

Behind the Wheel

Background Notes

As Child Welfare workers, we frequently drive vehicles to conduct state business. Drivers are expected to drive courteously, defensively, and within the law at all times. Driving is one of the most dangerous tasks performed by DHS employees. Not only can a driving incident result in a potentially serious injury or death to the driver, passenger, or other persons, it can subject DHS to property damage claims and a potential liability claim. Yet, most collisions can be prevented by following defensive driving techniques, such as maintaining an adequate distance between you and the car in front, and planning your route of travel in advance.

The public's eyes are on us as we drive state vehicles and citizens frequently contact the Department of Administrative Services to report poor driving behaviors or potential misuse of a state vehicle. DHS must investigate and prepare a report in response to all complaints.

Tasks / Assignments:

- Read the rule entitled "Vehicle Use for State Business":
http://www.dhs.state.or.us/policy/admin/safety/080_005.pdf. Speak with your Supervisor if you have any questions.
- Read the OAR chapter on State Vehicle Use and Access.
https://secure.sos.state.or.us/oard/displayDivisionRules.action;JSESSIONID_OARD=NrMqjnc254x8XOq0qDojb4IECQ9vMD_znO2zMtQkXkr0v9ej8pJ4!479495115?selectedDivision=258
- Find out your office's procedure for reporting a vehicle incident.
- Review an "Information Memorandum Transmittal" relating to motor vehicle passenger safety-child safety systems at:
http://www.dhs.state.or.us/policy/childwelfare/im/2007/cw_im_07_016.pdf

Discoveries:

- *What did you learn about the use of state vehicles?*
- *What did you learn about transporting passengers in a state vehicle?*