

Meeting Summary
Functional Area: Credentialing/Sanctioning & Reinstatement



Meeting: BPR Workshop
Date: January 9, 2008
Location: CRM505/730E

Meeting called by: Angela Burrell

Attendees: Nancy Suits, William Childress, Bobby Pulley, Daniel Sekerdy, Donna Rice, Yulonda Kelley, Donyale Walker

Preparation for meeting:

Agenda for workshop on January 9th was distributed to team.

Session Goals and Objectives:

Document detailed processes flows (scenarios) for Weigh Stations.

Summary:

- ❖ The team reviewed and defined scenarios and requirements for Weigh Stations.

Scenarios include:

- 🚦 Determine Overweight Truck/Mobile Unit
- 🚦 Determine Overweight Truck/Weigh Stations

- ❖ The team identified several “research” or “to do” opportunities:

- 🚦 Legislative Opportunities – 1. Combining the Truck Weight Report with the Virginia Overweight Citation
2. Allowing Electronic signatures; 3. Courts accepting copies of the Virginia Overweight Citation

1. Today these two documents capture the same information. Combining the documents would expedite the citation process.

2. To also assist in expediting the citation process and provide better accuracy (1 uniform document), allow electronic signatures. The system could be programmed with officer's information to default based on logon, eliminates multiple handoffs of the citation documents and the need for multiple copies.

3. Allowing copies of the Virginia Overweight Citation to be accepted in courts as an official document. This opportunity would also support the improvement for DMV to electronically route citation information to the courts. This should also support #2.

- 🚦 State Police Discussion List – Determining the applicable fields that need to be completed for accurate transmission.

Plans for Next Workshop:

S&R team will continue to meet with the Weigh Station Subject Matter experts to discuss the following topics:

- ✚ Discussion with External (State Police) Subject Matter Experts to discuss current process and potential improvements (depending upon availability)
- ✚ Post Citation Transmittals from Weigh Station (CT2005PA)

Homework for Next Workshop:

Sanction and Reinstatement team should look at the above “research” and “to do” opportunities and provide feedback accordingly.

A report from EA is attached that shows the Weigh Station scenarios defined in the workshop and their linked requirements.

Scenario Report with Requirements

Package: Weigh Stations

| | | | |
|----------------|--|--------------|-----------|
| Detail: | | | |
| Use Case Name: | Determine Overweight Truck/Mobile Unit | | |
| Status: | Identified | | |
| Author: | Credential Team | | |
| Created on: | 1/9/2008 | Modified on: | 1/10/2008 |
| Notes: | This process is used to determine a weighed truck is overweight per Virginia Code 46.3-1137 Current: -Mobile Unit Technician determines truck is overweight -Mobile Unit Technician writes truck weight on paper and enters that information into the Weigh Ticket Module -Mobile Unit Technician reviews documentation submitted by driver -Mobile Unit Technician enters company and truck information into Weigh Ticket Module Weigh Ticket Module produces 3 copies of weight report -Mobile Unit Technician provides copy of weight report to driver, one to Law Enforcement Officer and copy is retained by Weigh Station Technician 2 -Mobile Unit Technician validates information on weight report with Law Enforcement information -Mobile Unit Technician archives weight report -Weigh Ticket Module sends weight report in real time to system -System verifies FEIN on weight report matches FEIN on customer record <Alt Flow> FEIN does NOT match customer record -System posts information from weight report to customer record -Invoke Issue Overweight Citation -Weigh Station Technician compares information on archive to citation to ensure each citation is on archive -Weigh Station Technician mails original citations to Motor Carrier Services daily <Alt Flow> FEIN does NOT match customer record on system -System builds queue of error listing for citations that do NOT match customer record on system Future: -Mobile Unit Technician determines truck is overweight -Mobile Unit Technician enters truck axle weight to hand-held device | | |

-Hand held device totals truck axle weight and transmits the information to the system
 -System populates weight information on Overweight Citation
 -Mobile Unit Technician reviews documentation submitted by driver
 -Mobile Unit Technician accesses truck owner record
 <Alt Flow> No record found
 -Mobile Unit Technician enters truck information into system
 -System validates required fields have been updated
 <Alt Flow> Missing required information
 -Mobile Unit Technician obtains electronic signature of truck operator and Enforcement Officer
 -System produces 2 copies of overweight citation
 -Mobile Unit Technician 2 provides copy of overweight citation to driver, one to Enforcement Officer
 -Invoke Issue Overweight Citation

Alt Flow: No record found
 -System builds electronic queue of possible non-matches

<Alt Flow> Required information missing
 -System prompts Mobile Unit Technician 2 to complete required data fields
 -Mobile Unit Technician updates system with missing information
 -System assigns DMV assigned number when driver cannot provide required data fields

LIO: The weigh ticket and overweight citation will be combined into ONE document that serves both DMV and State Police

LIO: Allow for electronic signatures on the combined weight report/overweight citation

LIO: Courts to allow copies of the combined weight report/overweight citation. This will allow for electronic routing of the documents and to be stored in OnBase

Weigh Ticket Module to interface with SAFER system

Linked Requirements:

Name: System shall allow Weigh Station Technician 2 to obtain electronic signature of truck operator and Enforcement Officer

Notes:

Name: System shall populate customer number on overweight citation

Notes:

Name: System shall (replaces Weigh Ticket Module) send weight and truck information to Weigh Station Technician 2 (downstairs)

Notes:

Name: System shall allow Enforcement Office to correct assessed amount prior to printing of overweight citation

Notes:

Name: System shall allow multiple enforcement officers to log onto system for each Weigh Station/Mobile Unit

Notes:

Name: System shall allow Weigh Station Technician 2 to access customer record

Notes:

Name: System shall allow Weigh Station Technician 2 to issue overweight citation in down time

Notes:

Name: System shall assign DMV assigned number when driver cannot provide required data fields

Notes:

Name: System shall capture Enforcement Officer's Code Number on overweight citation

Notes:

Name: System shall determine assessed amount on citation matches calculated amount on system to ensure amounts match

Notes: 46.2-1135

Name: System shall generate unique Overweight Citation Number for each citation issued

Notes:

Name: System shall issue error message back to Enforcement Office when assessed on overweight citation does NOT match calculated amounts on system

Notes:

Name: System shall issue jurisdiction descriptor on Overweight Citation

Notes:

Name: System shall populate Permanent/Mobile Unit Number on overweight citation

Notes:

Name: System shall produce 2 copies of overweight citation in real time

Notes:

Name: System shall prompt Weigh Station Technician 2 to complete required data fields

Notes:

Name: System shall validate required fields have been updated

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| | | | |
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| Use Case Name: | Determine Overweight Truck/Weigh Station | | |
| Status: | Identified | | |
| Author: | Credential Team | | |
| Created on: | 1/9/2008 | Modified on: | 1/10/2008 |
| Notes: | <p>This process is used to determine a weighed truck is overweight per Virginia Code 46.3-1137</p> <p>Current:</p> <ul style="list-style-type: none">-Weigh Station Technician 1 determine(upstairs) s truck is overweight-Weigh Station Technician 1 identifies weight belongs to truck on scale (name of truck, brief description of truck)-Weigh Ticket Module sends weight and truck information to Weigh Station Technician 2 (downstairs)-Weigh Station Technician 2 reviews documentation submitted by driver-Weigh Station Technician 2 enters company and truck information into Weigh Ticket Module <p>Weigh Ticket Module produces 3 copies of weight report</p> <ul style="list-style-type: none">-Weigh Station Technician 2 provides copy of weight report to driver, one to CVO and copy is retained by Weigh Station Technician 2-Weigh Station Technician 2 validates information on weight report with CVO information-Weigh Station Technician archives weight report-Weigh Ticket Module sends weight report in real time to system-System verifies FEIN on weight report matches customer record on system <p>Alt Flow: FEIN does NOT match customer record on system</p> <ul style="list-style-type: none">-System posts information from weight report to customer record-Invoke Notice of Overweight Citation-Weigh Station Technician compares information on archive to citation to ensure each citation is on archive-Weigh Station Technician mails original citations to Motor Carrier Services | | |

daily

Alt Flow: FEIN does NOT match customer record on system
-System builds queue of error listing for citations that do NOT match customer record on system

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Future:

Weigh Station Technician 1 determine(upstairs) s truck is overweight
-Weigh Station Technician 1 identifies weight belongs to truck on scale (name of truck, brief description of truck)

-System (replaces Weigh Ticket Module) sends weight and truck information to Weigh Station Technician 2 (downstairs)

-Weigh Station Technician 2 reviews documentation submitted by driver

-Weigh Station Technician 2 accesses truck owner record

Alt Flow: No record found

-Weigh Station Technician 2 enters truck information into system

-System validates required fields have been updated

Alt Flow: Missing required information

-Weigh Station Technician 2 obtains electronic signature of truck operator and Enforcement Officer

-System produces 2 copies of overweight citation

-Weigh Station Technician 2 provides copy of overweight citation to driver, one to Enforcement Officer

-Invoke Notice of Overweight Citation

Alt Flow: Required information missing

-System prompts Weigh Station Technician 2 to complete required data fields

-Weigh Station Technician 2 updates system with missing information

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