verify the non-employee’s driving record. If the driving record is acceptable per UPPS 05.05.02, Driver Selection, the fleet administrator will complete the approval process in SAP. If the driving record is unacceptable, they will reject the request and provide notes reflecting rejection reason(s). If a non-employee has an out of state license, they will review the non-employee’s non-certified driving record and determine if the prospective driver is approved to drive or rejected. The only exemption for not having a state of Texas driver’s license within 90 days of requesting to become a driver applies only to students. All other prospective drivers must obtain a Texas driver’s license within 90 days.

This tile will exist in the SAP portal under ESS + for all employees.
All Employees will have these two buttons:

**NEW DRIVER-EMPLOYEES ONLY**

To begin the process of becoming an approved driver click this button:
Employee Information is populated based on data in SAP and which Personnel Assignment is chosen if multiple assignments exist.

Enter Driver License Number, State and License Expiration Date.

Select the vehicle type based upon the vehicle(s) the driver plans to drive.

There are two driver responsibility categories:

- **Required to drive** - Restricted to those jobs and positions determined to require driving. This is setup on the job or position by Human Resources.

- **Allowed to drive** - Allowed to drive by a department head either as an employee or non-employee.
If a prospective driver has an out of state license, they must attach a “State Non-Certified Driver Report”. Also, if a driver is not a student, they must obtain a Texas driver’s license within 90 days. After obtaining a Texas driver’s license, the driver would navigate to the “Update Driver’s License” button to update their driver’s license information.

The prospective driver will read the Acknowledgement section, check the box certifying their understanding, and select the “Submit for Approval” box.

They will confirm submission.
Thank You!

Your request to become a TXST fleet vehicle driver has been submitted.

Driver Name: [Redacted]

Consent No.: 000000000043-00

If the driver is being submitted under the allowed to drive category, the form will be routed to the Department Head for approval via SAP workflow and, if approved, will be routed to Fleet Management for review and approval/rejection.

If the driver is required to drive as a condition of employment, the form will be routed directly to Fleet Management for review and approval/rejection.

The employee, Department Head and Vehicle Coordinator will be notified as soon as the approval is complete or if rejected.

UPDATE DRIVER LICENSE INFORMATION – EMPLOYEE ONLY

To update driver license information, an employee will click on the Update Driver License button:

The employee information will be displayed:

The Employee can edit the following information:

Driver License Number, State and Expiration Date. The other fields are shown for information.
If there was a document attached, it will show here. The employee can also upload additional documents if necessary.

The employee will select the Update Driver License Information checkbox and then select Submit Changes.

Acknowledgement:

* Update Driver License Information

The employee will then Confirm Submission by selecting Yes.

The employee will see this confirmation box and select OK.
Department Heads and Vehicle Coordinators will have two additional buttons in addition to the two buttons available to all employees.

In the case that a department needs to sponsor a driver who is not employed by the University, the Department Head and Vehicle Coordinator create a driver request to add them as a driver. The Department Head or Vehicle Coordinator will begin by selecting the “Add a Driver” button.

If the driver is a student, the person adding the driver can enter either the prospective driver’s Texas State ID number or Net ID. This will automatically complete some of the information as shown below.
Next, enter the sponsoring department, email, driver type, driver license number, state, and license expiration date.

Select the vehicle type based upon the vehicle(s) the driver plans to drive.

After entering the information, select the button to Print the Driver GPS Consent form. A consent form will populate with all the pre-entered information.

Next, select the button “Upload data to PDF form”.

Generate PDF Form
Then click on the “Download Driver GPS Consent Form”.

That will generate a PDF form that must be printed and physically signed by the student driver.

Then scan the signed copy and save on your computer to make available for uploading to the “Add a Driver” link.

Click the

You will now return to the main “Add a Driver” page and will see:

Click the “New Attachments” button:

Name the file that you’re going to upload...something like “last name, first name GPS Consent” and choose the file that you just saved to your computer.
Select “OK”

You will see the document that you just attached:

Also perform this action if including an out of state driver’s license and Non-certified state driving report.

You will see every attachment listed there. (This example has only the GPS Consent attached).

The last section of the “Add a Driver” is to identify the various types of attachments. Please note that the Driver GPS Consent is required. All non-employee drivers default to a one-year driving period. You may change that to be less than one year if the person is being sponsored for less than one year.

Select the “Submit on behalf of” button to submit or you may cancel and return to the main menu.

You will confirm that you want to submit by selecting Yes:
You will receive confirmation that the form has been submitted. Select OK to exit the program.

The driver request form will be routed to the Department Head for approval and, if approved, will be routed to Fleet Administration for review and approval/rejection. The potential driver and initiator will be notified by e-mail as soon as the form is submitted and when the approval process is complete or if rejected. The Department Head will be notified when final approval is complete or if rejected.

All Department Heads and Coordinators will be able to run a report that shows all drivers in their department as well as those departments that report through their organization structure using the Drivers Report button.

The report contains the following information:

<table>
<thead>
<tr>
<th>Consent No.</th>
<th>Unique identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person ID</td>
<td>A# if available</td>
</tr>
<tr>
<td>First name</td>
<td>First Name</td>
</tr>
<tr>
<td>Middle name</td>
<td>Middle Name</td>
</tr>
<tr>
<td>Last name</td>
<td>Last Name</td>
</tr>
<tr>
<td>Created By</td>
<td>Identifies who created the record</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Created On</td>
<td>Date of creation</td>
</tr>
<tr>
<td>Department</td>
<td>Responsible Department</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Name of Supervisor if available</td>
</tr>
<tr>
<td>Administrator Name</td>
<td>Name of person who created the Driver’s Consent</td>
</tr>
<tr>
<td>Admin Email</td>
<td>Employee or applicant email</td>
</tr>
<tr>
<td>Driver Type</td>
<td>E-Employee, S-Student, G-Graduate Student, V-Visitor/Volunteer</td>
</tr>
<tr>
<td>Driving Expiration date</td>
<td>Date until the driver is approved to drive - Defaults to 12/31/9999 for employees and one year for students, graduate students, and Visitors/Volunteers. Fleet Admin is able to update</td>
</tr>
<tr>
<td>Driver Status</td>
<td>P-Pending Approval, A-Approved, E-Expired, R-Rejected; Fleet Admin is able to update</td>
</tr>
<tr>
<td>Vehicle Type</td>
<td>Type of vehicle(s) the driver plans to operate</td>
</tr>
</tbody>
</table>