

Vehicle Use/Access Toolkit 1: Authorizing Drivers

DAS Risk Management revised the Vehicle Use/Access Rules ([OAR 125-155](#)). There were many related documents provided as resources on the Risk Management website <https://www.oregon.gov/das/Risk/Pages/Toolkitdrv.aspx> as part of the Vehicle Use and Access Toolkit, which has also undergone a major renovation. The following synopsis of the (new) first section/category of the Toolkit should help both management and staff become familiar with the revamped Toolkit format, topics, and documents.

VUAT-1A: Initial driver authorization process

Flow chart outlines the process to authorize a state employee to drive on official state business. It utilizes a Driver Authorization Assessment ([VUAT-1B](#)), the Vehicle Use and Access Orientation (webinar, [VUAT-8A](#)), and the Authorized Driver Responsibilities Agreement ([VUAT-1E](#)). If needed, an agency can add steps and documents from the Ad-verse Drivers category ([VUAT-2](#)) of the toolkit. It also references a sub-process (unique to each agency) for documenting and regularly reviewing the decision to authorize a driver to operate a state vehicle.

VUAT-1B: Driver authorization assessment

Answering the questions in this checklist will help an agency evaluate and document the initial—or a subsequent—decision to authorize an employee to drive consistent with Oregon Administrative Rules [125-155-0200](#) and [125-155-0300\(2\) through 125-155-0300\(4\)](#).

VUAT-1C: Authorized driver/use/vehicle summary

This table outlines circumstances agencies may encounter when authorizing drivers to operate a state vehicle and/or the effect of that type of driver on insurance coverage.

VUAT-1D: Authorized driver license standards/training

This guide is for agency use in developing policies/procedures around authorizing employees to operate vehicles on official state business.

VUAT-1E: Periodic driver authorization review process

The diagram outlines the process to periodically review the authorization of a state employee to drive on official state business. It utilizes a Driver Authorization Assessment ([VUAT-1B](#)), the Vehicle Use and Assess Orientation webinar, and the Authorized Driver Responsibilities Agreement ([VUAT-1E](#)). If needed, an agency can add steps and documents from the Adverse Drivers category ([VUAT-2](#)) of the toolkit.

VUAT-1F: Authorized driver responsibilities agreement

Authorized driver responsibilities agreement between authorized driver and agency.

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A Guide to Controlling Risk

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- Specific Tools & Purpose

DAS
DEPARTMENT OF
ADMINISTRATIVE
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DAS RISK MANAGEMENT

www.oregon.gov/das/Risk/Pages/Index.aspx

General Services Building
EGS | Risk Management
PO Box 12009
Salem OR 97309

Phone: 503-373-7475
Fax: 503-373-7337

E-mail: risk.management@oregon.gov

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