**Agency Process Guide (OAR 125-155-0510)**

**Purpose:** [OAR 125-155-0510](https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=258) allows an agency, after identifying the qualifying condition(s), to authorize a driver to park a state vehicle at their home. An agency may assign a state vehicle to a home for long-term parking after evaluating the circumstances of the need and documenting the resulting benefit to the state. For routine or long periods of home parking a state vehicle, completing a cost benefit analysis is necessary. An agency considering such an option must prepare documentation which provides the following information below. This analysis helps the agency assess the circumstances, come to a well-reasoned conclusion about the efficacy of a home parking a state vehicle, and support routine review of the decision.

**Caveat:** An authorized driver may not park a state vehicle for any period or at any location other than those specified in [OAR 125-155-510(2)](https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=258) pending completion of a written agency cost-benefit analysis and documentation of the decision.

Basic Information:

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| --- | --- |
| Date of Evaluation | Current Parking Location (address) |
| On behalf of (Person) | Requested Parking Location (address) |
| Duration of Request: Start Date & End Date | Agency Representative Completing Analysis (Name, Title, Signature) |
| Decision & Factors Contributing to Decision |

Sample Agency Analysis Questions

* Which of the following employment conditions is involved/met? (Describe.)
	+ The driver’s assigned, normal duties require frequent travel to urgent, unscheduled fieldwork after hours. The possibility of receiving a call-out is not sufficient. Call-outs must actually occur with documented, justifiable frequency.
	+ The driver’s home is his/her official duty station from which he/she engages in virtually full-time fieldwork away from the office or fleet/motor pool.
	+ It will clearly reduce state paid time to permit a driver to park a state vehicle at home while on temporary assignment from the duty station.
	+ Other circumstances caused by official state business in which assignment of a vehicle to a home will clearly reduce direct costs of/to the agency.
* What is the current parking arrangement?
	+ What does the current parking plan cost (in dollars and cents, time, etc.)?
	+ What risks are involved in daily travel back and forth to the driver’s home? How have you managed/limited those risks to date?
	+ What risks are involved in parking at the current location? How have you managed/limited those risks to date?
* What is the proposed parking arrangement?
	+ What costs are associated with the proposed parking plan?
	+ What are the anticipated savings of the proposed parking location/arrangement (travel time, response time, etc.)?
	+ What risks are involved in parking at the proposed location? How does the agency plan to limit/manage any risks to the state vehicle resulting from parking in the new location?
	+ What impact is/will there be on the public, either in the current or proposed location?
	+ What public perception do you anticipate when a state vehicle parked routinely at the driver’s home?
	+ If call-outs are involved, how often do they actually occur? What is the expected benefit of the change in parking location as it relates to call-outs?
* If there are other considerations influencing the decision-making process, what are they and what is their impact?
* How does a driver routinely parking a state vehicle at home interface with—or advance—the agency mission?
* How does making this change benefit the agency? If no agency benefit, who does it benefit and how?
* What other options to long-term home parking did the agency consider? Why does the agency think this alternative is best?
* What would happen if the agency did nothing at all?
* If the findings of this analysis do not support the request, what other option(s) will the agency consider to address the need?
* How will the agency monitor the effects of the long-term parking plan?
	+ Who will ensure the proposed parking arrangement is meeting the goals established by the agency at the outset of the plan?
	+ How often (after the long-term home-parking plan starts) will the agency evaluate the appropriateness of the plan?
	+ If, after initiation, the plan is determined not to meet initial goals, what will the agency do?