



# OREGON YOUTH AUTHORITY

## Policy Statement

### Part III – Youth Services (Community)



Subject:

#### Youth Identification/Driver's Licenses/Permits

Section – Policy Number:

**D: Case Management – 9.0**

Supersedes:

**III-D-9.0 (9/12)**  
**III-D-9.0 (1/07)**  
**III-F-3.1 (6/03)**

Effective Date:

**02/27/2017**

Date of Last

Revision:

**02/27/2019**

#### Related Standards and References:

- [ORS Chapter 807](#) (Driving Privileges, Licenses and Permits)
- [ORS Chapter 809](#) (Refusal, Suspension, Cancellation and Revocation of Registration, Title, Driving Privileges and Identification card; Vehicle Impoundment)
- [OYA form](#): YA 3029 (DMV Youth Proof of Age)

*Form number is not on form as this layout was developed in partnership with and basic layout used by DMV, DOC and other state/county agencies for DMV Proof of ID purposes.*

YA 3030 (Driver Exemption Authorization)

#### Related Procedures:

- [COM-III-D-9.0](#): Youth Driver's Licenses/Permit Requests

#### Policy Owner:

Community Services Assistant  
Director

#### Approved:

Fariborz Pakseresht, Director

## I. PURPOSE:

The purpose of this policy is to provide guidance to OYA staff in assisting youth who are on parole or probation obtain acceptable identification or a driver's license/permit when authorized.

## II. POLICY DEFINITIONS:

**Substitute care:** Residential placements in the community that provide 24-hour-a-day care or treatment, excluding a relative's home. Such placements include, but are not limited to, foster care, proctor care, or contracted residential treatment programs.

## III. POLICY:

Youth in OYA custody may need to obtain acceptable identification or a driver's license/permit in order to meet case plan goals that promote change, develop or improve skills, and support transition.

A youth may legally obtain a driver's learning permit in Oregon at age 15 and a driver's license at age 16. OYA recognizes situations may require a youth have a valid driver's license/permit and driving privileges.

A youth may obtain a driver's license/permit and driving privileges only with specific authorization to do so.

#### IV. GENERAL STANDARDS:

##### A. Youth driver's license/permit

1. A youth's juvenile parole/probation officer (JPPO) must ensure the youth discusses plans to obtain a license/permit with the JPPO and the youth's parents, legal guardian, or caretaker.

When applicable, the JPPO must obtain written permission (using a [YA 3030](#) Driver Exemption Authorization form) from the youth's parents/guardian for the youth to obtain a driver's license/permit.

2. Driving privileges are generally not granted to youth while in substitute care.

An exception may be granted if approved by the Community Services assistant director or designee. Youth are prohibited from driving a vehicle owned by a substitute care provider or OYA staff.

- a) OYA must receive written consent from the substitute care provider that they agree with the youth having driving privileges while in their care.
- b) The youth's JPPO must complete a Driver Exemption Authorization (YA 3030) clearly outlining when the youth can drive, what vehicle the youth will drive, and proof of insurance.

The YA 3030 may also provide authority for the substitute care provider to deny immediate driving privileges for up to two business days at any time. Any denial of driving privileges longer than two business days must be reviewed and approved by the youth's JPPO.

3. Completion of a Driver Exemption Authorization ([YA 3030](#)) is required before authorization for a driver's license/permit is granted. A copy of the completed YA 3030 must be retained in the youth's case file.
4. The JPPO must ensure the youth meets all Driver and Motor Vehicle Services Division (DMV) legal criteria and requirements before obtaining a license/permit.

##### B. Youth driving privileges

1. OYA may grant a youth driving privileges to drive to work, treatment, or other necessary purposes as defined and documented on the youth's Juvenile Parole/Probation Agreement. Driving privileges may be revoked at any time.

A youth must have permission from the youth's JPPO, the field supervisor, and the youth's parent/guardian (if a minor) prior to obtaining driving privileges.

2. Specific driving requirements and restrictions must be documented on a Driver Exemption Authorization ([YA 3030](#)). A copy of a completed YA 3030 must be retained in the youth's case file.
3. Staff must ensure the youth meets all DMV requirements prior to and while operating a motor vehicle.

JPPOs must ensure youth who obtained their drivers' licenses/permits prior to OYA custody are granted driving privileges by OYA before they resume driving.

4. The youth's JPPO must ensure the youth has written proof of automobile insurance before operating a motor vehicle.

A copy of current proof of automobile insurance must be retained in the youth's case file.

5. If OYA grants a youth driving privileges, the youth's JPPO must ensure driving privileges are specified in the youth's Juvenile Parole/Probation Agreement.
6. Staff must ensure youth are **not** granted permission to drive a foster parent, OYA staff, or state-owned vehicle.

**V. OYA GENERAL PROCEDURE REQUIRED: YES**

The OYA general procedure addresses the following:

- A. Guidelines to process a youth's request for driver's license or permit;
- B. Guidelines to rescind or deny a youth's driving privileges; and
- C. Documentation of decisions about driving privileges.

**VI. LOCAL OPERATING PROTOCOL REQUIRED: NO**