

## How to Maintain Status as an Approved Driver 08-2017

This flyer explains how to maintain your status and answers some related FAQs as it pertains to client transportation.

### Requirements to be approved to transport clients:

- Must be **21** years of age, or older
- Signed Employee Driving Waiver, to be renewed every 6 months
- Valid Arizona driver license
- Current vehicle registration & insurance
- Approved driving record from AZ Motor Vehicle Division every 6 months

### Frequently asked questions (FAQs):

*How do I obtain my driving record from the AZ MVD?*

- Go to <http://azdot.gov/mvd/driver-services/driver-license-information/motor-vehicle-records>  
Obtain an uncertified record (3 years or 39 months). Your cost is \$3.00. Send us the PDF report.

*Where do I send my copies of updated driving records, insurance, etc.?*

- You can email scans or PDFs to [timesheets@azaunited.org](mailto:timesheets@azaunited.org), or drop them off at the main office.

*My vehicle insurance card does not display my name. How do I demonstrate proof of coverage?*

- If, for example, the insurance policy is in your parent's name, request a declarations page listing your name from the insurance carrier. As long as you do not change policies, you only need to submit the declarations page once to AZA United.

*What happens if one of my documents expires before I send in a renewed copy?*

- Your DD Reports dashboard will show any documents that are going to expire soon. Be sure to submit renewed copies before the expiration date. If you miss the deadline, your status as a driver will be deactivated. Any families you work with will be notified that you are not authorized to transport clients until the requirements have been met. Once you submit updated documentation, you will need to receive written or verbal approval before you resume client transportation.

*Does being an approved driver mean that I will definitely be transporting clients?*

- Not necessarily. Not all clients require transportation. Additionally, is it reasonable to request that parents provide reimbursement for the cost of gas used during your sessions.

