

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 5: Human Resource Management

POLICY: 5.003

SUBJECT: Electronic Access to Oregon Driver License Records and Vehicle Registration

POINT PERSON: BILLY MARTIN
HUMAN RESOURCES MANAGER

APPROVED: GREGORY P. ROBERTS
SUPERINTENDENT

DATE: MARCH 1, 2012

I. POLICY

- A. Oregon State Hospital requires electronic access through Law Enforcement Data System (LEDS) to Oregon driver license records and vehicle registration to perform the following designated functions:
1. Produce records of patients for psychiatrists/PMHNPs to determine competency to operate a motor vehicle.
 2. Screen applicants for employment when official duties and responsibilities require the operation of a motor vehicle.
 3. Screen hospital employees where official duties and responsibilities require the operation of a motor vehicle.
 4. Ensure the safety and security of hospital grounds.
- B. The Oregon driver license record and vehicle registration information maintained by the Division of Motor Vehicles (DMV) is restricted information.
- C. Oregon State Hospital shall abide by the terms and conditions of the interagency and user service agreement in compliance with the LEDS Service Agreement on electronic access to DMV records between the Office of Human Resources, Oregon Health Authority, and the Department of Transportation, Motor Vehicles Division.
- D. Information received from electronic access to DMV files shall not be used for any purpose other than those listed in A.1, 2, 3, and 4., above and shall not be disseminated to unauthorized persons or agencies.

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II. DEFINITIONS

"Electronic Access" means the ability to view and print DMV driver license and vehicle registration files through Oregon State Hospital computer terminals and printers.

III. PROCEDURES

A. Staff

1. Electronic access shall be limited to terminal sites in the Communications Center and the Office of Human Resources.
2. The department manager, with the Superintendent's approval, shall select and authorize Security staff and the Office of Human Resources to electronically access DMV files.
3. To assure security of the DMV files, individual user sign-on codes shall be provided to authorized staff.
4. Authorized staff shall receive a written department procedure and LEADS training with access to the LEADS manual on how to use the information maintained in DMV.
5. The Office of Human Resources (OHR) shall use the DMV files to screen applicants for employment when official duties and responsibilities require operation of a motor vehicle. OHR shall only perform DMV checks for applicants who are finalists for employment at Oregon State Hospital.
6. Per the Oregon State Statutes, the Communications Center shall use the DMV files to check vehicle ownership if there is an issue of violation such as any vehicle parked in a fire lane, parked in the emergency lane of the ER, parked in a handicapped space without valid placard, or possible abandonment.
7. OHR shall use the DMV files to screen hospital employees when official duties and responsibilities require operation of a motor vehicle, using established criteria.
8. If an employee/applicant is acceptable based on criteria, OHR shall place the employee on the OSH approved driver list and shall notify the Program Director/department manager.

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9. If an applicant/employee has one of the following: no current driver's license; a revoked or non-valid driver's license; a suspended driver's license; holds an out-of-state license, the employee or department manager shall notify the Office of Human Resources in writing immediately for further assessment or action.
11. OHR shall coordinate when employees are to be added to the approved driver's list and/or when an employee terminates and needs to be removed from the list.
12. The employee, manager, or supervisor of any approved driver shall provide for an annual update of employee DMV records, and shall comply with Policy 8.006.

B. Patients

Upon request, a DMV driving record shall be printed for the patient and sent to the unit psychiatrist/PMHNP by the Communications Center. (Refer to Medical Department Policy 1.004, Determining Ability to Use a Motor Vehicle)

IV. REFERENCES

ORS 802.175 through 802.191

OAR 735-010-0200 through 0300

Oregon State Hospital Medical Department Policy and Procedure 1.004, Determining Ability to Use a Motor Vehicle

Oregon State Hospital Policy and Procedure 8.006, Vehicle Usage Standards.

Replaces Oregon State Hospital Policy and Procedure 5.003, *Electronic Access to Oregon Driver License Records and Vehicle Registration*, dated 5/19/2005.