



ODFW DRIVING CERTIFICATION

All operators of state vehicles and personal vehicles used on the job shall hold a valid driver license and maintain an acceptable driving record per ODFW HR Policy 450_17.

An acceptable driving record meets the guidelines detailed below:

- No major traffic offense in the last 24 months such as 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 (this list is not all inclusive);
- No felony revocation of driving privileges or felony or misdemeanor driver license suspension within the last 24 months;
- No more than three moving traffic violations in the last 12 months;
- No careless driving conviction in the last 12 months; or
- 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.
- No pending traffic offenses as described above when being considered for a position.
- A driver must not have forfeited bail or been convicted of the above driving issues to have an acceptable driving record.

Application of these guidelines may vary from case-to-case, depending upon the relevance of the infraction to the position. Applicants from states other than Oregon are required to present a current certified court print driving record for review of at least the past two years for the state the applicant resides in, as required pursuant to the recruiting announcement.

ODFW policy HR_410_02 Code of Conduct states: Adherence to federal and state laws, rules, regulations and policies is important. Violations that adversely affect ODFW, its credibility or its image, cannot be overlooked. New employees or current employees must report to their supervisor any convictions (including pleas of no contest), traffic/driving violation which could affect driving privileges and/or violate ODFW’s acceptable driving records guidelines, or pending legal issues for violations of laws no later than five calendar days after the event.

I certify I currently hold an **acceptable** driving record based on the guidelines above.

_____ Initials

I certify my driving record is **not** acceptable based on the guidelines above and I am aware my supervisor will be contacting Human Resources regarding my employment options.

_____ Initials

My signature below confirms this information is true, complete, and accurate. I understand that submitting false information on this self-certification form could result in denial of employment and/or disciplinary action against me, up to and including termination from state employment.

Position Number:	Hiring Manager Name:
Driver License Number:	State of Issue:
Work Location:	Applicant Printed Name:
Date:	Applicant Signature:

Do not email this form when completed as the information on this form contains sensitive information. When completed, fax this form to HR at 503-947-6050 or scan to the [HR Documents](#) secured folder on the share drive for HR to complete the driving check.