

Vehicle Use/Access Toolkit 5: Exceptions

This issue summarizes the fifth 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](#)). We hope having this format available helps management and staff find—and use—the tools provided at <https://www.oregon.gov/das/Risk/Pages/Toolkitdrvq.aspx>

VUAT-5A: Vehicle usage rules variance request

The diagram outlines the vehicle rule variance process under [OAR 125-155](#) ([OAR 125-155-0800](#)). It references the Vehicle Usage Rules Variance Request ([VUAT-5B](#)) as the initiating document

VUAT-5B: Vehicle usage rules variance request

Agencies may apply to DAS for a variance from any rule in [OAR 125-155](#) ([OAR 125-155-0800](#)). This document outlines the required process and refers to the Vehicle Usage Rules Variance Request ([VUAT-5B](#)) as an example of the initiating document.

VUAT-5C: Justifying independent contractor driving a state vehicle on state business

Contractors may not operate state vehicles. Occasionally, Agencies may need an independent contractor to operate a state vehicle to fulfill an official state business need. Agencies may apply to DAS RM for a rule variance allowing the contractor to do so. (See [VUAT-5](#) for DAS RM variance process.) This document outlines the additional process the agency uses when an independent contractor will use a state vehicle to perform state business.

VUAT-5D: Long term parking cost benefit analysis

[OAR 125-155-0510](#) allows an agency, after identifying the qualifying condition(s), to authorize a driver to park a state vehicle at their home. An agency may assign a state vehicle to a home for long-term parking after evaluating the circumstances of the need and documenting the resulting benefit to the state. For routine or long periods of home parking a state vehicle, completing a cost benefit analysis is necessary. An agency considering such an option must prepare documentation which provides the following information below. This analysis helps the agency assess the circumstances, come to a well-reasoned conclusion about the efficacy of a home parking a state vehicle, and support routine review of the decision.

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A Guide to
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Vehicle
Use/Access
Toolkit 5:
Exceptions

- Specific Tolls & Purpose



DAS RISK MANAGEMENT

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