

Agency Process Guide (OAR 125-155-0100 and OAR 125-155-0420)

Purpose: This table outlines circumstances when agencies consider authorizing passengers to ride in a state vehicle and/or the effect of their status on insurance coverage.

Caveats:

1. An agency with special circumstances requiring someone (not authorized or appearing in this guide) to ride as a passenger may choose to submit a rule variance request to DAS-EGS Risk Management at least 30 days in advance of the need resulting in the request.
2. Anytime a vehicle is used for personal business, the driver and passenger(s) drive/ride at their own risk. The state's insurance coverage does not apply.
3. Providing emergency medical aid [OAR 125-155-0510(3)] may include unexpected, temporary transport of a passenger. Agencies are responsible for (a) deciding whether to underwrite this activity, and (b) communicating the agency policy to covered employees.

Passenger		Chief Condition	Type of Vehicle	Who's Control/Risk?
Passengers except those below		Generally always agency permitted	State and state rental	State/State
			Private (on state business)	Private/Personal first, State second
<ul style="list-style-type: none"> • State guest • Ward of the state (including minors) • Those in state custody • Agents • Volunteers • Observer/ride-along 		Prior agency approval	State and state rental	State/State
			Private (on state business)	Private/Personal first, State second
Aide		Permitted with agency prior approval	Any on state business	Driver or employee requiring aide/personal
Agency-approved driver or working passenger	Friend or family member 18 & older	Prohibited	Any on state business	Driver or working passenger/own risk or personal risk of related person
	Family member under 18	DAS Order and prior agency approval required		
	Friend under 18	Prohibited		
Hitch hiker		Prohibited	Any on state business	Driver/own risk