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## Agency Process Guide (OAR 125-155-0800)

**Purpose:** Agencies may apply to DAS for a variance from any rule in [OAR 125-155](#) (OAR 125-155-0800). This document outlines the required process and refers to the Vehicle Usage Rules Variance Request ([VUAT-5B](#)) as an example of the initiating document.

**Caveat:** Agency request timing must contemplate DAS RM's time to compile all necessary documents before considering the request. The 30-day timeframe for variance review/decision begins when DAS RM has completely compiled all documents. Submitting a request does not guarantee approval. DAS RM's written approval must be received by the requesting agency before initiating any action related to the subject of the variance request.

### Step 1: Agency

- Develops a document based on Rules Variance Request ([VUAT-5B](#)) which
  - Identifies the specific rule(s) for which variance is requested
  - Shows how the variance is clearly necessary or beneficial
  - Meets narrow interpretation of "official business"
  - Has consent of vehicle owner if not owned by agency
  - Ensures vehicle user knows they must comply with rules
  - Requires vehicle operator to furnish primary vehicle liability and property insurance
- Submits request to DAS Risk Management (DAS RM) in required timeline

### Step 2: DAS RM

- Receives request at least 30 days before intended implementation
- Ensures request provides information needed and meets criteria/requirements
- Assesses risk exposure
- Prepares/provides recommendations for decision-making to DAS Administrator

### Step 3: DAS Administrator

- Reviews Agency variance request and DAS RM assessment and recommendation(s)
- Determines appropriate course of action
- Advises DAS RM of decision

### Step 4: DAS RM

- Prepares request response document based on DAS Administrator decision and incorporating specific conditions of implementation if applicable
- Conveys decision via request response document to requesting Agency
- Communicates—and ensures agency understanding of—stipulations for implementation as appropriate
- Stores documents for monitoring or future reference