



TEXT BOX TO ENTER
AGENCY INFORMATION

Checklist for Loss of Driving
Privileges

Document # VUAT-2F

Questions for DAS Risk Management?

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Purpose: State employees may have duties and responsibilities requiring use of a motor vehicle when conducting official state business. This checklist will assist agencies facing an employee with restricted driving privileges preserve their investment in the employee as well as decide and document the process. This checklist helps determine:

1. If a driver is eligible to drive a motor vehicle on official state business within imposed restrictions,
2. If the agency is willing to accept the conditions (risk) of the employee driving, or
3. If there are alternative means of effectively conducting official state business available to the agency/employee without requiring driving.

Agency Name:	Agency Number:
Driver Name:	Position Name/Number:
	DL State and Number:
Question	Agency Findings/Response
1. Is the driver a state employee <u>and</u> authorized state driver as defined in OAR 125-155 State Vehicle Use and Access Rules?	<input type="checkbox"/> Yes Comments: <input type="checkbox"/> No
2. Does the employee's position require driving?	<input type="checkbox"/> Yes Comments: <input type="checkbox"/> No
3. Is driving an essential function of the employee's position?	<input type="checkbox"/> Yes Comments: <input type="checkbox"/> No
4. What type of driving does the employee do on their job?	Comments:
5. What type of vehicle does the employee operate on their job?	Comments:
6. When and where does the employee drive?	Comments:
7. Can the employee be assigned—or re-assigned—non-driving tasks?	<input type="checkbox"/> Yes Comments: <input type="checkbox"/> No

The agency may consider the following—or develop alternative—options. These are examples only. This is not an all-inclusive list. Items may be used in a progression or, when the offense is egregious, the most appropriate/severe option may be chosen without initiating a sequence.

Decision Options	Selected?
Adjust duty assignment (i.e., allow the employee to be a passenger instead of the driver; allow the employee extra time to take public transportation or walk).	<input type="checkbox"/> Yes Comments: <input type="checkbox"/> No

<p>Identify temporary/job rotation assignments for which the employee qualifies <u>within the home agency and within the same geographic area</u>. The temporary assignment must <u>not</u> include driving a motor vehicle to carry out official state business as a required task.</p>	<p><input type="checkbox"/> Yes Comments: <input type="checkbox"/> No</p>
<p>Identify other temporary/job rotation assignments for which the employee qualifies <u>in another agency and within the same geographic area</u>. The temporary assignment must <u>not</u> include driving a motor vehicle to carry out official state business as a required task.</p>	<p><input type="checkbox"/> Yes Comments: <input type="checkbox"/> No</p>
<p>Identify available positions for which the employee qualifies <u>within the home agency and within the same geographic area</u>. An employee may choose to move voluntarily to a position at the same, equal, or lower salary range number as per HR transfer approval. The position must <u>not</u> include driving a motor vehicle to carry out official state business as a required task. The employee's choice to move voluntarily to another available position does not remove any rights provided by the collective bargaining agreement or State HR Policy/Rules.</p>	<p><input type="checkbox"/> Yes Comments: <input type="checkbox"/> No</p>
<p>Initiate the disciplinary process consistent with agency HR policy or applicable collective bargaining agreement.</p>	<p><input type="checkbox"/> Yes Comments: <input type="checkbox"/> No</p>
<p>Notes:</p>	
	<p>Date:</p>
<p>Signature of Appointing Authority/Designee</p>	
<p>Name/Position of Appointing Authority/Designee</p>	