



**TEXT BOX TO ENTER
AGENCY INFORMATION**

**Adverse Driver Loss Control
Plan**

Document # VUAT-2C

Questions for DAS Risk Management?

☎ 503-373-7475

✉ risk.management@oregon.gov

Purpose: Agencies are obligated to assure state driving is safe, legal, and respectful. Hardship Permits are a “red flag” to agencies that an employee’s driving requires closer attention. The agency must provide a written loss control plan and risk assessment as part of their documentation when requesting a Hardship Permit Review to DAS Risk Management (DAS RM). Documents submitted should not include specific information about any personnel or disciplinary actions the agency is pursuing. Agencies not submitting a written Loss Control Plan to DAS RM before allowing the employee to drive run the risk of losing coverage from the state self-insurance fund. Plan components appear below.

Agency Name:	Agency Number:
Driver Name:	Position Name/Number:
	DL State and Number:

Questions, Considerations and Requirements	Agency Findings/Response
1. Agency must: <ul style="list-style-type: none"> • Counsel driver/employee on agency expectations for safe and legal driving, • Give driver/employee a copy of the Vehicle Use and Access Rules (OAR 125-155), • Provide driver/employee a copy of any agency rules, policies, or conditions the agency attaches when accepting a Hardship Permit and the related restrictions, <u>and</u> • Secure the driver/employee’s agreement (sample in Toolkit) to comply with all conditions applied to the authorization to drive. 	Comments/date completed
2. Driver/employee must complete, or have completed in the preceding 12 months, a DAS Orientation training course, as well as agency driver training courses or a safe driving course.	Comments/date completed
3. The loss control plan must identify loss control measures designed to address the specific behavior resulting in loss of driving privileges. The following are some <u>examples/options</u> of ways to carry out this part of the plan. Financial responsibility for related expenses to be determined at plan outset. <ul style="list-style-type: none"> • Have face-to-face meetings between the employee and supervisor at the beginning and end of the shift to assess the employee’s condition and behavior. 	Comments/date completed

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<ul style="list-style-type: none"> • Supervisor to make unannounced “spot checks” at different times throughout the shift. • Approve driving only when no other options exist or driving subject to prior review and approval by the supervisor. • Do not approve incidental driving (i.e., minor job duties such as errands, etc.) • Require using alternate transportation for necessary training or meetings. • Require prior approval for meetings necessitating travel. • Make attending required meetings possible via speaker-phone, teleconference or videoconference. • Restrict the type of vehicle the employee may drive. • Hire a “ride-along” driving coach to spot poor/dangerous driving behaviors and retrain employee. 	
<p>4. By rule (OAR 125-155-420), the agency must grant prior approval for driver/employee to transport passengers on state business. Does the employee transport clients or other passengers?</p> <ul style="list-style-type: none"> • If/when considering (prior) approval of passenger transport, include narrowly defined restrictions on the request and the activity. • Prior-approve passenger transport only when no other options exist. 	Comments/date completed
<p>5. How does the agency loss control plan assure public and employee safety?</p>	Comments/date completed
<p>6. The agency/plan must document</p> <ul style="list-style-type: none"> • The expectation that the employee will follow the plan, <u>and</u> • How it will hold the employee accountable to follow the plan The agency may use VUAT2 G. 	Comments/date completed
<p>7. How will the agency monitor the plan during the period of the Hardship Permit or driving privilege restrictions?</p>	Comments/date completed

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<p>8. Who will notify ODOT/DMV and DAS RM when either (1) the employee has had their regular license reinstated or (2) they leave your agency to work elsewhere?</p>	<p>Comments/date completed</p>
<p>9. If the agency wants to allow the employee to drive a private vehicle on state business with a Hardship Permit, the agency must</p> <ul style="list-style-type: none"> • Be sure the employee's insurance covers all private vehicles used <u>and</u> specifically allows vehicles to be used for business purposes, <u>and</u> • Include proof of automobile liability coverage for the employee's vehicle with the plan submitted. Agency will verify at regular intervals correct insurance coverage is maintained throughout the agreement. (State excess liability coverage may not apply if the plan submitted to DAS-RM does not include proof of insurance.) 	<p>Comments/date completed</p>

Date:

Signature of Appointing Authority/Designee

Name/Position of Appointing Authority/Designee

DAS RM's signature below reflects only the advisory role in this process. It is not legal advice. The agency remains responsible for all decisions and any resulting outcomes.

Date:

Signature of DAS RM Reviewer

Name/Position of DAS-EGS/RM Reviewer