



# OREGON YOUTH AUTHORITY

## Policy Statement

### Part III – Youth Services (Community)



Subject:

#### Youth Identification/Driver Licenses/Permits

Section – Policy Number:

**D: Case Management – 9.0**

Supersedes:

III-D-9.0 (6/21)  
III-D-9.0 (2/17)  
III-D-9.0 (9/12)  
III-D-9.0 (1/07)  
III-F-3.1 (6/03)

Effective Date:

**10/26/2023**

Date of Last

Review/Revision:  
**None**

#### 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)  
YA 5012 (Foster Care Request for Rule Exception)

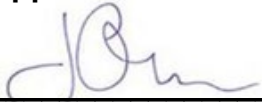
#### Related Procedures:

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

#### Policy Owner:

Community Services Assistant  
Director

#### Approved:

  
\_\_\_\_\_  
Joseph O'Leary, 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 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 (including relative foster care) proctor care, or contracted residential treatment programs.

#### III. POLICY:

OYA has identified diversity, equity and inclusion as an agency priority and initiative with a goal to build a respectful, diverse, equitable, and inclusive

environment for youth and staff that is free from harassment, discrimination, and bias. Data shows youth of color and LGBTQ+ youth are disproportionately represented in the juvenile justice system. While OYA is only one part of that system, we play a critical role in addressing the historical and systemic inequities it perpetuates. All youth must have equal and equitable access to privileges and programs, such as the opportunity to get a driver license/permit.

Youth in OYA custody may need to obtain acceptable identification or a driver license/permit in order to meet case plan goals that promote change, develop or improve skills, and support transition. This includes obtaining an updated identification when youth legally change their name or gender.

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

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

#### **IV. GENERAL STANDARDS:**

##### **A. Youth driver 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 a youth is under age 18, 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 license/permit.

2. Completion of a Driver Exemption Authorization (YA 3030) is required before authorization for a driver license/permit is granted. A copy of the completed YA 3030 must be retained in the youth's case file.
3. 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 outlined in the youth's case plan and documented on the Parole and Probation Agreement.
  - a) JPPOs must consult with the field supervisor and any involved treatment team, parent/guardian or other supportive adults, when determining whether to request a youth be granted driving privileges by OYA.

b) A youth must have permission from the youth's JPPO, the field supervisor, chief of parole/probation operations or Community Services assistant director, and the youth's parent/guardian (if a minor) prior to obtaining driving privileges.

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. The Community Resources or Foster Care manager must be notified of the exception.

a) Youth are prohibited from driving a vehicle owned by a substitute care provider or OYA staff.

b) OYA must receive written consent from the substitute care provider that they agree with the youth having driving privileges while in their care.

c) 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. 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 and imported into JJIS.

4. Staff must ensure the youth meets all DMV requirements prior to and while operating a motor vehicle.

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

5. 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.

6. 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.

7. Staff must ensure youth are **not** granted permission to drive a foster parent, OYA staff, or state-owned vehicle.

8. Staff may seek an exception for youth in foster care to obtain a driver license by completing a YA 5012.

9. Driving privileges may be revoked at any time. Reasons may include, but are not limited to, the youth not following the conditions of the driving agreement in the YA 3030, a change in placement, or substance use.

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

The OYA general procedure addresses the following:

- A. Guidelines to process a youth's request for driver 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**