

# **NDR Working Group Activities and Recommendations**

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# NDR Working Group Members

- Sean McLaurin, Chief, National Driver Register and Traffic Records Division, NHTSA
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- Frank Subalusky, NDR Project Manager, NHTSA
- Carlos Dequina, FMCSA
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- Philip Rose, FAA
- David Beary, Information Technology Specialist, Iowa
- Jamie Bryan, Assistant Registrar, Ohio
- Rhonda Craft, Driver Safety Branch Chief, California
- Maureen Johnson, Deputy Director, Florida
- Mimi Khan, Deputy Director, California
- Patricia McIntyre, PDPS Help Desk Supervisor, Tennessee
- Steve Monson, CDL Program Manager, Colorado
- Christine Nizer, Associate Administrator, Maryland
- Jean Rosenthal, Director of Driver & Vehicle Safety, New York
- Kevin Lewis, Director, AAMVA Driver Programs
- Greg Sensiba, Senior Business Analyst
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# Purpose of the NDR Working Group

- The purpose of the task order was to assist the NDR in working with the States and AAMVA in identifying and analyzing existing issues and problems affecting the effectiveness of the NDR PDPS business operations in relation to the participating jurisdictions

# NDR Working Group Definitions

- Highway Traffic Safety
  - For the purposes of the National Driver Register, Highway Traffic Safety is an inter-related group of disciplines designed to encourage safe driving behavior by the creation, dissemination and use of up-to-date driver records that enable a jurisdiction to take appropriate disciplinary action on problem drivers with adverse driving histories.
- Highway Traffic Safety Violation
  - A highway traffic safety violation is any violation of jurisdictional or federal law that results in the issuance of a citation based on the ACD codes listed in the NDR Appendix A.

# Rationale for Adding or Deleting ACD Codes from NDR Appendix A

- The rationale for adding a code, not adding a code or deleting a code from the NDR Appendix A was based upon the NDR Working Group's definition of Highway Traffic Safety and whether or not a code fits that definition
  - If a code fit the definition it was kept in or added to the NDR Appendix A
  - If a code did not fit the definition it was marked for removal from the NDR Appendix A

# NDR Working Group Activities

- Analysis of business operations included, but was not limited to:
  - Review and revision of the AAMVAnet Code Dictionary (ACD) codes
  - Reporting requirements for the States
  - Technological upgrade requirements for federal users
  - Issues regarding outdated pointers and
  - Responsibilities for maintenance for each jurisdiction's database segment

# NDR Working Group Activities

- The NDRWG met in person on three occasions and conducted additional meetings via teleconference as necessary. Issues addressed included but were not limited to:
  - Pointer Record Reporting requirements
  - Compliance with reporting requirements
  - Removal on non-compliant pointers
  - Clean file process
  - ACD Codes update
  - Pointer retention / sun-setting pointers / automatic purging
  - Tightening the PDPS name search algorithm

# NDR Working Group Best Practices

- A jurisdiction shall post only highway traffic safety related pointers on PDPS from the ACD codes listed in Appendix A of the NDR regulation
- Jurisdictions should post all highway traffic safety related pointers within 10 business days of receiving notification of the adverse action
- Jurisdictions shall transmit to NDR, all highway traffic safety related pointers within 31 calendar days of receiving notification of the adverse action
- Jurisdictions should remove pointers in accordance with the data retention requirements identified in the AAMVA ACD Manual



# NDR Working Group Best Practices

- Jurisdictions should identify and maintain a current PDPS main point of contact(s) for the NDR to contact when pointer issues arise
- Jurisdictions shall post the underlying ACD code for FTA results only for items in NDR Appendix A
- A jurisdictional Clean File should be performed every 3 years or more frequently if the jurisdiction is performing data cleanup
- Jurisdictions should review the PDPS self-assessment document on a yearly basis
- NHTSA shall review NDR Appendix A whenever a new ACD code is developed and update it with the new code if required

# NDR Working Group Best Practices

- Jurisdictions are encouraged to obtain NHTSA grant funding for data improvement from the State Highway Safety Office in their jurisdiction
- NHTSA should develop an outreach program that identifies the legitimate purpose of the NDR and PDPS and communicate that to the jurisdictions

# NDR Working Group Recommendations

- The NDR shall require jurisdictions to identify and maintain a current PDPS main point of contact(s) for the NDR to contact when pointer issues arise
- NHTSA should develop an outreach program that identifies the legitimate purpose of the NDR and PDPS and communicate that to the jurisdictions
- Jurisdictions should review the PDPS self-assessment document on a yearly basis
- The NDR should require jurisdictions to perform a Clean File every 3 years
- The NDR should replace the existing Appendix A with the updated Appendix A developed by the NDR Working Group

# NDR Working Group Recommendations

- NHTSA shall review Appendix A whenever a new ACD code is developed and update Appendix A with the new code if required
- The NDR should modify the PDPS name search process to search primary and AKA names with one transaction
- The NDR should modify the PDPS name search algorithm to reduce the number of possible matches sent back to the jurisdictions
- Jurisdictions should post all highway traffic safety related pointers within 10 business days of receiving notification of the adverse action. Jurisdictions shall post all highway traffic safety related pointers to the PDPS within 31 calendar days of receiving notification of the adverse action

# NDR Working Group Recommendations

- The NDR shall require the jurisdictions to transmit ACD codes with all update transactions to PDPS
- The NDR and AAMVA should review the recommended retention periods for all codes listed in NDR Appendix A and update them as necessary
- Jurisdictions should remove pointers in accordance with the data retention requirements identified in the AAMVA ACD Manual
- Jurisdictions shall post the underlying ACD code for FTA results only for items in NDR Appendix A
- The NDR and AAMVA should develop edits to prohibit all non-Appendix A codes and pointers with missing detail information (D45, D56, S92) from being added to PDPS. The edits should be controlled by the NDR

# NDR Working Group Recommendations

- The NDR should develop process for the removal non-compliant PDPS pointers
  - Jurisdictions will be required to remove a non-compliant pointer within 5 business days of notification of the non-compliant pointer
  - NDR will remove non-compliant pointer if jurisdiction fails to remove the pointer within 5 business days of notification
- Modify any PDPS update transaction to include:
  - ACD Code - for NDR PDPS use only. Not sent to jurisdictions
  - Include conviction/withdraw indicator for Part 1 Appendix A codes
  - Require detail information on D45, D56, and S92 ACD code pointers

# NDR Working Group Recommendations

- Modify the PDPS Update Pointer transaction to include only demographic data
- Modify the PDPS State-to-State transaction to include H7 messages along with the existing H3 & H5 messages
- The NDR should investigate having PDPS update in “real – time” instead of overnight batch processing, taking into consideration impact on AAMVA net bandwidth and batch submissions
- The NDR must require jurisdictions to follow the processes and procedures listed in the PDPS State Procedures Manual and PDPS System Specifications. Failure to follow the required PDPS procedures will be reported to FMCSA as a compliance issue

# NDR Working Group Recommendations

- The NDR should develop monthly compliance reports that report on the following:
  - Broken pointer totals
  - Non-compliant pointers
  - Non-compliant pointers removed by NDR
  - Transaction totals and number of hits by jurisdiction
  - Others as identified by the NDR and jurisdictions



# Next Steps

- Complete edits to the Draft Final Report and submit to NHTSA and the NDR Working Group for final review
- Provide NHTSA and AAMVA jurisdictions with copies of the Final Report
- The list of suggested recommendations will be reviewed by NHTSA's Office of the Chief Counsel for statutory authority and compliance with existing federal statutes
- NHTSA will begin rule-making process incorporating recommendations approved by the Office of Chief Counsel

# Feedback & Questions



# Contact Information

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