

Agency Process Guide (OAR 125-155-0200 and OAR 125-155-0400)

Purpose: 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.

Caveat: An agency with special circumstances requiring a driver not authorized or appearing here may choose to submit a rule variance request (per [OAR 125-155-0800](#)) to DAS RM at least 30 days in advance of the need. In the absence of a rule variance, an agency must not allow an unauthorized driver to operate a state vehicle on official state business.

Type of Driver	Chief Condition	Type of Vehicle	Control	At Risk/Liable
Employee or volunteer	State direction & control	State or state rental	State	Primarily state
	State direction & control	Private on state business	State	Secondarily state
	Any private use	Any vehicle	Employee / Driver	Employee / Driver
Agent	State direction or control	State & state rental for agency need or benefit	State	Primarily state
	State direction & control	Private on state business	State	Secondarily state
	Any private use	Any vehicle	Agent	Agent
Non-Agent Contractor	Requires agency request for rule variance	Any vehicle. State vehicles are prohibited unless approved by DAS RM rule variance	Contractor	Contractor
Client*	Only as specified by law & agency agreement	State	Client	Varies
		Any private or rental	Client	Client
Spouse/Family or Friends	Prohibited	None on state business	Spouse	Spouse / employee
Chauffeur	Requires agency request for rule variance including documentation of circumstances	Any on state business	Employee	Varies

*[ORS 283.305\(2\)\(c\)](#) allows agency clients to operate a motor vehicle as part of a rehabilitation or treatment program authorized by law.