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| **Purpose:** Completing this risk assessment checklist will help agencies:1. Decide if a driver is eligible to drive a motor vehicle on official state business with a DMV-issued Hardship Permit or within parameters of restrictions imposed by jurisdictions other than the agency (e.g., IID), and
2. Decide if the agency is willing to accept the potential risk of the employee driving with a Hardship Permit, and
3. Document and communicate the decision to the driver/supervisor, and
4. Relay the necessary information to DAS Risk Management (DAS RM).

Information gathered by the agency to make this decision provides the basis for the required Loss Control Plan ([VUAT-2C](https://www.oregon.gov/das/Risk/Documents/VUAT2C_AdvDrvrLossContol.pdf)).**Caveat:** “Yes/no” answers (without “Comments”) are not adequate documentation the agency has fully evaluated the possible impact(s) of an employee driving for official state business under restrictions of a DMV Hardship Permit. Risk assessments with yes/no answers are returned to the agency for additionalinformation. |
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| Agency Name: | Agency Number: |
| Driver Name: | Position Name/Number: |
| DL State and Number: |
| **Question** | **Agency Findings/Response** |
| 1. Is the driver a state employee and authorized state driver as defined in [OAR 125-155](https://secure.sos.state.or.us/oard/displayDivisionRules.action%3BJSESSIONID_OARD%3DoLpJHYSFaH8kIGBLt_Ad8jw2dISph0jLrK2ZHnWnFjphuGk3Mz6r%21-1442988785?selectedDivision=258) State Vehicle Use and Access Rules? | * Yes
* No
 | Comments: |
| 2. Does the driver meet the criteria for a Hardship Permit as defined in [OAR 125-155](https://secure.sos.state.or.us/oard/displayDivisionRules.action%3BJSESSIONID_OARD%3DoLpJHYSFaH8kIGBLt_Ad8jw2dISph0jLrK2ZHnWnFjphuGk3Mz6r%21-1442988785?selectedDivision=258)? | * Yes
* No
 | Comments: |
| 3. Does the employee’s position require driving? | * Yes
* No
 | Comments: |
| 4. Is driving an essential function of the employee’s position? | * Yes
* No
 | Comments: |
| 5. What type of driving does the employee do on their job? | Comments: |
| 6. What type of vehicle does the employee operate on their job? | Comments: |
| 7. When and where does the employee drive? | Comments: |

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| 1. Does the employee transport clients or other passengers?
	* If yes: rule [(OAR 125-155-420](https://secure.sos.state.or.us/oard/displayDivisionRules.action%3BJSESSIONID_OARD%3DoLpJHYSFaH8kIGBLt_Ad8jw2dISph0jLrK2ZHnWnFjphuGk3Mz6r%21-1442988785?selectedDivision=258)), the agency must grant prior approval before employees with a Hardship Permit can transport passengers on state business.
	* DAS RM recommends the agency include this restriction in the related loss control plan ([VUAT-2C)](https://www.oregon.gov/das/Risk/Documents/VUAT2C_AdvDrvrLossContol.pdf) and impose strict restrictions ([VUAT-2G](https://www.oregon.gov/das/Risk/Documents/VUAT2G_RestrDrvgRespAgrmt.pdf)).
 | * Yes Comments:
* No
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| 9. Is there potential for the agency to assign/re- assign the employee tasks that do not require driving? | * Yes Comments:
* No
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| 1. Can the employee use alternative transportation to get their job done?
	* In metropolitan areas, public transportation is generally available.
	* Safety—to the public, clients, and the employee—should be the main consideration.
	* Employee convenience should not be a deciding factor.
 | * Yes Comments:
* No
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| 11. What viable alternatives to operating a state vehicle has the agency/supervisorconsidered? | Comments: |
| 1. What is the employee’s full driving record?
	* By rule ([OAR 125-155-0100](https://secure.sos.state.or.us/oard/displayDivisionRules.action%3BJSESSIONID_OARD%3DoLpJHYSFaH8kIGBLt_Ad8jw2dISph0jLrK2ZHnWnFjphuGk3Mz6r%21-1442988785?selectedDivision=258)), the agency shall review the employee’s full driving record before deciding to accept the Hardship Permit or imposed restrictions.
	* DMV can provide the agency with two (2) certified driving records—personal and commercial—each of which contains the last three (3) years of major and minor

traffic offenses. | Comments: |
| 1. What is the employee’s record of citizen reports, citations, on-the-job crashes or collisions while driving a state vehicle?
	* The agency’s risk coordinator can obtain this information.
	* Include information about claims for vehicle property damage below the agency deductible.
 | Comments: |
| 14. Does this employee meet the agency’s criteria for having an acceptable driving record? | * Yes Comments:
* No
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| 15. Could the problem causing the employee’srestrictions to or loss of driving privileges affect their work? | * Yes
* No
 | Comments: |
| 1. Could the same occurrence or problem that resulted in the employee’s loss of driving privileges occur on the job?
	* If yes, how will the agency prevent an on- the-job problem?
	* Consider the risk it presents and the harm that could result (include in the loss control plan – [VUAT-2C](https://www.oregon.gov/das/Risk/Documents/VUAT2C_AdvDrvrLossContol.pdf)).
 | * Yes
* No
 | Comments: |
| 1. Has the same occurrence or driving problem that resulted the employee’s loss of or restrictions to driving privileges occurred before?
	* Is there a pattern of behavior?
	* Does the employee need evaluation for a treatable condition?
 | * Yes
* No
 | Comments: |
| 18. Have the agency’s Human Resources, Labor Relations, Safety Advisor, and/or legal counsel been involved in the assessment of the employee’s Hardship Permit Driving risk? If yes, what input did they provide? If no, whyhave they not ben | * Yes
* No
 | Comments: |
| 19. Have you spoken to the employee about the findings and this assessment? What does the employee propose as a solution to avoidrecurrence? | * Yes
* No
 | Comments: |
|  | Date: |
|  |
| Signature of Appointing Authority/Designee |
|  |
| Name/Position of Appointing Authority/Designee |

The DAS RM signature below reflects their advisory role in this process. It is not legal advice. The agency remains responsible for all decisions and any resulting outcomes.

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| --- | --- |
|  | Date: |
|  |
| Signature of DAS-EGS/RM Reviewer |
|  |
| Name/Position of DAS-EGS/RM Reviewer |