



TEXT BOX TO ENTER
AGENCY INFORMATION

Driver Authorization Assessment

Document # VUAT-1B
Questions for DAS Risk Management?
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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\(4\)](#).
CAVEAT: For guidelines on acceptable driving history/record, refer to your agency policy for authorizing a state driver or (if your agency has not developed one) the Agency Process Guide outlined in VUAT-1D of this Toolkit.

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>

<p>12. Has the agency completed an Employer Ignition Interlock Device (IID) Exception (DMV 735-6874)? See ORS 813.602.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Note: If “Yes”, when the agency completes an Exception and subsequently decides <u>not</u> to allow the employee to drive or if the employee has their driver’s license reinstated or leaves the agency, the “Notification of Termination of Exception” section of the Exception form <u>must</u> be completed and sent to DMV.</p>
<p>13. Is the driver scheduled to attend all state/agency required driver training?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Driving on State Business Orientation (Webinar)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Agency required driver safety training</p>
<p>14. Agency Decision</p> <p>Based on an assessment of the above information, the agency decision to allow the named driver to operate a motor vehicle to carry out official state business is :</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Denied [If denied, please indicate below which answer(s) contributed to the denial:]</p>	
<p>Date Completed</p>	
<p>Printed Name of Appointing Authority or Designee</p>	
<p>Signature of Appointing Authority or Designee</p>	