



JOB AID: ERM04
SAS Reporting Guide -
KSU Driver Qualification Program

1. SAS Reports Available

You will find the following reports under the Table of Contents Section:

Report Name	Explanation
Dept. Summary – All Employees	<p>This report lists ALL employees in your department and their driver qualification status.</p> <ul style="list-style-type: none"> • Please review the STATUS matrix for explanations of each status • Non-Compliant employees are highlighted in yellow. • Employees expiring in 30 days or less are highlighted in green • Blank columns next to an employee’s name indicates the employee is non-compliant and has not submitted an MVR* form or Exemption form to IRM** for entry into the Driver Qualification System.
Non-Compliant Employees	<p>This report lists only employees who are currently not in compliance with the KSU Driver Qualification Program.</p> <ul style="list-style-type: none"> • The employee has either failed to complete the annual training requirement OR • The employee has not submitted an MVR form or Exemption form to IRM for entry into the Driver Qualification System. (indicated by blank columns next to an employee’s name). • Please see <i>KSU Driver Qualification Program</i> document for an explanation of program requirements.
Employees Expiring in 30 Days or less	<p>This report lists only employees those employees whose online Mandatory Vehicle Operator training is scheduled to expire in 30 days or less.</p> <ul style="list-style-type: none"> • Note that the employee will receive a system generated reminder email 15 days prior to their expiration with a link to the online training.
Exempt Employees	<p>This report lists only those employees who have claimed Exemption from the KSU Driver Qualification Program and have submitted a properly executed Exemption form to IRM for entry into the system.</p> <ul style="list-style-type: none"> • IMPORTANT NOTE: Employees with Exempt status may NOT operate any vehicle for business purposes nor are they eligible for mileage reimbursement. • If an employee in Exempt status needs to operate any vehicle for KSU business, the employee must first qualify to do so under the <i>KSU Driver Qualification Program</i> by completion of the current online Mandatory Vehicle Operator training and submit an MVR form to IRM for entry in the system.

Acronyms *MVR = Motor Vehicle Record
 **IRM = Insurance and Risk Management

2. SAS Report Status Key

Please review the Status Column for each of your employees.

The following is a Status Key for your reference related to the “STATUS” column of the reports. This indicates the employee’s current status under the *KSU Driver Qualification Program*.

STATUS	EXPLANATION	ACTION REQUIRED
Qualified	Employee has completed all requirements to operate a vehicle on behalf of KSU	None
Exempt	Employees claims Exemption from the KSU Driver Qualification Program and has submitted the required Exemption form to KSU IRM. *Employee may NOT operate a vehicle (Personal, Fleet, Rental, Lease, Golf Cart, et.al.) on KSU business under any circumstances.	Do not allow employee to operate a vehicle for KSU business. For example driving to conference, meeting off campus and between campus locations.
Blank status field	Employee is Non-Compliant; a blank STATUS column indicates the employee is non-compliant and has not completed the required training OR has not submitted an MVR form or Exemption form to IRM for entry into the Driver Qualification System.	<ul style="list-style-type: none"> Require the employee to go to: Owl Train - Mandatory Vehicle Operator Training Complete all modules At the end of the module complete and submit the MVR Form to IRM as instructed.
Not Qualified – Online Training	Employee is Non-Compliant and may not operate a vehicle on behalf of KSU until the employee completes the current fiscal year <i>Mandatory Vehicle Operator Training</i>	<ul style="list-style-type: none"> Require the employee to go to: Owl Train - Mandatory Vehicle Operator Training Complete all modules. MVR Form is only needed if name change or new license obtained in last year.
Not Qualified	Employee is not currently qualified to operate a vehicle (Rental, Personal, Fleet, et.al.) on behalf of KSU under any circumstances; <i>An Employee may be listed in this status for a wide variety of reasons, including errors in the Georgia Dept. of Driver Services database.</i>	Employee needs to contact IRM to determine reason for disqualification.
Under Review	Employee’s MVR was just processed and has not yet been reviewed by IRM.	None



Insurance and Risk
Management

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STATUS	EXPLANATION	ACTION REQUIRED
Not Processed	Employee's MVR Form was received and entered into the system the day that the report was run. It will process overnight with the Georgia Department of Driver Services.	None
Error – Reprocess	Initial Processing returned an error – data has been revised and MVR request will be reprocessed overnight.	None
Qualified by HR	Employee has an Out of State driver's license, submitted the appropriate form to HR; MVR was run by HR and employee is qualified to operate a vehicle	None