



TEXT BOX TO ENTER
AGENCY INFORMATION

Authorized Driver
Responsibilities Agreement
Document # VUAT-1F
Questions for DAS Risk Management?
☎ 503-373-7475
✉ risk.management@oregon.gov

I, _____, verify that I have viewed the Vehicle Use and Access Orientation (webinar) and agree to comply with the following requirements for driving on official state business. If I plan to drive on-the-job, either in a state vehicle or private vehicle, I must:

- Agree to abide by:
 - The Vehicle Use and Access Rules, [OAR 125-155](#), and
 - My agency policies for driving on-the-job, and
 - The state policy requiring safe, legal, and respectful driving.
- Agree to allow or assist the agency as needed to contact applicable jurisdictions to obtain current driving history documentation.
- Immediately upon returning to work, report any loss of acceptable driver license status to my supervisor, Human Resources Office, and/or Agency Director's designee.
- Promptly notify my supervisor of any vehicle damage or collision, traffic offense/violation/ticket, or driving restriction or requirement—other than loss of acceptable driver license status.
- Obtain and maintain private automobile liability insurance as required by state law or court orders if/when I will be driving a private vehicle.
- Learn whether my agency will allow on-the-job driving with court or DMV-imposed driving restrictions.
- Agree to comply with all provisions outlined in any applicable agency loss control or Human Resources plan should the need for one arise during the course of my employment with the agency.

I have read and agree to the above conditions. Failure to comply with the provisions of this agreement may result in disciplinary action, up to and including dismissal.

Employee Signature

Date

Supervisor/Agency Director/Designee Signature

Date

Cc: Employee
Personnel folder