



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

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Portland, Oregon 97208



In Reply Refer to:

1112 (OR-950) P

March 29, 2007

EMS TRANSMISSION 04/02/2007

Instruction Memorandum No. OR-2007-045

Expires: 9/30/2008

To: DMs, DSDs, Staff and Branch Chiefs

From: State Director, Oregon/Washington

Subject: Authorization to Drive Form

Program Area: Safety and Occupational Health

Purpose: This Instruction Memorandum (IM) updates the Authorization to Drive form clarifying retention requirements and correcting the form number.

Policy/Action: The intent of the Oregon/Washington (OR/WA) Motor Vehicle Operator Policy for Passenger Vehicles is to provide policy and guidance to ensure that Bureau of Land Management (BLM) employees, contractors and volunteers safely operate passenger motor vehicles in accordance with existing Department regulations and BLM Manuals and Handbooks. The Authorization to Drive form must be completed by the employee and signed by the supervisor prior to driving a government-owned, rented or leased vehicle. This form must be filed and retained for three years following employee separation from government service. (Retention guidance for this form is covered under *Schedule 10, Item 7* of the Government Records Section/Bureau of Land Management (GRS/BLM) Combined Records Schedule.). It is suggested that the supervisor keep the form separate from employee personnel files and records.

Timeframe: This guidance is effective immediately.

Budget Impact: No additional costs are expected to result from this revision of the form.

Background: The [OR/WA Motor Vehicle Operator Policy for Passenger Vehicles](#) was last updated on September 13, 2005 – Release No. 1-337. This policy addresses *only* the procedures for authorizing the operation of government passenger vehicles by BLM employees in the performance of assigned duties. Refer to *Section 14.3.3 Scope* in the policy for additional policy

and guidance for other types of government owned or leased vehicles. This IM corrects the Authorization to Drive form number and clarifies retention requirements.

Manual/Handbook Sections Affected: Oregon State Office Handbook H-1112-1, Release 1-337 (September 13, 2005).

Coordination: Safety and Occupational Health

Contact: Contact the OR/WA State Safety Office at (503) 808-6202 or (503) 808-6249.

Districts with Unions are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
James G. Kenna
Associate State Director

Authenticated by
Mary O'Leary
Records Section

1 Attachment

1 - [Authorization to Drive Form OR-1525-6](#) (1 p)

Distribution

WO-0740 (Sandy Guches, MIB 2044)