

"Grievance"

Procedure

- 1.) If you have a problem, concern, or would like to file a grievance concerning the Driver Training School, please feel free to complete the "Grievance Section" below. (Use the other side, if needed.)
- 2.) Complete the "Grievance Section" and mail to:
 - DMV
 - Driver Programs
 - 1905 Lana Ave. NE
 - Salem, Oregon 97314
- 3.) You should receive a response/ telephone call within 48 hours (2 business days) to discuss your concerns. A formal letter will be drafted outlining any concerns and mailed to the Driver Training School for their records and a copy mailed to you for your records. Attempts will be made to correct the problem/issue and you will be notified of the results of your initial concern/issue.

Date: _____

Name: _____

Address: _____

City/State: _____

Home Telephone Number: _____

Cell Telephone Number: _____

Date of event: _____

Grievance: List event or incident that occurred below and individuals involved:

Name (Print)

Signature