

GPS Consent and Driver Application Instructions

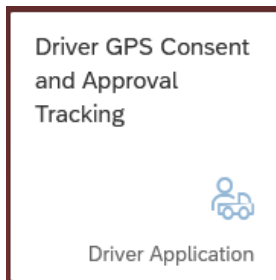
1. Process overview:

If the prospective driver is an employee of the University, they will use the SAP Portal and begin the process by selecting the Driver GPS Consent and Approval Tracking tile, located in the ESS + section of the SAP portal. They will click on the “Become a Driver” button and complete the form. Once submitted, the request will flow using SAP 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.

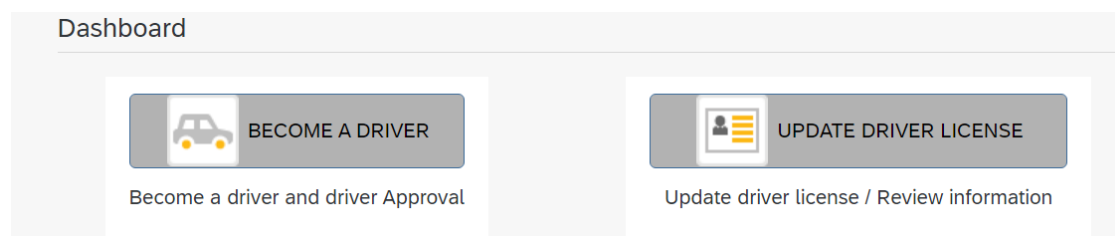
Fleet administrators will then send the prospective driver’s Texas driver's license information to Texas Department of Public Service (DPS) to verify the employee’s driving record. If the driving record is acceptable per UPPS 05.05.02, Driver Selection, the fleet administrator will complete the approval process in SAP. If the driving record is unacceptable, the fleet administrator will reject the request and provide notes reflecting rejection reason(s).

2. Accessing the Driver Application Module:

The following tile will exist in the SAP portal under ESS + for all employees.

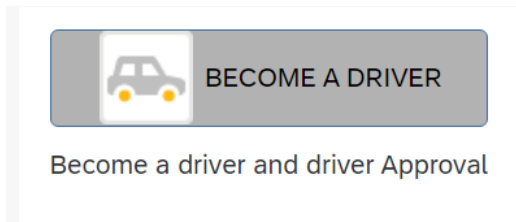


3. All Employees will have access to the following buttons within the Driver Application Module:



4. New Driver Request - Employees Only

- a. To begin the process of becoming an approved driver click this button:



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Purpose

At Texas State University, vehicle GPS fleet monitoring is accomplished by attaching a satellite tracking system to the university fleet or leased vehicle, which monitors vehicle activity during its operation. GPS monitoring is a critical tool to help us effectively use existing resources and improve overall fleet driver safety. Information collected will be used to ensure vehicles are operated in accordance with prescribed governmental statutes and regulations related to the safe operation of motor vehicles, as well as comply with University policies and procedures. The GPS system monitoring functionality includes, but is not limited to:

- Speed and time of travel
- Vehicle accident
- Vehicle mileage
- Length of stop
- Vehicle engine idling
- Vehicle theft / Unauthorized use
- Vehicle location at each stop
- Acceleration and deceleration
- Diagnostics & maintenance codes
- Vehicle fuel-ups

- b. Employee Information is automatically populated based on data in SAP dependent upon the selected personnel assignment if multiple assignments exist. Most employees only have one assignment within SAP.

Employee Information

Texas State ID: [REDACTED]	Personnel Number: [REDACTED]	Net ID: [REDACTED]	
Name: [REDACTED]	Employee Group: [REDACTED]	EE Subgroup: [REDACTED]	Job Title: [REDACTED]
Department: [REDACTED]	Division: [REDACTED]	Job FLSA Status: [REDACTED]	Supervisor: [REDACTED]
Birth date: [REDACTED]			

- c. Enter Driver License Number, State and License Expiration Date.

Driver License Data

* Driver License Number: * State:

If you are not a graduate student you must obtain a Texas License within 90 days.

* License Expiration Date:

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

Vehicle Type

Please select the type of vehicle you plan to drive:

* Vehicle Type:

Attachments: D

* Closed GPS Consent must be obtained for supporting evidence

- TXST Fleet Vehicle (Truck, Car, SUV, Van, Bus, etc.)
- Golf Cart or Other Off- Highway Vehicle (Golf Cart, Utility Vehicle, NEV, ATV)
- Both types

- e. There are two driver responsibility categories (pre-entered by HR):
- Required to drive** - Restricted to those jobs and positions determined to require driving. This is coded against the job classification or position by Human Resources.
 - Allowed to drive** - Allowed to drive by a department head.

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Driver Responsibility

Required to drive as condition of my employment

or

Driver Responsibility

Allowed to drive, but not as condition of my employment.

- f. 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.

Attach a State Non-Certified Driver Report

New Attachments									
Type	Description	Created by	Created On	Created	Time Created	File Name	File extension	Action	

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

Acknowledgement

I understand and acknowledge that part of my job responsibilities may include the operation of a motorized vehicle equipped with a GPS tracking device. As a driver of a University fleet or rental vehicle used for official university business, I acknowledge and consent to vehicle monitoring through the use of an installed GPS tracking device as a condition of employment. I also understand that disabling or interfering with the GPS tracking system on the vehicle is not authorized and may result in disciplinary action up to and including termination of employment.

- * By checking this box, I certify that I understand the capabilities / purpose of the GPS device and agree to adhere to the policies associated.

[Cancel & Return to Main](#)

[Submit for Approval](#)

- h. Lastly, they will confirm submission.

Confirm Submission ×

Do You Want to Submit the Form?

YesNo

Thank You!



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

Driver Name: [REDACTED]

Consent No.: 000000000043-00

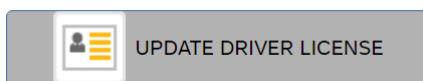
5. If the driver is required to drive as a condition of employment, the form will be routed directly to Fleet Management for review and approval/rejection.

If the driver is being submitted under the allowed to drive category, the form will be routed to their Department Head for approval via SAP workflow and, if approved, will be routed 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 via e-mail.

6. Update Driver's License Information – Employee Only

- a. To update driver license information, an employee will click on the Update Driver License button within the Driver Application Module:



Update driver license / Review information

- b. Employee Information is automatically populated:

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Employee Information

Name:	Texas State ID:	Net ID:	Employee Group:	EE Subgroup:
Job Title:	Department:	Division:	Job FLSA Status:	Supervisor:
Birth date:				

c. The Employee can edit the following information:

Driver License Number, State and Expiration Date. The other fields are shown for informational purposes.

Driver Details

* Driver License Number: JJ8976564 * State: Alaska * Expiration Date: 04/21/2022 Driver GPS Consent: 000000000043-00

Verify that driver license information is correct!

Driver Responsibility: Required to drive as condition of my employment Driver Status: Pending Approval

Driver Points: Fuel Pin #: 000000 Driver GPS FOB#:

d. If there was a document attached, it will be visible in the reports section. The employee can also upload additional documents if necessary.

Attach a State Non-Certified Driver Report

If you have an out of state license, you must attach a State Non-Certified Driver Report to this request.

New Attachments									
	Type	Description	Created by	Created On	Created	Time Created	File Name	File extension	Action
<input checked="" type="radio"/>		Non certified Driver Report	Troy Corbitt	04/14/2022	TWC37	10:56:54 AM	C:\FAKEPATH\PDF DOCUMENT.PDF	PDF	
<input type="radio"/>									
<input type="radio"/>									

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

Acknowledgement:

* Update Driver License Information

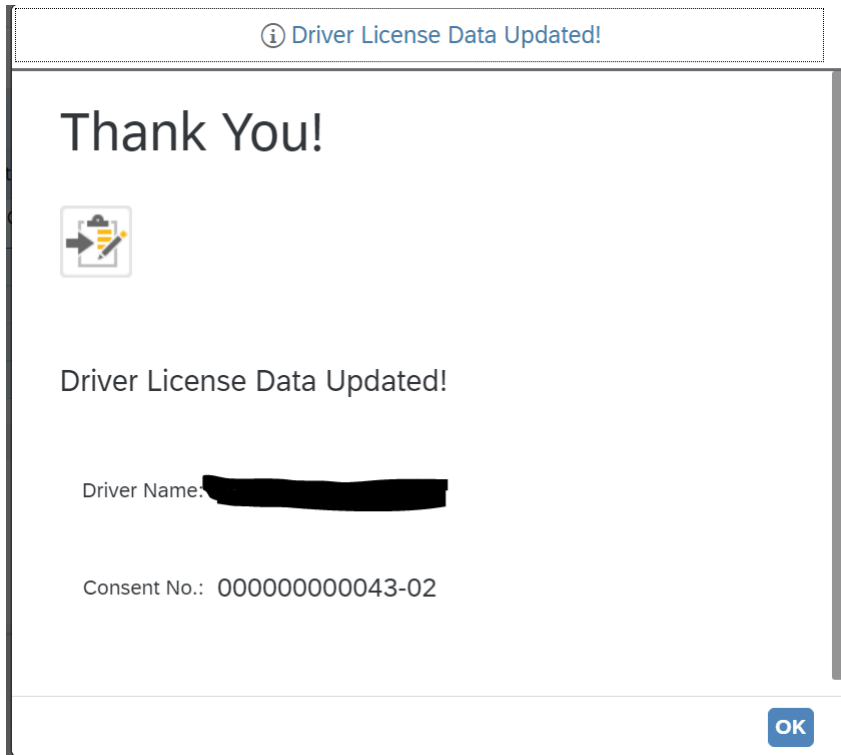
f. The employee will then Confirm Submission by selecting Yes.

Confirm Submission ×

Do You Want to Submit the Form?

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- g. The employee will see this confirmation box and select OK.



- h. The employee's driver license information update is now complete.