

Procedure Title:	Vehicle Use for State Business		
Procedure Number:	DHS-080-005-01	Version:	2.0
Effective Date:	Upon Approval		

Signature on File in the Office of the Chief Administrative Officer May 21, 2010

Approved: Jeremy Emerson, Deputy Chief Administrative Officer **Date:** _____

Procedure

Review of Driving Records for New Hires, DHS Employees, Contractors and Volunteers When Driving is an Essential Function of Their Position

Step	Responsible Party	Action
1.	Interview coordinator New Hire Supervisor	<p>Faxes criminal history (301HR) for successful applicant to Background Check Unit (BCU).</p> <p>If a new hire lives out of state, he or she will need to provide a certified copy of their out-of-state driving record for the past 2 years.</p> <p>The supervisor shall forward out-of-state records, with the hiring packet, to their assigned HRA for completion and review of a risk assessment when driving is an essential function of a position.</p>
2.	Background Check Unit (BCU)	<p>Reviews the DHS Background Request (301HR) to determine if driving is required for this position to conduct state business.</p> <p>If driving is required for the position to conduct state business, BCU runs a DMV report and e-mails the Human Resource Analysts (HRA) the results, including any entries on the driving record that are of concern.</p>
3.	Human Resource Analyst (HRA)	<p>The HRA will review the DMV report and any entries of concern and complete a driving risk assessment document, DHS 0822. The results of the risk assessment will be compared to the driving criteria in the DHS Vehicle Use for State Business policy and a determination will be made as to whether the record is satisfactory.</p>

		The HRA will send an e-mail to the hiring supervisor with the final determination.
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Driver education and training

Step	Responsible Party	Action
1.	Supervisor	<p>Ensure employees who are required to drive for official state business attend a defensive driver education program within 90 days of initial assignment and every 5 years thereafter.</p> <p>Divisions will be responsible for the cost of all training.</p>

Permission to Use Personal Vehicle

Step	Responsible Party	Action
1.	Employees, Contractors, and Volunteers	Complete a Request to Use Personal Vehicle on State Business form and submit to your Supervisor or Manager with demonstrated proof of auto insurance with personal auto liability.
2.	Manager or Supervisor	<p>Confirm employee has active auto insurance with personal auto liability coverage.</p> <p>Approve or deny an employees' Request to Use Personal Vehicle on State Business form.</p> <p>Provide a copy of the form to the requesting employee and retain the original at the local office.</p>

Exception to Use a Hands-Free Device

Step	Responsible Party	Action
1.	Manager or Supervisor	<p>Maintain written justification in the managers working file which provides an exception to allow specific employees or positions who transport clients to use a wireless communication device with a hands-free device while operating a vehicle on state-related business.</p> <p>The written justification for an exception to the policy should include:</p> <ol style="list-style-type: none"> a. A description of the business need for the exception; b. The names of the individuals or positions for which the exception will apply;

		<p>c. The specific circumstances within which this exception applies;</p> <p>d. Considerations that will be followed to minimize the increase in risk to distracted driving, such as but not limited to:</p> <ul style="list-style-type: none"> • The authorized use of a hands-free device while operating a vehicle is for urgent state-related business only. • The authorized use of a hands-free device while operating a vehicle applies only to those individuals or positions specifically identified through the exception process. • The availability of other employees in the vehicle to make or receive a call for the driver.
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Pre-operation check/reporting of vehicle maintenance defects

Step	Responsible Party	Action
1.	Local office	<p>Establish process to perform regular safety checks on vehicles and for drivers to report defects.</p> <ul style="list-style-type: none"> ▪ DHS form 0669 may be used. <p>Inform all drivers of process.</p>
2.	Employees, Contractors, and Volunteers	<p>Report defects per office procedure.</p> <p>Do not use a vehicle with a defect that may contribute to a collision or breakdown.</p> <p>Perform a vehicle safety check in accordance with the established office procedures or more frequently when necessary.</p>

Citations, Convictions, Suspension, Revocation of License

Step	Responsible Party	Action
1.	Employees, Contractors, and Volunteers	<p>Notify your direct manager or supervisor immediately, or by no later than the end of your work shift, of any citations, arrests and/or incidents that occur while driving any vehicle for official state business.</p> <p>Notify your direct manager or supervisor immediately, or by no later than the end of your</p>

		work shift, of any arrests and/or conviction for <u>off-the-job</u> traffic offenses, or upon receiving notice of suspension or revocation of driver license
2.	Supervisor	<p>Notify the Office of Human Resources within 5 days for any citations, arrests and/or any incident that occurs while driving any vehicle for official state business.</p> <p>Notify the Office of Human Resources within 5 days for any arrests and/or conviction for <u>off-the-job</u> traffic offenses, or upon receiving notice of suspension or revocation of driver license.</p>
3.	Human Resource Analyst (HRA)	<p>Evaluate the information received from the manager or supervisor and determine a course of action, if necessary.</p> <p>Examples can include: a new driver record check and risk assessment; a written training/coaching plan; suspension of employee's authorization to drive for official state business; or disciplinary action.</p> <p>Notify BCU if an updated DMV report is needed.</p> <p>Notify the manager or supervisor if action is necessary.</p>

Citizen Complaints and Citations (received through DAS)

Step	Responsible Party	Action
1.	Office of Human Resource Administrative Assistant	<p>Receives Citizen Complaint and/or Citation from DAS.</p> <p>The Citizen Complaint and/or Citation are assigned to the appropriate HRA.</p>
2.	Human Resource Analyst (HRA)	<p>Identify driver of the vehicle involved in the citizen complaint or citation.</p> <p>Review records of the driver for prior driving incidents (including complaints).</p> <p>Review the driving record of the driver to ensure compliance with the Vehicle Use for State Business Policy.</p> <p>Notify BCU if an updated DMV report is needed.</p> <p>Assign to the appropriate Manager or Supervisor for</p>

		further investigation.
3.	Supervisor	<p>Meet with employee to determine relevant facts.</p> <p>Complete the investigation form.</p> <p>When necessary, consult with your assigned HRA if coaching or corrective action is needed. Examples can include: a written driver training/coaching plan; suspension of employee's authorization to drive for official state business; or disciplinary action.</p> <p>Send a copy of all relevant information to your HRA including the investigation form.</p> <p>Notify your HRA immediately if a complaint or notice of a citation while driving on state business is directly received by your office.</p>
4.	Human Resource Analyst (HRA)	<p>Review the completed investigation form and determine if additional action is necessary.</p> <p>Submit all relevant information to the Office of Human Resources Administrative Assistant.</p>
5.	Office of Human Resource Administrative Assistant	<p>Enter Citizen Complaint and/or Citation in the Vehicle Complaint and Citation Log.</p> <p>Submit the completed investigation form and relevant documents to DAS.</p>

Vehicle Collisions/Incidents While Driving for Official State Business

Step	Responsible Party	Action
1.	<p>Employees, Contractors, and Volunteers</p> <p>Follow all steps if driving a state vehicle; or, Follow all applicable steps if driving a privately-owned vehicle for official state business</p>	<p>If driving a state vehicle, follow packet instructions located in the state vehicle glove compartment.</p> <p>Verbally report the accident/incident to your manager or supervisor as soon as possible and no later than the end of the work shift.</p> <p>Complete the following documents as needed and provide to your manager or supervisor:</p> <ul style="list-style-type: none"> • Workers' Compensation Claim Form (SAIF 801)

		<p>E-mail scanned documents to (CAF) district business expert or Division Risk Coordinator.</p> <p>E-mail scanned documents to the Motor Pool Division.</p>
3.	Supervisor	<p>Notify DHS Safety & Health as soon as possible or before the end of the workday.</p> <p>If applicable, fax the Workers' Compensation Claim Form (SAIF 801) within 24 hours to DHS Safety & Health (503-378-3689).</p> <p>Work with employee to identify factors contributing to the collision and document, along with corrective action, on the DHS 2108. Forward a copy of relevant documents to your safety committee.</p> <p>OSHA must be notified at (503) 378-3272 as indicated below.</p> <ul style="list-style-type: none"> • Fatality: Report within 8 hours of knowledge of fatality. • Overnight hospitalization for treatment (not observation) of 3 or more employees: Report within 8 hours. • Overnight hospitalization for treatment (not observation) of 1 or 2 employees: Report within 24 hours. <p>If corrective action is being considered, immediately contact the assigned Human Resource Analyst.</p>
4.	District Business Coordinator or Risk Coordinator	<p>Forward e-mail from the local office and forward with attachments to GroupWise mailbox CRASH, DOCUMENTS (CRASHDOCS@DHS.STATE.OR.US).</p> <p>Enter in Property Loss Tracking System (PLTS), determining if state or other driver is at fault (if other driver is at fault Financial Services will initiate recovery).</p> <p>If the DHS driver is at fault, close the PLTS entry. If the citizen driver was at fault, do NOT close the entry but "send" it, placing the record in the "in-process" status.</p> <p>Notify DAS Risk Management at 503 373-RISK if the</p>

		DHS driver may be at fault for damages/injury to a 3 rd party even if DHS driver was in a personal vehicle.
5.	Safety/WC Coordinator	<p>Check driving record for compliance with Vehicle Use for State Business Policy and complete a risk assessment document, as needed.</p> <p>Check internal records for prior driving incidents (including complaints).</p> <p>Notify assigned HRA if record is determined to be unacceptable.</p>

Policy that applies

- [DHS-080-005](#), Vehicle Use for State Business

Forms that apply

- DHS 0822: Motor Vehicle Record Evaluation Risk Assessment Document [WORD](#) [PDF](#)
- DHS 0823: Request to Use Personal Vehicle on State Business [WORD](#) [PDF](#)
- DHS 0669: Vehicle Pre-operation safety check [PDF](#)
- [State Self-Insurance Claim Report](#)
- SAIF: Form 801 Report of Job Injury or Illness [PDF](#)
- [DMV Oregon Traffic Accident and Insurance Report](#)
- DHS 2107D: How to Report a Safety or Health Incident (Instructions for filing an incident report) [PDF](#)
- DHS 2108: DHS Supplement to DMV Oregon Traffic Accident and Insurance Report [WORD](#) [PDF](#)
- DHS Vehicle Use for State Business Frequently Asked Questions [PDF](#)

Contacts

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Procedure History

- **Version 2.0:**
05/21/2010 – Renamed and revised to include new form, DHS 0822, Motor Vehicle Record Evaluation Risk Assessment Document

- **Version 1.0:**
10/02/2003 – Initial release