

## Agency Process Guide (OAR 125-155-0100 through 125-155-0300)

**Purpose:** This guide is for agency use in developing policies/procedures around authorizing employees to operate vehicles on official state business.

**Caveats:** It is not an all-inclusive list. It is offered as a baseline/guidance for agencies when determining what an acceptable driving record is for their potentially authorized state driver. “Best practice” for assessing driving history considers a driving record no older than 30 days and covering a period of no less than 24 months. DAS RM encourages agencies to consider their driving risks and develop their policy accordingly.

### Satisfactory/Acceptable Driving Record

Driver has not forfeited bail or been convicted of:

Offense	Timeframe*
Major traffic offense, such as (not all-inclusive) <ul style="list-style-type: none"> <li>• Reckless driving</li> <li>• Driving under the influence of intoxicants</li> <li>• Failing to perform duties of a driver</li> <li>• Criminal driving while suspended or revoked</li> <li>• Fleeing or attempting to elude a police officer</li> </ul>	Within last 24 months
Felony revocation of driving privileges	Within last 24 months
Felony or misdemeanor driver license suspension	Within last 24 months
More than 3 moving traffic violations	Within last 12 months
Careless driving conviction	Within last 12 months
Class A moving traffic violation	Within last 12 months

\*Timeframes begin at the later date of violation, forfeiture, or conviction.

### Driver Training

Driver training is an integral part of ensuring a state driver operates a vehicle safely and respectfully while on state business. To that end, the following are guides for an agency to use when preparing/revising driver authorization policies and procedures.

Who	What	Source	Timeframe
All new (state) drivers	State driving orientation (Webinar)	Oregon DAS	Before driving state vehicle
All drivers	Safe driver training	Agency-selected / verified / accepted	Consistent with agency policies
Adverse driver – new or existing	Agreed action plan (may include reviewing Webinar and safe driver training)	Mutual agreement of agency and driver or agency-selected	Prior to starting or resuming driving state vehicle