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Guide to Submitting a Driver Authorization Request

Welcome to the ERisk Driver Authorization Portal.

District government (District) employees and contractors must submit a copy of a valid driver’s license and execute the District Vehicle Operator’s Acknowledgement on an annual basis in order to receive authorization to operate a motor vehicle to conduct District business. In coordination with District agencies, the Office of Risk Management (ORM) uses information submitted through the ERisk Driver Authorization portal to determine a District employee or contractor’s eligibility to drive a motor vehicle to conduct District business.

Please be advised that submission of a Driver Authorization Request to ERisk does not constitute authorization to drive a motor vehicle to conduct District business.

After submitting a Driver Authorization Request, you will receive a follow-up email advising you of the status of your request and any determinations made of your eligibility to drive to conduct District business.

As part of the online Vehicle Operator’s Acknowledgement form, District government employees and contractors must provide the following documentation, where applicable:

1. A copy of a valid Driver’s License;
2. For Driver’s Licenses issued outside of the District of Columbia, Maryland or Virginia, a copy of a Motor Vehicle Record for the state in which the license was issued;
3. For a Commercial Driver’s License (CDL), a copy of the signed DOT Certification;
4. If requesting to drive a personal vehicle to conduct District Government business, a copy of the insurance policy that covers the vehicle driven to conduct District Government business.

Please note that by submitting a Driver Authorization request to ERisk, the Driver agrees to all terms and conditions contained in the online version of the Government of the District of Columbia Vehicle Operator's Acknowledgement form.

All required fields are marked with a red asterisk (*).
Step 1: ERisk Driver Authorization portal

From the online portal page, select “Submit a new Driver Authorization.”

Step 2: Read Terms and Conditions: Operation of a vehicle for government business

The *Operation of a vehicle for government business* section contains the terms and conditions of the *Vehicle Operator’s Acknowledgement* form that is required for all drivers who operate a motor vehicle to conduct District business. Before submitting the Driver Authorization request, the driver submitting the request will be required to acknowledge and agree to all the terms and conditions contained within the online *Vehicle Operator’s Acknowledgement*.

Step 3: Complete Driver Details

The *Driver Details* panel captures information specific to the driver completing the Driver Authorization request. All required fields are marked with a red asterisk (*).
Who is submitting this request?

1. **Who is submitting this request?**: Select the option most closely aligned with your job/position.

   Drop-down Options:
   a. District Government Contractor
   b. District Government Employee

   **District Government Contractor**

   If District Government Contractor is selected, additional fields will display to capture:

   1. **Contractor Organization**: The organization employing the contractor submitting the request.
   2. **Agency**: The agency the contractor organization contracts with for the purposes of conducting District business.
   3. **Name**: The name of the person submitting the request.
**District Government Employee**

If **District Government Employee** is selected, additional fields will display to capture:

1. **Agency**: The agency that employs the District government employee.
2. **Division**: The division where the District government employee works within the employing agency.

3. **Name**: This field is not editable. Employees must use the “Search Employee” button directly above the Name field to look-up their employee record. Employees can search by clicking on the “Search Employee” button and entering one of the following search parameters in the Filter By box:
   a. Employee ID
   b. Last Name AND Last 4-digits of the Social Security Number
   c. Last Name – to search by last name only, the agency field must be filled in on the Driver Details screen

Once the correct employee is selected, the Supervisor field will automatically fill. The Supervisor field is not editable and will input the Supervisor of record in PeopleSoft. If this Supervisor is incorrect, contact the Human Resources representative at your agency.

**Contact Information**

1. **Primary Phone Number**: Best phone number to contact the person submitting the request.
2. **Primary Email**: Best email address to contact the person submitting the request.
• A confirmation email will be sent to this email address indicating that the request was successfully submitted to ORM.

3. **Role/Title**: Role or Title of person submitting request.

Driver’s License Information

1. **Driver’s License Number***: Enter the Driver’s License number found on the Driver’s License for this request

2. **Driver’s License State***: From the drop-down menu, select the State that issued the Driver’s License for this request.

3. **Date of Birth***: Enter the date of birth of the person submitting this request.

4. **Driver’s License Issue Date***: Enter the date the Driver’s License was issued.

5. **Driver’s License Expiration Date***: Enter the date the Driver’s License expires.

6. **Driver’s License Restrictions**: Select all restrictions that apply to the Driver’s License submitted for this request.

7. **Is this a Commercial Driver’s License (CDL)?** *: Used to identify commercial driver’s licenses. Select Yes or No.

   a. **If Yes, displays new field titled CDL Endorsements***: Multi-select field used to identify proper endorsements for the CDL.

   Endorsement Drop-down Options: Select all that apply.
   - Air Brakes
   - Double/Triple Trailer
   - Hazardous Materials
   - Passenger Transport
   - School Bus Authorized
   - Tank Vehicle

**For all Driver’s Licenses, be sure to upload a copy of the Driver’s License. For a CDL, also upload a copy of the CDL Certification**
8. Are you requesting authorization to drive a personal vehicle to conduct District Government Business? *: Used to identify District Government employees and contractors driving their personal vehicles to conduct District Government business. Select Yes or No.
   a. If Yes, displays new section titled Personal Vehicle Details.

Personal Vehicle Details

Read Terms and Conditions: Use of privately-owned vehicles

The Use of privately-owned vehicles section contains the terms and conditions of the Vehicle Operator’s Acknowledgement form that is required for all drivers who operate a privately-owned motor vehicle to conduct District business. Before submitting the Driver Authorization request, the driver submitting the request will be required to acknowledge and agree to all the terms and conditions contained within Use of privately-owned vehicles section of the online Vehicle Operator’s Acknowledgement.

1. Vehicle Owner*: Enter the name of the person or entity that owns the vehicle used to conduct District Government business.

2. Vehicle Make*: Enter the Make of the vehicle used to conduct District Government business.

3. Vehicle Model*: Enter the Model of the vehicle used to conduct District Government business.

4. Vehicle Year*: Enter the Year of vehicle manufacture for the vehicle used to conduct District Government business.

5. Vehicle State*: Enter the State in which the vehicle used to conduct District Government business is registered.

6. License Plate Number*: Enter the License Plate Number of the vehicle used to conduct District Government business.

7. Insurance Company Name*: Enter the name of the insurance company insuring the vehicle used to conduct District Government business.

8. Insurance Company Phone*: Enter the phone number of the insurance company insuring the vehicle used to conduct District Government business.
9. **Policy Number**: Enter the number of the policy insuring the vehicle used to conduct District Government business.

**For a privately-owned vehicle, be sure to upload a copy of the insurance policy that covers the vehicle used to conduct District Government business**

**Step 4: Vehicle Operator’s Acknowledgment**

After completing the online form and all relevant fields, the person requesting authorization to drive to conduct District Government business must execute the *Government of the District of Columbia Vehicle Operator’s Acknowledgement* form by placing a check-mark in the acknowledgement check-box. The check-box acknowledgement states: “By checking this box, you are placing your electronic signature on the Vehicle Operator’s Acknowledgment form and agree to all the terms and conditions contained herein”.

**Step 5: Submit Driver Authorization Request**

Once all required fields are complete, select the **Click Here to Submit** button at the top of the screen. The **Click Here to Submit** button can be found on the right-hand side of the blue bar that runs across the top of the page.

Once submitted, the form will direct to the next page titled **Upload any relevant files**, where the person submitting the request will upload all documents necessary to complete the request.
Step 6: Upload Files

District government employees and contractors must provide the following documentation, where applicable:

- A copy of a valid Driver’s License;
- For Driver’s Licenses issued outside of the District of Columbia, Maryland or Virginia, a copy of a Motor Vehicle Record for the state in which the license was issued;
- For a Commercial Driver’s License (CDL), a copy of the signed CDL Certification;
- If requesting to drive a personal vehicle to conduct District Government business, a copy of the insurance policy that covers the vehicle driven to conduct District Government business.

To begin uploading the documents applicable to this request, select the “+ Upload Files” button. The “+ Upload Files” button can be found on the right-hand side of the screen.

1. To upload one file, select “Choose File” and attach the file to the request.
2. To upload multiple files, select the “Upload Multiple Files” button and attach the files to the request.
After attaching the necessary file or files, select the **Folder** from the drop-down menu.

After selecting the Folder, enter a description of the document in the **“Description”** field.

Once all documents are attached and all fields completed, select the “**Save**” button found in the top right-hand corner.

After saving all files, select the “**I’m Done**” button found on the lower left-hand side of the page.

When “**I’m Done**” is selected, a confirmation email will be sent to the Primary Email address provided in the Contact Information section of the online form. The confirmation email will provide a Driver Authorization Request number, which can be used for any inquires or questions about the Driver Authorization Request submitted to ERisk.

**If you have questions or need assistance with the ERisk Driver Authorization portal, please contact the ORM Risk Prevention and Safety Division at (202) 727-8600 or email us at orm.rps@dc.gov**