



DEPARTMENT OF CORRECTIONS
Administrative Services



Title:	Vehicle Use and Reporting of Accidents	DOC Policy: 20.6.10
Effective:	9/19/25	Supersedes: 1/1/01
Applicability:	All employees and volunteers	
Reference:	ORS 659A.143 OAR 125-155 State Vehicle Use and Access (DAS) DAS Risk Management Vehicle Use Access Toolkit DOC 40.1.6 Incident Reporting Process	
Attachments:	Driver Authorization Assessment Document VUAT-1B	

I. PURPOSE

To ensure that use of vehicles for authorized Department of Corrections business comply with the rules and policies as set forth by the State of Oregon.

II. DEFINITIONS

- A. Agent: A person or legal entity appointed in writing by a state agency to perform specified work. An agent is not an independent contractor. Agents, paid or unpaid, are subject to the direction and control of the agency. An agency may not call people agents for the primary purpose of justifying their transportation in a state vehicle.
- B. Authorized Driver: An employee, agent or volunteer who is approved by an agency to drive on official state business. Only those who meet this definition may drive a state vehicle.
- C. Employee: For the purposes of this policy, as defined in OAR 125-155:
 - 1. Any person employed by the state for whom the agency withholds income tax, provides workers' compensation coverage, and pays the workers' compensation hourly tax.
 - 2. Under this definition, workers provided by a temporary employment services agency and Department of Corrections adults in custody are not employees. An adult in custody is any person under the supervision of the Department of Corrections who is not on parole, probation, or post-prison supervision status.
- D. Official State Business: Any activity directed and controlled by a state agency that advances the lawful policies and purposes of the agency, which under state law is narrowly interpreted.
- E. State Vehicle: For the purposes of this policy, a motor vehicle owned, rented, borrowed, leased, or otherwise under the possession and control of the state and the supplies, parts and equipment for the operation, maintenance, or preparing of such vehicles, and licensed for highway use. A rental vehicle is a state vehicle if it is rented by a duly authorized employee at the cost of the state solely for official state business. Vehicles owned by state or public employees or vehicles owned by Department of Administrative

Services and lawfully rented to a local government or other non-state entity are not state vehicles for the purposes of this policy.

- F. Volunteer: An unpaid person appointed by a state agency to work on its behalf. Volunteers are appointed in writing to do official state business under agency direction and control. They receive no remuneration. An agency must not call people volunteers for the primary purpose of justifying their transportation in a state vehicle. Volunteer and agent may be used interchangeably unless the context requires otherwise.

III. POLICY

A. General

3. Citations: All citations received while driving on state business in private, leased, or state vehicle must be reported to the driver's immediate or next level supervisor within 24 hours of receipt, and to 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 or disciplinary action is necessary.
4. Transporting Passengers:
- a. Authorized drivers must obtain prior agency approval and specified conditions from their immediate supervisor or designee to transport the following passengers in state vehicles on authorized state business (as defined by Department of Administrative Services Risk Management for any State of Oregon insurance coverage that may be applicable):
 - A. Guests of the government;
 - B. Observers or ride-a-longs;
 - C. Driver's or passenger's aides;
 - D. Minors, wards, and those who are in the custody of the state or others who are not legally liable for themselves and their agreements; or
 - E. Agents or volunteers.
 - b. No family members or friends may be passengers in state vehicles on state business.
 - c. Children may ride in state vehicles only under the following circumstances:
 - A. OAR 125-155-0420(4)(d) applies; or

- B. Department of Administrative Services issues an order;
 - C. The agency and Department of Administrative Services Risk Management provided prior approval; and
 - D. Must be in legally required car seats.
5. Driving a Privately-Owned Vehicle on Authorized State Business:
- a. The operator shall show proof of insurance and shall receive prior approval using an Authorization to Use Private Vehicle form (CD 1378).
 - b. Authorization to Use Private Vehicle form (CD 1378) shall be approved by the manager or supervisor for each instance a Department of Corrections employee requests to drive a privately-owned vehicle.
 - c. Drivers shall promptly report any change in status of insurance coverage or driver's license to their supervisor.
 - d. The state shall not pay an employee for damage to an employee's vehicle, any insurance deductibles, or increased insurance rates due to an accident occurring while on official state business.
 - e. The department shall not reimburse for mileage unless management approval has been given prior to the vehicle being driven.
 - f. Primary insurance coverage while using a private vehicle on state business will be the driver's insurance.
6. Hitchhikers: It is not permitted to pick-up or transport hitchhikers while on state business in any vehicle.
7. Animals: Pets of drivers or working passengers must not ride in state vehicles except when the pet is an assistance animal as defined in ORS 659A.143 or the use is necessary to conduct official state business. Animals must be in secured containers.
8. Driver's Aide: Permission is required from the driver's supervisor in writing in advance and only under the following conditions:
- a. The driver's aide shall be subject to the rules and conditions outlined in this policy; and
 - b. A driver's aide shall not drive a state vehicle.
9. Storage of State Vehicles:
- a. State vehicles must be stored at sites owned, leased, or controlled by the state except during use of state vehicles under OAR 125-155-0500.

- b. Prior agency approval is required for overnight parking at another location or home. Department of Corrections managers and supervisors must complete a cost benefit analysis prior to approval. If an emergency occurs and approval cannot be obtained, the supervisor must be notified the next working day.
 - c. Home garaging of state vehicles will be reviewed in six-month intervals.
 - d. When practical, a state vehicle parked at a home, hotel, or motel must be located off public streets in a reasonably secure setting.
10. Inclement Weather: If unable to drive during inclement weather, the driver must contact their immediate supervisor for guidance and authorization to find lodging for the night.
11. Substance Use:
- a. Drivers or passengers are not allowed to consume tobacco, marijuana, alcohol, or any other illegal or intoxicating substance before or while operating or riding in a vehicle on official state business.
 - b. Drivers or passengers are not allowed to smoke, aerosolize, vape, or use an inhalant delivery system inside a state vehicle.
12. WEX Fuel Cards: Department of Administrative Services issued fuel cards (WEX) are to be utilized for fueling of state vehicles and shall not be used for the purchase of personal items. All employees shall complete the Department of Corrections training module for utilizing the WEX fuel card for a state vehicle in Workday.

B. Manager and Supervisor Responsibilities

Department of Corrections managers and supervisors are responsible for:

- 1. Ensuring that department employees and volunteers who drive a vehicle on authorized state business are properly trained and have a current valid driver's license. The immediate supervisor shall assign and ensure driver completes the Department of Administrative Services - Risk Management training module for vehicle use and access in Workday.
- 2. Utilizing the Department of Administrative Services Vehicle Use Access Toolkit prior to authorizing an employee or volunteer to drive. The Driver Authorization Assessment form (VUAT-1B) will be completed upon initial hire and at yearly intervals to assess an employee's or volunteer's driving history.

C. Operator (Driver) and Passenger (Rider) Responsibilities

All drivers of state vehicles on authorized state business shall:

- 1. Ensure that each vehicle has a Crash Report Packet for State-Owned Vehicles in it

before its use. This packet can be located at the Department of Administrative Services - Risk Management website under the Driving on State Business section.

2. Maintain their assigned or personal vehicle in 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.
3. Obey all laws pertaining to the wearing of seat belts while driving on state business in a state, leased, or personal vehicle.
4. Operate the vehicle in a safe manner complying with all traffic control devices, rules, and traffic laws.
5. Report any loss or restrictions to their driving privileges to their immediate supervisor.
6. Pay parking or traffic fines, penalties, or other fees and costs resulting from citations.

D. Collisions and Accidents

1. All accidents shall be reported according to the department's policy on Unusual Incident Reporting Process (DOC Policy 40.1.6).
2. If a collision or accident occurs to any vehicle while on state business, the driver shall:
 - a. If trained and qualified, render first aid to the injured. Rendering emergency aid to other drivers must be voluntary in every case. Employees are not urged or expected to render emergency aid and should do only what they are willing and trained or experienced to do.
 - b. Call the police and appropriate emergency medical units;
 - c. Gather information necessary for reports and, when requested, supply similar information to other drivers involved in the collision or accident and to police;
 - d. Notify the motor pool if state vehicle is involved;
 - e. Inform their immediate supervisor;
 - f. Notify Department of Administrative Services Risk Management Division;
 - g. Make no statements or sign any document taking responsibility for the accident;
 - h. Complete a Crash Report Packet for State-Owned Vehicles, found in the vehicle or on the Department of Administrative Services - Risk Management

website under the Driving on State Business, which includes the Accident Report Summary, State Driver Card, and the Oregon Traffic Accident and Insurance Report (Form 735-0032); and

- i. Submit the packet to their immediate supervisor.
 - j. In the event the driver is unable to complete the necessary forms or reports, the immediate supervisor will:
 - A. Complete the necessary forms and reports on the employee's behalf;
 - B. Forward the original of each report to the State Motor Pool; and
 - C. Send copies to the Department of Administrative Services - Risk Management Claims Unit, the Department of Motor Vehicles as required, and the unit Safety Manager who will forward to the Safety Committee.
3. Each division or 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.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: __signature on file_____
Julie Vaughn, Rules Coordinator

Approved: __signature on file_____
Michael Reese, Director



Driver Authorization
Assessment
Document # VUAT-1B

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PURPOSE: Answering the questions below will help an agency evaluate and document the initial, or a subsequent, decision to authorize an employee to drive consistent with OAR [125-155-0200](#) and [125-155-0300\(2\) through 125-155-0300\(4\)](#).

Agency Number:	Agency Name:
Driver Name:	Position Number:
Initial Assessment? <input type="checkbox"/> Yes <input type="checkbox"/> No	ODL:
QUESTION	ANSWER
1. What is the type of driver? For other permitted driver, see OAR 125-155-0400 .	<input type="checkbox"/> Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Agent <input type="checkbox"/> Other permitted driver (Describe)
2. What is the official state business that requires driving?	Describe duties:
3. What is the vehicle use assignment?	<input type="checkbox"/> Day Use <input type="checkbox"/> Full-time Use <input type="checkbox"/> Overnight Use
4. Is driving an essential function of the position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Does employee meet state driver requirements per OAR 125-155-0200(1) ?	<input type="checkbox"/> Yes <input type="checkbox"/> No 18 years or older <input type="checkbox"/> Yes <input type="checkbox"/> No Current valid driver's license
6. Does the employee meet the agency's criteria for having an acceptable driving record/license?	<input type="checkbox"/> Yes <input type="checkbox"/> No Details
7. What is the driver's license status? See ORS 807.120 Note: Hardship Permits are not included in "Other court-ordered restrictions". See question #9 below.	<input type="checkbox"/> Yes <input type="checkbox"/> No Valid with no restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No Valid with restrictions Describe restrictions: <input type="checkbox"/> Yes <input type="checkbox"/> No Suspended <input type="checkbox"/> Yes <input type="checkbox"/> No Revoked

<p>8. If “Valid with restrictions” (#7 above) is “Yes”, how will the driver operate a vehicle within those restrictions to do state business?</p>	<p>Describe:</p>
<p>9. Has the employee received any citations or warnings in the last three years according to their driving record? (Attach records.) If driver has received citizen complaints or been involved in accidents with state vehicle(s), describe them in “Other”. See Note below.</p> <p>Note: If your agency has a policy for checking driver licenses, use the established agency criteria for this consideration. See Guideline for Authorizing State Drivers to Operate a State Vehicle (#VUAT 1D) for details.</p>	<p><input type="checkbox"/> No major traffic offenses:</p> <p><input type="checkbox"/> Yes Reckless driving</p> <p><input type="checkbox"/> Yes DUII</p> <p><input type="checkbox"/> Yes Failing to perform duties of a driver</p> <p><input type="checkbox"/> Yes Criminal driving while suspended or revoked</p> <p><input type="checkbox"/> Yes Fleeing or attempting to elude a police officer</p> <p><input type="checkbox"/> Yes Other, describe:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Felony revocation of driving privileges</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Felony driver license suspension</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Misdemeanor driver license suspension</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Moving traffic violations</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Careless driving conviction</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Class A moving traffic infraction</p>
<p>10. If license is suspended or revoked, is the driver requesting—or do they have—a hardship permit? See ORS 807.240.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If “Yes”, go to Hardship Permit Risk Assessment (Toolkit #VUAT-2B)</p>
<p>11. Does the driver have an ignition interlock device (IID) installation requirement?</p> <p>If “No” to both, skip to question #12.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No As part of a DUII diversion agreement</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No As part of DUII Conviction</p> <p>Describe:</p>

Driver Authorization
Assessment
Document # VUAT-1B

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