From:	Spellman, Amy
To:	Marker, Pam; Uher, Jayne
Subject:	FW: TSB Driver Identification Card, Policy Revision
Date:	Tuesday, October 18, 2011 9:29:08 AM
Attachments:	TSB Driver ID Card Policy Revised October 2011 (2).pdf

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Amy Spellman, PHR
Human Resources
ph. 471-5027

From: McCrory, Mike
Sent: Monday, October 17, 2011 3:32 PM
Subject: TSB Driver Identification Card, Policy Revision

This Memorandum has been sent to all Agencies, Boards and Commissions.

Please forward to all employees as necessary.

October 17, 2011

TO: All Agencies, Boards and Commissions
Agency HR Contacts
TSB Coordinators

FROM: Mike McCrory, Director
Administrative Services, State Personnel Division

Steve Sulek, Administrator
Administrative Services, Transportation Services Bureau

SUBJECT: TSB Driver Identification Card, Policy Revision

ATTACHMENTS: *Revised – TSB Driver ID Card Policy*

Administrative Services, State Personnel Division and Transportation Services Bureau (TSB) are pleased to introduce a new functionality within the Learning Management component (LMS) of Talent Management Software Solution (TMSS). Upon successful completion of the approved Defensive Driving course through the State Learning Management component, a TSB Driver Identification Card will be generated and retained as a record within LMS.

TSB Rules and Regulations, Section 003 - Qualification of Operator-Employee of a State-Owned Vehicle subsection 003.01 states, “Every state employee or representative authorized to operate a state-owned vehicle shall have a valid driver‘s license and a State of Nebraska Identification Card issued or authorized by the Transportation Services Bureau.” The TSB Driver Identification Card generated and retained within LMS will be sufficient to satisfy this requirement. Those TSB Driver Identification Cards issued to employees prior to implementation of the LMS Defensive Driving course will need to be retained.

As a result of the new functionality, TSB has revised the TSB Driver ID policy wherein agency directors or their authorized agents shall ensure that each employee or representative authorized to drive a State-owned vehicle has a valid state issued driver’s license and TSB Driver Identification Card. TSB will no longer require the TSB Driver ID Card to be presented prior to renting a TSB vehicle. Agencies will have the option to print the LMS-generated card for internal control purposes.

Please do not hesitate to contact the State Personnel office if you are unable to open the attachment. For questions about the content of this memo, please contact either Charles Roberson (State Personnel) at 402-471-3678 or Mike Moerer (TSB) at 402-471-2897.