




OREGON DEPARTMENT OF FISH AND WILDLIFE VOLUNTEER PROGRAM POLICY AND PROCEDURE

Title: Driving State Vehicles	VP_15
Effective Date: 04/17/2017	Approved: 

1) PURPOSE

These rules set standards for use, operation and access to state vehicles, including private vehicles in use for state business.

2) POLICY

It is the Department's policy that all vehicles in use for state business shall be used legally, courteously, and safely.

The basic principle of these rules can be summarized for most drivers as follows: If volunteers have a valid and acceptable driver license and are acting at the direction and control of the Department, the volunteer may drive for any purpose that is lawful and necessary to carry out official volunteer business for the Department.

Whenever the volunteer does otherwise, they are personally liable for all driving costs and related risks. By law, state vehicles shall be used only for official state business related to volunteer activities and not for any personal purposes. This applies to state owned vehicles. It also applies to private or rental vehicles while being used for state business or at state cost or risk. Vehicle uses contrary to the law or these rules shall mean the driver is acting outside the definition of official state business, is not an authorized driver, and is acting outside the course and scope of his or her volunteer duties.

Minimum Driver Requirements:

- a) Be 18 years or older, legally responsible for his/her actions and contracts.
- b) Hold a driver license acceptable as outlined in Volunteer Policy VP_09
- c) Have an acceptable driving record.
 - a. [ODFW Driving Certification Form](#)
- d) Have permission from ODFW to drive for volunteer related activities.
- e) Volunteer application on file.

Volunteers shall promptly report to the volunteer supervisor a loss of acceptable driver license status or other requirement. Volunteers may transport people, animals, or things to the extent needed to accomplish state business and when approved by the Department.

No driver may give a ride in a state-owned vehicle to anyone except as permitted by these rules or necessary to accomplish official state business. No one may ride for personal purposes in any state vehicle or in a private vehicle being used for state business.

Family members, friends and pets of drivers and working passengers shall not ride in state vehicles on state business except under the following conditions and requirements:

- a) Friends, family, and pets may not ride in state vehicles or in private vehicles on state business.
- b) Medical aid animals may be taken along as necessary with advance permission.
- c) Children under age 18 may ride with them only with advance agency approval and a DAS order allowing children to ride for special occasions (Take your Child to Work Day). Friends under the age of 18 are prohibited.
- d) Family members, whether riding with agency permission or without and whether in compliance with these rules or not, shall ride at their own risk or at the personal risk of the driver, employee, or person to whom they relate.

Drivers shall require appropriate safety restraints be worn at all times while operating a vehicle. Authorized animals shall be in secured carriers. Division Administrators or Regional Managers may approve any lawful exceptions.

Drivers shall not consume alcohol in vehicles nor operate a vehicle under the influence of intoxicants. They shall not transport alcohol in state vehicles.

Drivers shall not transport illegal drugs including marijuana, cannabis extract or synthetic cannabis that is otherwise lawful to use under state law. An employee may not transport any paraphernalia related in any way to a controlled substance, including marijuana that is otherwise lawful to use under state law of any kind in vehicles to carry out their assigned volunteer duties of official state business.

Drivers shall not transport firearms in vehicles unless required and authorized by the Department. The Department may permit the transport of unloaded, packaged firearms as necessary and with prior authorization.

Drivers shall not allow smoking in state vehicles.

It is the responsibility of all agencies and drivers to assure that the requirements of the law and these rules are followed in all situations.

Refer to [ODFW Policy VP_09 Driving Record](#)