



OREGON DEPARTMENT OF FISH AND WILDLIFE VOLUNTEER PROGRAM POLICY AND PROCEDURE

Title: Volunteer Driving Record

VP_09

Effective Date: 04/17/2017

Approved: 

1) PURPOSE

To ensure that volunteers in specified assignments are properly licensed and have an acceptable driving record.

2) POLICY

Driving Record Checks – Operators of State Vehicles

- a) All operators of state vehicles and personal vehicles used while performing volunteer duties shall hold a valid driver license and maintain an acceptable driving record.

ODFW shall not knowingly allow anyone to drive on state business who does not conform to these rules. ODFW may verify drivers' qualifications at any reasonable schedule or time and by any reasonable means. Means might include direct checks, review of copies of records supplied by the driver, or accepting drivers' signed statements.

Volunteer positions that include driving as an essential function of their volunteer duties shall be required to have a drivers' record check completed before they can drive a state vehicle. Volunteers that use their personal vehicle while conducting volunteer duties shall self-verify that they meet all driver qualifications, including requirements of laws and rules. Drivers shall present evidence of meeting qualifications to ODFW upon request. Drivers shall promptly report to the volunteer supervisor a loss of acceptable driver license status or other requirement.

An acceptable driving record meets the guidelines detailed in this policy. Driving record checks shall be required for volunteers whose volunteer related duties require the operation of a state vehicle.

Record checks shall be conducted prior to volunteering with ODFW and generally be conducted annually thereafter.

- b) In general, the following kinds of driving records are acceptable.
 - i. No Class A moving traffic infraction in the last 12 months. Class A moving traffic infractions include, but are not limited to, failure to obey or yield to a traffic patrol member, certain violations of speed limits, speed racing on a highway, failure to stop for bus safety lights, and refusing to obey a flagger.
 - ii. No more than three moving traffic violations in the last 12 months.
 - iii. No careless driving conviction in the last 12 months.

- iv. No major traffic offense in the last 24 months. This includes reckless driving, driving under the influence of intoxicants, failing to perform the duties of a driver, criminal driving while suspended or revoked, fleeing or attempting to elude a police officer and others.
- c) Application of these guidelines may vary from case-to-case, depending upon the relevance of the infraction to the position. In case of a questionable drivers' record, the determination will be made by the Volunteer Program Coordinator in conjunction with the HR Analyst.
- d) All requests for Driving Record checks and the results of checks are considered confidential information and are not to be viewed by Department staff unless staff have CJIS (Criminal Justice Information Services) clearance. Completed [Driving Certification Forms](#) must be faxed only to ODFW Volunteer Program ATTN: Volunteer Program Coordinator @ 503-947-6050.

If the driving record is not acceptable and the operation of a state vehicle is an essential function of the volunteer assignment, the volunteer may be assigned other duties at the discretion of the supervisor.

Managers should assign driving duties to volunteers only when it is essential to the volunteer related activities and driving would occur on a frequent basis. If it is not essential and/or frequent then driving should not be assigned to the volunteer.