

Driving a State-owned Vehicle

Before driving a state-owned vehicle for official business, understand the rules, insurance coverage, and responsibilities outlined in Oregon's statutes, administrative rules, and agency policies. Following these guidelines helps agencies and authorized drivers avoid violations and ensures safe, authorized use of state vehicles.



Risks to Agency and Employees

- Injury or death to the public or employees
- Damage to state property, requiring repair or replacement
- Damage to third-party property
- Personal liability for unauthorized vehicle use
- Increased agency risk charges or vehicle restrictions

State-owned Vehicle Insurance Coverage

Property Coverage — The state's Property Self-Insurance Policy ([Manual 125-7-101](#)) covers vehicle damage, subject to terms.

Liability Coverages — Agencies and authorized drivers receive coverage for official state business under the Agency Liability Policy ([125-7-201](#)) and Employee Liability Policy ([125-7-202](#)).

Un-and Under-insured Motorist — Uninsured/Underinsured Motorist: The State Self-Insured Employee Liability Policy provides coverage (see Business & Travel Status Policy [125-7-501](#)).

*Note: Contact DAS Risk Management (DAS RM) before driving state vehicles outside the U.S., its territories, or Canada.

Workers' Compensation Coverage — Covers [employee injuries](#) during approved vehicle operation for state business.

Reporting a Vehicle Incident or Damage

Per Oregon Administrative Rules ([OAR 125-155](#)), drivers must promptly report all collisions or damage to their agency. Agencies review reports to:

- Identify unsafe driving causes
- Ensure driver accountability
- Recommend prevention strategies

Agencies must **notify DAS RM** of damage exceeding the self-insurance deductible as soon as possible. Delays beyond 90 days may lead to denied claims.



RiskWise



A Guide to Controlling Risk

Traveling in a State-owned Vehicle

- Risks to Agency and Employees
- Insurance Coverage
- Reporting a Vehicle Incident or Damage
- How Vehicle Insurance Coverages Are Applied
- State Business vs. Personal Business Vehicle Use
- Allowable Activities in a State Vehicle
- Additional Resources, Links and Information

How Insurance Coverages Are Applied

State Vehicle on State Business: Self-insurance covers liability, damages, and injuries when drivers follow state vehicle rules ([OAR 125-155](#)) and laws. Workers' Compensation applies for employee injuries.

State Vehicle on Personal Business: Using a state vehicle for unauthorized personal activities is prohibited. Drivers face personal liability for damages, injuries, or vehicle use costs and may face discipline.

| State Vehicle | Risk/Liability |
|----------------------|-------------------|
| On State Business | State is primary |
| On Personal Business | Driver is primary |



State Business vs. Personal Business

Official State Business: Activities directed by a state agency, like attending meetings, refueling for business trips, or purchasing supplies.

Personal Use: Non-state activities, like picking up a friend or running personal errands.

Simply put, state vehicles cannot be used for personal business. When a state vehicle is used for unauthorized reasons, the driver is putting themselves at personal risk for liability for any incident, injury, or damage that occurs, as well as potential disciplinary issues for violation of state vehicle rules. Unless exception is specially allowed by the state vehicle rules, personal use of a state vehicle is prohibited. The next section details some of the exceptions which are secondary to when official state business is already being conducted.

Allowable Activities in a State Vehicle

State law ([ORS 283.305](#), [OAR 125-155](#)) limits vehicle use to official state business. Allowable activities include essential tasks (e.g., eating, restroom breaks) within the local area or en route during state business.

Day Use: Covers normal shifts. Personal stops (e.g., meals) are allowed if reasonable and en route. Commuting is prohibited.

Overnight/Full-Time Use: Allows limited personal activities (e.g., shopping, medical visits) near travel routes or assignment locations, with supervisory approval. Agencies must justify full-time use with a cost-benefit analysis. Only [authorized passengers](#) are permitted.

See [OAR 125-155](#) for more information and details.

When practical, a state vehicle parked at a home or hotel must be located off public streets in a reasonably secure setting.

Additional Resources, Links and Information

DAS Risk Management Resources:

- [Vehicle Use and Access Tool Kit](#)
- [Vehicle Use and Access FAQ](#)
- [Vehicle Use and Access Workday Webinar/Training](#)



[\[https://www.oregon.gov/das/Risk/Pages/PubsToolsRes.aspx\]](https://www.oregon.gov/das/Risk/Pages/PubsToolsRes.aspx)

DAS RISK MANAGEMENT
www.oregon.gov/das/Risk/Pages/index.aspx

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