

# OREGON STATE HOSPITAL

PORTLAND – SALEM

## POLICIES AND PROCEDURES

---

**SECTION 8:** Safety, Security, Emergency  
Management

**POLICY: 8.006**

**SUBJECT:** Vehicle Usage Standards

---

**POINT** CASEY WENGER

**PERSON:** SUPERVISOR AUTO/HEAVY EQUIPMENT REPAIR

**APPROVED:** GREGORY P. ROBERTS  
SUPERINTENDENT

*G. Roberts*  
**DATE: DEC. 2, 2011**

---

### I. POLICY

It is Oregon State Hospital's (OSH) policy to provide for the safe operation of all state-owned vehicles used by the hospital. This policy includes requirements for the prevention of driving-related incidents, reporting of incidents, and requirements for employees to report citations.

Safe driving practices include steps to ensure the driver's total concentration and safe operation of vehicles, such as, but not limited to, determining clear directions before departing, not manipulating radios, personal data assistants, or other equipment while the vehicle is moving, not reaching for objects if you have to take your eyes off the road, and not operating a vehicle when the driver's ability to react is impaired. Drivers are expected to follow defensive driving principles and laws and regulations to prevent accidents in spite of unsafe driving by others and/or adverse driving conditions.

The use of a wireless communication device with a hands-free device while operating a vehicle for state-related business is acceptable unless transporting clients. Managers or supervisors may grant specific employees or positions within their division a written exception to use a wireless communication device with a hands-free device while transporting clients. Managers should carefully assess the increase in risk when deciding which employees or positions to authorize.

### II. PROCEDURE

A. State-Owned Vehicles

1. State vehicles may be used only for services on behalf of the hospital. State-owned vehicles are subject to all traffic laws and ordinances of the State of Oregon and its political subdivisions.
2. Headlights shall be on at all times while operating a state-owned or rental vehicle which is not equipped with daytime running lights.
3. No smoking is allowed in all state-owned or rental vehicles.
4. All employees and volunteers who are required to drive in order to perform their job duties must be at least 18 years of age and possess a valid driver's license from their state of residency and appropriate insurance per State law or provide an alternate means of transportation which is approved by the Department of Human Services (DHS).
  - a. Under no circumstances shall an employee be granted a grace period to obtain a license from their current state of residency.
  - b. When required, the license must have the appropriate commercial endorsement. Driver and Motor Vehicles (DMV) records checks are conducted as a condition of employment for employees, and assignment for volunteers, who are required to drive as part of their job.
  - c. Persons other than hospital employees, including but not limited to volunteer workers and student interns, engaged in the performance of official State business on behalf of the hospital, may be included on the OSH Approved Driver List with the authorization of the Office of Human Resources (OHR).
  - d. Employees with a hardship permit shall not drive either a private or state vehicle on state business without the approval of the Office of Human Resources.
5. Employees requesting to use their personal vehicle to accomplish state business, including travel to training, must have the approval of their supervisor. Approval may be event specific or for an extended time period.
6. Employees and other individuals who are required to drive in order to perform their job duties must have an acceptable driving record and be placed on the OSH Approved Drivers List. Examples of

offenses that may render a driving record unacceptable include but are not limited to:

- a. A major traffic offense in the last 24 months. This can include reckless driving, driving under the influence of intoxicants, failing to perform the duties of a driver, criminal driving while suspended or revoked, fleeing or attempt to elude a police officer.
  - b. A felony revocation of driving privileges, or felony or misdemeanor driver license suspension within the last 24 months.
  - c. Three or more moving traffic violations in the last 12 months.
  - d. A careless driving conviction in the last 12 months.
  - e. Class-A moving traffic infraction in the last 12 months (e.g., careless driving, speed violation in urban area of over 30 miles per hour, refusal to obey a traffic control device, failure to stop for bus safety lights).
  - f. Failure to use a seat belt while driving to conduct official business or operating a state vehicle (e.g., in travel status) or failure to properly secure a child or adult under the care and/or supervision of the department and/or driver.
  - g. Accidents involving the use of a state vehicle resulting in a legal citation for violation of law (i.e., using excessive speed, driving under the influence, reckless driving).
  - h. Repeated, substantiated complaints received by the agency from private citizens who witness misuse of state vehicles.
  - i. Persons using state-owned vehicles for purposes other than hospital business. Persons using state-owned vehicles on business trips may use the automobile for transportation.
7. Drivers and passengers are required to use seat belts. The driver shall ensure that any child passenger is legally restrained.
  8. An authorized driver shall not operate any vehicle that is unsafe. State-owned or rental vehicles shall receive a safety check prior to the vehicle's first use on each shift. It is recommended that the safety check be documented on DHS Form 0669, Vehicle Pre-

Operation Safety Check (see Attachment 1). Authorized drivers shall be instructed by their supervisor on the process for reporting defects with state-owned or rental vehicles. Safety Committees shall include an inspection of state-owned or rental vehicles as part of the quarterly worksite inspection.

9. All staff transporting patients in a state vehicle shall carry a cellular phone. Cellular phones shall be secured from the Communications Center or Reception Desk in Portland.
10. Program Directors and applicable Department Managers shall assure that driving orientation programs within their areas have been conducted before staff are allowed to drive patients. They shall also monitor use of state-owned vehicles to assure compliance with applicable policies.
11. On an annual basis, supervisors shall require employees who transport clients or patients to self-certify that they have a valid driver's license.
12. Authorized drivers shall notify their supervisor of convictions on or off the job as described in "Safe Driving Standards" procedure.
  - a. Failure to notify the supervisor in writing of a conviction, suspension, or revocation, or driving with a suspended or revoked license may be cause for disciplinary action up to and including dismissal. Volunteers may be removed from their assignment.
13. Driving convictions received in the course of state business may be considered grounds for disciplinary action up to and including dismissal. Volunteers or others with driving convictions received on or off the job may be subject to reassignment or removal from placement.
14. There shall be a review of driving records of employees and other individuals who drive on state business:
  - a. Upon hire/assignment.
  - b. Following a collision.
  - c. Upon notification of a citation.

15. Authorized drivers shall report any incident occurring while they are driving a state-owned or rented vehicle, or driving a private vehicle on state business.
16. Managers shall promptly investigate and respond to DHS Safety and Health in response to citizen complaints or citations.
17. Authorized drivers who drive on state business in any capacity are required to attend a defensive driving course upon initial assignment. Training every three years is recommended for those who drive on a regular basis. It is recommended that supervisors provide interim training such as videos.
18. Transportation request forms for patient recreational activities and outings shall be routed to the appropriate Unit Manager, Program Director, or Department Head.
19. All transportation request forms shall be logged at the Communications Center and then forwarded to the Garage. Portland campus staff shall use the vehicle registration usage log to request a vehicle.

B. Review of New Hire, Volunteer, and Other Driving Records

1. Responsible Party: Office of Human Resources (OHR)
  - a. Upon receipt of hiring documentation, OHR shall run and review the driving record. If satisfactory, an e-mail shall be sent to the hiring supervisor and the name added to the Approved Drivers List. If not satisfactory, it is forwarded to a Human Resource Analyst (HRA) for a determination. The HRA shall notify the hiring supervisor of the decision.
  - b. New hires, whose state of residence is not Oregon, are required to provide the hiring supervisor with a certified copy of their driving record for the prior two years.
  - c. New hires into positions that routinely transport clients and who have resided in Oregon for less than one year are required to provide the hiring supervisor with a certified copy of their driving record for the prior two years.
2. Responsible Party: Supervisor

- a. The supervisor shall forward out-of-state records with the hiring packet to their assigned HRA.

C. Review of Driving Records

1. Responsible Party: Supervisor

- a. The supervisor shall provide their assigned HRA at least five (5) working days notice of the need for a non-OSH employee to drive.

2. Responsible Party: Office of Human Resources

- a. The Office of Human Resources shall review the request to drive. If the Office of Human Resources approves,
- b. The Office of Human Resources shall be directed to run the driving record and notify the HRA of the results. The HRA shall notify the supervisor of the decision.

D. Permission to Use Personal Vehicle

1. Responsible Party: Supervisor

- a. Approve or deny an employee's Request to Use Personal Vehicle on State Business form.
- b. Provide a copy of the form to the requesting employee and retain the original at the local office.

E. Self-Certification of Driving Record/Valid License

1. Responsible Party: Supervisor

- a. Have employees complete form DHS 0225, Driving Record Certification (see Attachment 2), at the time of their annual performance review. Return the form to the Office of Human Resources with the performance appraisal.

2. Responsible Party: Office of Human Resources

- a. Office of Human Resources shall retain the form for a period of one (1) year.
- b. Convictions, suspension, revocation of license.

3. Responsible Party: Employee/Volunteer/Other Agents of DHS
  - a. Immediately notify supervisor, in writing, upon conviction of a moving offense or suspension or revocation of driver's license.
4. Responsible Party: Supervisor
  - b. Notify the Office of Human Resources.

F. Vehicle Collision/Incidents

1. Responsible Party: Employee/Volunteer/Other Agents of DHS
  - a. Follow packet instructions in state vehicle glove compartment. Verbally report to supervisor as soon as possible but no later than the end of the work shift. Provide supervisor with completed:
    - 1) DHS 2107, Incident/Accident/Hazard Report form (see Attachment 3).
    - 2) Employee Accident Report.
    - 3) SAIF 801 Claim form (if medical treatment was provided for injuries).
    - 4) DMV Oregon Traffic Accident and Insurance Report.
  - b. If damage to any party's property is over \$1,000.00 or if any party is injured, no matter how minor, send to DMV.
2. Responsible Party: Supervisor
  - a. Work with employee to identify factors contributing to the collision and document, along with corrective action, on the DHS 2107.
  - b. Forward a copy of the DHS 2107 to the Vehicle Accident Review Board (VARB) for identification of additional contributing causes and corrective action.
  - c. If state vehicle involved, complete a Self-Insurance Claim Report.

- d. Forward all documentation to the VARB chairperson.
- e. Notify DHS Safety & Health or OSH Safety Office and fax the DHS 2107 and SAIF 801 Claim form within 24 hours.
- f. If any person is transported by ambulance, notify DHS Safety & Health or OSH Safety Office and Department of Administrative Services (DAS) Risk Management Division (503-373-RISK) before the end of the workday.
- g. Occupational Safety and Health Administration (OSHA) must be notified at 503-378-3272 within 24 hours if an employee or volunteer is hospitalized as an inpatient and within eight hours if an employee or volunteer dies.
- h. If discipline is being considered, immediately contact the assigned Human Resource Analyst.

3. Responsible Party: DHS Risk Management

- a. Initiate entry in Property Loss Tracking System (PLTS) and forward documentation to DHS Safety & Health when damages to a state vehicle are \$2,500 or less.
- b. Notify DAS Risk Management Division at 503-373-RISK if the DHS driver may be at fault for damages/injury to a third party.

G. Citations and Citizen Complaints

1. Responsible Party: DHS Risk Management

- a. Upon notification of citation or citizen complaint from DHS Risk Management Division, send request for investigation to the supervisor of the assigned driver.

2. Responsible Party: Supervisor

- a. Respond to request within seven workdays.
- b. Notify DHS Risk Manager if a complaint or notice of a citation while driving on state business is directly received

3. Responsible Party: DHS Risk Management



---

**SUBJECT: Vehicle Usage Standards**

**POLICY NUMBER 8.006**

**DATE: Dec. 2, 2011**

**PAGE 9 OF 9**

---

- a. Review the DHS driver's DMV record upon notification of a vehicle collision, a citation, or a second citizen complaint relating to driving performance. The record shall be evaluated in accordance with Section 7 of the Safe Driving Standards policy.
- b. Notify the assigned Human Resource Analyst of unsatisfactory records.

### **III. REFERENCES**

Department of Administrative Services Oregon Administrative Rules numbered 125-155-0010 to 125-55-0900, pursuant to ORS 283.305 to 283.395.

Department of Human Services Policy Number: DHS-080-005 dated May 21, 2010

Replaces Oregon State Hospital Policy and Procedure 8.006, *Vehicle Usage Standards*, dated 4/14/2010.