

2020 Updated Vehicle Use Rules Index (OAR 125-155)



RiskWise



A Guide to Controlling Risk

2020 Updated Vehicle Use Rules Index

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- OAR 125-155 Revised Rule Number/Topic Index
- Assistance and Best Practices
- Additional Resources, Links, and Information

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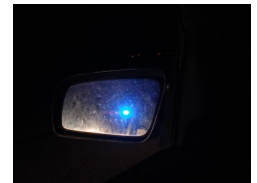
DAS Risk Management is responsible under ORS 283.310 for creating, managing and updating the state’s vehicle rules. This responsibility includes “controlling and regulating the acquisition, operation, use, maintenance and disposal of and access to motor vehicles...”

The first set of vehicles rules were created in 1995. They have not been updated since then... until now. The Vehicle rules ([OAR 125-155](#)) touch almost every state agency and most state employees—at least, those driving on official state business.

This change in the rules included both substantive (clarification, permission, and process) as well as rule structure changes (simplification, format, and organization). Because both application and organization have undergone overhauls, DAS RM developed the following “topic index” to help users find what they are looking for.

Risks to Agencies

- Uncontrolled auto liability exposures to agencies and the state
- Damage to both auto and property for both the state and public
- Employee injuries and increased workers’ compensation costs
- Injury and tort claims from third parties
- Public perception of misuse of state vehicles
- Personal risk to employee for misuse of state resources



OAR 125-155 Revised Rule Number/Topic Index

0000	Purpose of the rules
0010	Definitions
0020	Policy Statement and Authorization Agency vehicle policy expectations Outlines authority Requirements for private vehicles used for state business, and Intends to compliment DAS Fleet rule and State Travel policies
0100	Agency Responsibilities and Permissions Agency rights and role in carrying out the rules, including a written policy/plan Vehicle orientation requirement for authorizing drivers The right and process for an agency not subject to ORS 278.405 to opt out of using the vehicle rules Identifying positions where driving is a component Process for authorizing and monitoring drivers When a state vehicle is not considered one for insurance purposes Provisions for agency to allow employees who may temporarily not meet driving requirements to drive When agency employees may disregard the rules Those state employees who have authority—by their position—to have 24/7 access to a state vehicle The limits of the rules on employee salary, benefits or reimbursements
0200	Authorized Drivers Identifies who may drive on state business Agency requirement to use rules & toolkit or comparable process when driver no longer fully licensed to drive

Risk Mitigation and Best Practices (Continued)

0300	Verifying Driver Qualifications Agency and driver requirements for ensuring drivers have valid basis for operating a state vehicle Responsibilities of state employee/driver when licensure is restricted
0400	Other Permitted Drivers Parameters for drivers not previously identified to operate a vehicle on official state business Provisions for contractor to operate a state vehicle
0420	Passengers Identifies people, animals or things an authorized driver can transport and methods for doing so
0500	Use of State Vehicles Sets limits on operating a vehicle for official state business Identifies parameters for operating a vehicle for day use, full-time, and overnight use Specifies uses considered "personal" rather than "official state" business Sets limits on drivers other than state employee/authorized driver
0510	Other Vehicle Uses Provisions for transporting contraband, or other hazardous item(s) Parameters for using a state vehicle (comply with laws re: safety restraints, cell-phone use, etc.) Prohibitions on smoking and intoxicant consumption in state vehicles Limitations on use of specialty/off-road vehicles Requirements for storing and/or parking (including long-term) state vehicles Providing emergency/medical aid when not a job requirement
0600	Insurance Coverage Parameters and limitations for state auto self-insurance coverage to apply
0700	Collision and Damage Reporting Parameters for state auto self-insurance coverage in case of vehicular incident Responsibility of state drivers to provide insurance Limitations on payments made from state self-insurance Process for reporting state driver incidents
0800	Rules Variance Process/timeline for agencies requesting variance from/exception to any rule in OAR 125-155
0900	Management of State Vehicles (Authority/direction for DAS EGS Fleet to establish and enforce policies/criteria for agencies to access and use state vehicles)

Assistance and Best Practices

DAS RM has created a Vehicle Use and Access Toolkit to assist agencies in implementing vehicle rule requirements. We added process flow charts, samples, and other tools agencies may use to establish procedures related to the use of vehicles when performing official state business. Other aspects of the vehicle use website are under review and may see revisions in the near future. DAS Risk Management plans to issue another RiskWise soon to address other updated items. In the interim, if you need more information or have a suggestion for something to add to the resources available, contact us by phone (503-373-7475) or e-mail risk.management@oregon.gov.



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

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We commit to be KNOWLEDGEABLE, RESPECTFUL AND RESPONSIVE in business and interactions.

Additional Resources, Links and Information

Driving on State Business — <https://www.oregon.gov/das/Risk/Pages/Ovdrvng.aspx>

OAR 125-155 – State Vehicle Use and Access Rules — <https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=258>

Vehicle Use and Access Toolkit — <https://www.oregon.gov/das/Risk/Pages/Toolkitdrvng.aspx>

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