

Administrative Services

Policy Transmittal

Authorized by: Clyde Saiki, Chief Administrative Officer
Signature

PT Number: AS-PT-03-004

Date: 10/24/2003

Topic (that best applies): **Safety**

Transmitting (check the box that best applies):

- | | | |
|--|---|---|
| <input type="checkbox"/> New Policy | <input checked="" type="checkbox"/> Policy Change | <input type="checkbox"/> Policy Clarification |
| <input type="checkbox"/> Administrative Rule | <input type="checkbox"/> Manual Update | <input type="checkbox"/> Other _____ |

Applies to (check all that apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Policy Title:	Safe Driving Standards		
Topic Area:	Safety		
Policy Number(s):	AS-080-005 (Supercedes DHS 50.200.11A)	Release No:	1.0
Effective Date:	10/02/2003	Expiration:	N/A
References:			
Web Address:	http://www.dhs.state.or.us/policy/admin/safety/080_005.htm		

Discussion/Interpretation: The policy has been revised with stronger language regarding cell phone use and is consistent with the new DHS Cellular Telephone policy.

This revision also discourages the use of 15-passenger vans following an alert from the National Highway Traffic Safety Administration regarding increased roll-over hazards; implements the use of a Driving Record Self-Certification form for employees who transport clients and a Request to Use Personal Vehicle form; requires defensive driving training upon initial assignment; and clarifies state law and Risk Management policy.

Implementation/Transition Instructions: Please read [AS-080-005, Safe Driving Standards Policy](#) and follow steps outlined in [AS-080-005-01, Safe Driving Standards Procedures](#)

Training/Communication Plan: Refer to the Safe Driving Standards policy for defensive driving training requirements.

Local/Branch Action Required: Implement policy requirements.

Central Office Action Required: Review and update policy and procedures as necessary and respond to questions and inquiries.

Field/Stakeholder review: Yes No

If yes, reviewed by: Administrative Services Policy Review Team

Filing Instructions: None. DHS Administrative policies and procedures can be found on the DHS web site at: <http://www.dhs.state.or.us/policy/admin/index.htm>

If you have any questions about this policy, contact:

Contact(s):	Steve Vesper		
Phone:	503-945-6382	Fax:	
E-mail:	steven.w.vesper@state.or.us		