



A GUIDE TO CONTROLLING RISK

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-1: 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 Adverse 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 Access 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.

History

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