



## 12.10 About Transportation Policies

### 12.10.05

October 1, 2007

### Who must comply with these policies?

All drivers on official state business must comply with the policies in this Chapter including:

1. All state officers, employees, and volunteers that agencies, including colleges and universities, have legal authority to utilize, unless otherwise provided by law.
2. Students as defined in Subsection 12.10.30.
3. Contractors, unless there are specific contractual arrangements.
4. Offenders under the supervision of the Department of Corrections when using vehicles on facility grounds, state-owned limited or no public access roads, and forest roads. However, they are exempt from the following subsections:
  - Subsection 12.30.10 (license requirements),
  - Subsection 12.30.20.b (4 and 5), and
  - Subsection 12.60.30.b (Only with respect to the requirement to complete and sign the *Valid License to Drive and Driving Experience Statement*.)

### 12.10.10

October 1, 2007

### Agency responsibilities

#### 12.10.10.a

The agency head shall ensure the efficient and safe delivery of state services by using an appropriate combination of transportation modes including public transportation, permanently assigned vehicles, day use vehicles, rental cars, and privately owned vehicles.

- 12.10.10.b In complying with these policies, agency heads, or authorized designees, are to:
1. Establish an effective system for management and control over transportation activities.
  2. Promote state vehicle and driver safety and loss prevention.
  3. Use sustainable practices.
  4. Comply with federal regulations, where applicable.
  5. Consider commute trip reduction (CTR) and traffic management initiatives.
- 12.10.10.c Agencies may adopt internal transportation policies that are more restrictive than those contained in this Chapter.

**12.10.20**

April 15, 2004

**State driver responsibilities**

State drivers authorized to drive state vehicles or privately owned vehicles on official state business are responsible to:

Comply with all policies in this Chapter. Failure to follow these policies may result in disciplinary action, including deductions from salaries or other allowances due, suspension without pay, or termination of employment.

**12.10.30**

May 1, 2007

**Special definitions**

**Van Driver** - State drivers operating vans at the direction of a state agency. Refer to Section 12.60.

**15-Passenger Full Size Van** (12 to 15 seats) - This is an extended version of a full size van that is designed to accommodate up to 15 seats. It is commonly referred to as "**15-passenger van**" and subject to the rollover warnings by the National Traffic Highway Safety Administration (NHTSA). Examples include the Ford Club Wagon, Chevy Express and GMC Savanna.

**12-Passenger Full Size Van** (8 to 12 seats) - This is a full size van with a maximum seating capacity of 12. It should not be confused with the longer 15-passenger full size van that is configured with 12 seats or less.

**Cargo Full Size Van** (5 seats maximum) - This van is a full-size van (12 or 15 seat capacity) that has been originally designed or converted for cargo or maintenance purposes only. Seating includes the two front seats and may include one bench seat immediately behind the driver, for a maximum seating capacity of five.

**Mini-Van** (up to 8 seats) - This is a passenger vehicle with a maximum seating capacity of six to eight. It is smaller in size than the 15 or 12-passenger full size van and is commonly referred to as "mini-van" by auto manufacturers.

**Authorized Passengers** - Individuals authorized by the agency head or authorized designee to ride as passengers in a state vehicle driven by a state driver conducting official state business. Authorized passengers can include students, volunteers, contractors, clients, and private citizens.

**Student** - A student, as used for the purposes of this Chapter, is a person that a high school, or state university or community/technical college determines meets their criteria for student status. A student who performs work for compensation by an agency or college meets the state employee definition. Per WAC 296-125-030(2) minors (those under 18 years of age) are prohibited from performing jobs that require motor vehicle operation. All student drivers must have a minimum of two years of driving experience.

**Volunteer** - A volunteer is a person, other than an emergency services worker as described by chapter 38.52 RCW, who, of his/her own free choice, performs any assigned or authorized duties for the state or any agency thereof. A volunteer receives no wages, and is registered and accepted as a volunteer by the state or any agency thereof, for the purpose of engaging in authorized volunteer service. A volunteer may be granted reimbursement for actual expenses necessarily incurred in performing his or her assigned or authorized duties.