



**DEPARTMENT OF CORRECTIONS**  
**Human Resources**



<b>Title:</b>	<b>Vehicle Use and Reporting of Accidents</b>	<b>DOC Policy: 20.6.10</b>
<b>Supersedes:</b>	<b>7/15/98</b>	
<b>Applicability:</b>	<b>All employees and volunteers</b>	
<b>Reference:</b>	<b>OAR, Chapter 125, Division 155, State Vehicle Use and Access</b>	

**I. PURPOSE**

To assure that vehicles used for Department of Corrections authorized business complies with the rules and policies as set forth by the State of Oregon.

**II. POLICY**

- A. DOC Managers and Supervisors are responsible for ensuring that department employees and volunteers who drive a vehicle on authorized state business are properly trained and have a current valid Oregon operator's license. The immediate supervisor shall make available to the driver "Vehicle Rules for State Drivers." Drivers of state vehicles must ensure that each vehicle has an "Accident Report Packet" in it before its use.
- B. If driving a privately-owned vehicle on authorized state business, the operator shall show proof of insurance and shall receive prior approval via the CD 1404, "Request for Approval to Use Personal Vehicle for State Business" (Attachment A). This form shall be approved by the manager or supervisor and reviewed annually. Drivers shall promptly report any change in status of insurance coverage or drivers license to their supervisor. The department shall not reimburse for mileage unless management approval has been given prior to the vehicle being driven. Primary insurance coverage while using a private vehicle on state business will be the driver's insurance.
- C. All drivers on authorized state business are required to maintain their assigned or personal vehicle in a safe operating condition. Needed maintenance or any malfunction of state-owned vehicles shall be reported within 24 hours to the issuing motor pool or to the appropriate Lessor if the vehicle is a leased vehicle.
- D. All operators and riders in a state, leased, or personal vehicle shall obey all laws pertaining to the wearing of seat belts.
- E. All drivers shall observe defensive driving rules and obey all traffic laws.
- F. All citations received while driving on state business (private, leased, or state vehicle) must be reported to the driver's immediate or next level supervisor within 24 hours of receipt, and the Department's Safety and

Risk Manager. All citations received while driving on state business shall be reviewed by the direct supervisor and the appointing authority to determine if remedial and/or disciplinary action is necessary.

- G. Payment of parking or traffic fines, penalties, or other fees and costs resulting from citations shall be the responsibility of the driver of the vehicle.
- H. Passengers, in state vehicles or in privately owned vehicles on **authorized state business** (as defined by DAS Risk Management for any State of Oregon insurance coverage that may be applicable):
  - 1. Employee's aide: Supervisor's permission required in writing in advance. Use of any vehicle on state business.
  - 2. Employee's child: Supervisor's permission required in writing, in advance and DAS Risk Management Order allowing them to be passengers is needed (only approved on "bring you son or daughter to work days"). Use of any vehicle on state business.
  - 3. Employee's spouse: May be a passenger as the driver's aide (see above). Use of any vehicle on state business
  - 4. Hitchhiker: It is not permitted to pick-up or transport hitchhikers while on state business in any vehicle.
- I. Family members, riding with the Department's permission or without and/or whether in compliance with DOC/state policy/rules or not, shall ride at their own risk or at the personal risk of the driver, employee, or person to whom they are related to. The state shall not insure or indemnify friends or family nor insure or indemnify the employee against any claims brought by friends or family. It is also possible that state liability excess limits may not be applied when minors of employees are riding as passengers.
- J. State vehicles are to be parked only at department approved locations when not being used to conduct state business. Any exception, such as overnight parking at another location requires prior supervisory approval. If an emergency occurs and approval cannot be obtained, the supervisor must be notified the next working day.
- K. If a collision or accident occurs to **ANY** vehicle while on state business, the driver shall:
  - 1. If trained and qualified render first aid to the injured;
  - 2. Call the police and appropriate emergency medical units;
  - 3. Gather information necessary for reports and shall supply similar information to other drivers and police when requested;

4. Notify the motor pool, if state vehicle is involved;
  5. Inform the immediate supervisor;
  6. Notify Department of Administrative Services (DAS), Risk Management Division (RMD); and
  7. Make no statements or sign anything as to responsibility for the accident.
- L. The driver, if able, shall complete the Accident Report packet, which includes the Accident Report Summary, State Driver Card and the Oregon Traffic Accident and Insurance Report (Form 735-0032) and give to the immediate supervisor. In the event the driver is unable to complete the necessary forms or reports, the immediate supervisor will. The supervisor shall forward the original of each report to the State Motor Pool and send copies to the DAS-RMD Claims Unit, the Division of Motor Vehicles as required, and the unit Safety Manager who will forward to the Safety Committee.
- M. Each division/unit shall set up a process to review each collision or accident involving any vehicle used on state business. The review shall determine whether the collision or accident was preventable by reasonable safe driving techniques and recommend action to prevent recurrences.
- N. All accidents shall be reported according to the DOC Policy 40.1.6, Unusual Incident Reporting Process.
- O. If unable to drive during inclement weather the driver must contact the immediate supervisor for authorization to drive or find lodging for the night. If transporting inmates and the trip cannot continue due to the weather, the driver shall notify the State Police, the local police, and the person at the institution responsible for approving trip stoppage and emergency overnight housing of inmates. The driver must request and receive permission from the institution to house inmates in a local police or State Police facility.

### **III. IMPLEMENTATION**

This policy will be adopted immediately without further modification.

REQUEST FOR APPROVAL TO USE A PERSONAL VEHICLE ON STATE BUSINESS

To: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)

From: \_\_\_\_\_  
(Employee)

I request approval to use my personal vehicle for state business on \_\_\_\_\_ for the purpose of \_\_\_\_\_

My reason(s) for using my own vehicle is (are) \_\_\_\_\_

I am [ ] am not [ ] asking for mileage payment. Insurance terms remain the same whether or not mileage payment is requested.

When I am using my own vehicle on state business, it is my duty to carry a valid driver's license and auto liability insurance to protect myself. While driving my own vehicle I will obey all traffic laws and drive safely. Additionally my vehicle will be maintained in proper operation condition and I will carry the necessary equipment needed for driving in all weather conditions.

I affirm that I have a valid driver's license and my insurance now provides all that is required be Oregon law (ORS Chapter 806). I will also notify my supervisor immediately of any change in drives licenses or insurance status.

When using my vehicle on state business, my auto insurance applies first. In an accident, if liability loss exceeds my own policy limits, the state's coverage will apply to the excess over my policy limits. Still, the state will not cover any liability I incur when I am not acting within the scope of my state employment or duties. Nor will it cover if my act or omission amounts to malfeasance in office or willful or wanton neglect of duty.

It is up to me to carry liability, physical damage, uninsured motorist, and personal injury protection insurance on my car. The state will not pay the costs of any repairs to my vehicle.

If I am involved in an auto accident involving any vehicle while on state business, I will advise DAS Risk Management within 24 hours by calling 503-373-RISK (7475).

Requested:

Approved:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date