



# OREGON YOUTH AUTHORITY

## Policy Statement

### Part III – Youth Services (Community)



Subject:

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

Section – Policy Number:

**D: Case Management – 9.0**

Supersedes:

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

Effective Date:

**09/28/2012**

Date of Last

Review:

**09/28/2014**

**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:**

- [General field procedure](#): Youth Offender 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 offenders on parole/probation obtain acceptable identification or a driver's license/permit when authorized.

#### II. POLICY DEFINITIONS: None.

#### III. POLICY:

Youth offenders 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.

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 offender have a valid driver's license/permit and driving privileges.

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

#### IV. GENERAL STANDARDS:

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

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

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

2. Completion of the 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 offender's case file.
3. JPPOs must ensure youth offenders who obtained their driver's licenses/permits prior to OYA custody are granted driving privileges by OYA before they resume driving.
4. The JPPO will ensure the youth offender meets all legal criteria and requirements of the Department of Motor Vehicles before acquiring a license/permit.
5. If OYA grants a youth offender driving privileges, the youth offender's JPPO must ensure driving privileges are specified in the youth offender's Juvenile Parole/Probation Agreement.

##### B. Youth offender driving privileges

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

A youth offender must have permission from his/her JPPO, the field supervisor, and his/her parent/guardian 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 offender's case file.
3. Staff must ensure the youth offender meets all requirements of the Department of Motor Vehicles prior to and while operating a motor vehicle.

4. The youth offender's JPPO must ensure the youth offender 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 offender's case file.
5. Staff must ensure youth offenders are **not** granted permission to drive a foster parent, staff, or state-owned vehicle.

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

The OYA general procedure addresses the following:

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

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