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AGENCY INFORMATION

State Vehicle Long-Term Home Parking Cost Benefit Analysis

Document # VUAT-5D

Questions for DAS Risk Management?

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Agency Process Guide (OAR 125-155-0510)

Purpose: [OAR 125-155-0510](#) 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\(2\)](#) pending completion of a written agency cost-benefit analysis and documentation of the decision.

Basic Information:

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
Decision & Factors Contributing to Decision	(Name, Title, Signature)

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?