



RiskWise



A Guide to Controlling Risk

Vehicle Use/Access Toolkit 2: Adverse drivers

- Specific Tolls & Purpose

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Vehicle Use/Access Toolkit 2: Adverse Drivers

This issue summarizes the second section/category of the (new/revised) Vehicle Use and Access Toolkit—recently updated to match the revised Vehicle Use and Access Rules ([OAR 125-155](#)). The following synopsis of the (new) second section/category of the Toolkit should help both management and staff become familiar with the revamped Toolkit format, topics, and documents.

VUAT-2A: Driver hardship permit authorization process

A state driver operating a state vehicle on official state business under a DMV Hardship Permit can create an increased liability to the state/agency. This diagram outlines the process to assess the DMV Hardship Permit Application (735-6044) of a state driver. It utilizes the Adverse Driver Risk Assessment ([VUAT2B](#)), Adverse Driver Loss Control Plan ([VUAT-2C](#)), Interactive Process for Loss of Driving Privileges ([VUAT-2E](#)), Checklist for Loss of Driving Privileges ([VUAT-2F](#)), Vehicle Use and Access Orienta-

VUAT-2B: Adverse driver risk assessment

Completing the 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

VUAT-2C: Adverse driver loss control plan

Agencies are obligated to assure state driving is safe, legal, and respectful. Hardship Permits are a “red flag” to agencies that an employee’s driving requires closer attention. The agency must provide a written loss control plan and risk assessment as part of their documentation when requesting a Hardship Permit Review to DAS Risk Management (DAS RM). Documents submitted should not include specific information about any personnel or disciplinary actions the agency is pursuing. Agencies not submitting a written Loss Control Plan to DAS RM before allowing the employee to drive run the risk of losing coverage from the state self-insurance fund.

VUAT-2D: Employer ignition interlock device exception process

Diagram outlines the process to grant an Employer Ignition Interlock Device Exception to a state driver while using state vehicle. It is based on the state driver's situation having (1) been reviewed and (2) the employee successfully acquiring a OMV Hardship Permit (see Driver Hardship Permit Authorization, [VUAT-2A](#)). Overall, it utilizes the Driver Authorization Process ([VUAT-1 B](#)), Interactive Process for Loss of Driving Privileges ([VUAT-2E](#)), Adverse Driver Risk Assessment ([VUAT-2B](#)), Adverse Driver Loss Control Plan ([VUAT-2C](#)), and the Employee Restricted Driving Responsibilities Agreement ([VUAT-2G](#)), as well as the OMV Hardship Permit Application (735-6044) including an employer verification letter (sent with application to OMV) to document the agency's decision to grant driving on official state business, and OMV Employer Ignition Interlock Device (110) Exception (735-6874)

VUAT-2E: Interactive process for loss of driving privileges

Diagram outlines the process for evaluating and documenting the agency decision-making procedure when a state employee who operates a state vehicle on official state business has their driving privileges restricted in some way and the agency desires to preserve their investment in the employee. It uses the Checklist for Loss of Driving Privileges ([VUAT-2F](#)).

VUAT-2F: Checklist for loss of driving privileges

State employees may have duties and responsibilities requiring use of a motor vehicle when conducting official state business. This checklist will assist agencies facing an employee with restricted driving privileges preserve their investment in the employee as well as decide and document the process. This checklist helps determine: 1. If a driver is eligible to drive a motor vehicle on official state business within imposed restrictions, 2. If the agency is willing to accept the conditions (risk) of the employee driving, or 3. If there are alternative means of effectively conducting official state business available to the agency/employee without requiring driving.

VUAT-2G: Employee restricted driving responsibilities agreement

Written agreement—instituted after completion of the process in [VUAT-2A](#)—between the state employee/driver and the agency supervisor/human resources designee. The driver commits to complying with any driving restrictions imposed by the courts/DMV, as well as applicable laws, rules, and state agency policies related to driving vehicles on official state business.



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