



Chapter 12 - Transportation

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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.



12.20 Agency Motor Vehicle Management

12.20.05

April 15, 2004

A state vehicle may only be used for official state business

A state vehicle is to be used only for official state business of state agencies. Refer to Subsection 12.30.20.a.

12.20.10

October 1, 2007

Agency requirements related to motor vehicle management

Every state agency having jurisdiction and control of motor vehicles shall:

1. Manage the effective and efficient use of state owned vehicles in determining the number and nature of vehicles needed.
2. Authorize state drivers and passengers for:
 - a. State-owned and leased motor vehicles (including commercially rented vehicles as required by most rental contract provisions).
 - b. Privately owned vehicles (POVs) used on official state business in accordance with applicable policies.
3. Agencies should consult Internal Revenue Service (IRS) regulations regarding the nature of record keeping required by the IRS to meet the “Safe Harbor” substantiation rules.
4. Be financially accountable for all costs resulting from the authorization and use of state-owned or leased motor vehicles, including costs for damage to state-owned vehicles and property, and costs charged through the Washington Self-Insurance Liability Program for third-party injuries and vehicle damage.
5. Agencies should track accident data for statistical and vehicle loss control purposes.

6. Refer to Section 12.60 for policies pertaining to van management. It includes van purchase, use, rental, and phase-out as well as van and van driver requirements for 15 and 12-passenger full size vans, cargo and maintenance vans and mini-vans as defined in Subsection 12.10.30.
7. Continuously review staffing assignments and field operations with the objective of minimizing travel.
8. Establish policies and procedures designed to operate these vehicles at the lowest effect cost per mile for the life of the vehicle.
9. Exercise maximum energy conservation practices in conducting official state business. All agencies are to consolidate trips where possible, ensure adequate maintenance of assigned vehicles, provide employee orientation on the necessity for driving within legal speed limits, and employ other means as necessary to achieve energy conservation.
10. Establish procedures to ensure prompt payment of citations, tickets or fines generated by drivers authorized to operate state vehicles. Under these circumstances, payment of fines or citations is solely the personal obligation and responsibility of the driver, and is NOT a qualified reimbursable obligation of the employing agency. Refer to Subsections 10.20.20 and 12.30.20.c.
11. Inform all state drivers that:
 - a. Subsection 12.30.10 requires all authorized state drivers operating state vehicles, or POVs on official state business, to have in their possession a license that is valid under Washington state law.
 - b. All authorized state drivers assigned driving duties are to report to their manager or supervisor by the next business day any time the applicable license-issuing agency notifies that driver their driver's license has been revoked, suspended, or otherwise determined to be invalid.
12. Emphasize safe driving practices by establishing a driving safety program. Refer to Subsections 12.20.15 and 12.20.20, and Section 12.60.

13. Advise employees of state and agency policies addressing disciplinary action for inappropriate or unsafe use of state vehicles.
14. Establish procedures for prompt review and appropriate follow-up to all citizen complaints regarding agency drivers.
15. Establish and maintain a preventative maintenance program for all agency owned vehicles.
16. Inform state employees to direct any third party drivers/vehicle owners who wish to file a claim for damages allegedly sustained as a result of a vehicle collision involving a state vehicle to the Department of Transportation, Risk Management Office (WSDOT-RMO) at 1-800-737-0615 or (360) 704-6355. Indicate that WSDOT will respond directly to their questions or concerns, and provide a claim form if necessary.

12.20.15

May 1, 2007

Basic driving safety program requirements

The basic driving safety program requirements are applicable to all state drivers authorized by the agency to operate a state or POV for use on official state business, regardless of frequency of driving.

The basic driving safety program as described below must be implemented no later than one year from the effective date of this subsection and consists of the following:

At the initial driving assignment and prior to vehicle operation, agency managers/supervisors must:

1. Visually check that state drivers have in their possession a license valid under Washington State laws per requirements of Subsection 12.30.10. The visual check is to verify that the driver's license (1) has not expired; (2) photo matches employee/operator and name matches agency records; and (3) birth date indicates driver is at least 18 years of age. The Department of Licensing website provides information on valid licensing requirements at: <http://www.dol.wa.gov/driverslicense/>.
2. Obtain verbal verification from the driver that he/she has two years of driving experience, particularly if he/she is 18 years of age.

3. Inform state drivers about the policy to report to the manager/supervisor anytime the applicable license-issuing authority notifies them of invalid license status as outlined in Subsection 12.30.20.b (4).
4. Indicate how state drivers can access Chapter 12 Transportation of the *State Administrative and Accounting Manual* (SAAM) online at: <http://www.ofm.wa.gov/policy/default.asp> to review all other policies, as needed, pertaining to the authorized, safe, and efficient operation of vehicles used on official state business.
5. If the employee/operator is assigned to drive a 15 or 12-passenger full size van, he/she must also comply with Section 12.60, Van Management.

To promote safety awareness, agencies should consider having state drivers view the Risk Management Division 12-minute video, "*Safe Driving Habits: A State of Mind*," as part of new employee/operator orientation. The video is available online at: <http://www.ofm.wa.gov/rmd/loss/videos.asp>.

12.20.20
April 15, 2004

Driving safety program requirements for specified drivers

Requirements of the driving safety program for specified drivers apply only to state drivers who (1) are state employees; (2) operate state vehicles, and (3) meet the high mileage driving OR frequent alleged state driver error accidents criteria described below. Washington State Patrol troopers are exempt from this requirement.

The driving safety program for specified drivers should be completed no later than one year from the effective date of this subsection or within the first year the employee meets the following criteria:

1. **High mileage driving**

Operates state vehicles 1,000 or more miles per month at least six months out of the year (need not be consecutive), regardless if the mileage is generated by local or long distance driving, or

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2. Frequent alleged state driver error accidents

Is involved in either, or both, of the following alleged state driver error outcomes, regardless of miles traveled or law enforcement action taken.

- a. Two alleged state driver error accidents involving state or third party vehicle/property damage (other than damaged windshields) within a 24-month period.
- b. One or more alleged state driver error accidents resulting in injuries to the state driver, passenger(s), or third party within a 24-month period.

It is the responsibility of the manager/supervisor to identify drivers meeting the above criteria, and to:

1. Provide identified state employee drivers with a review of Chapter 12 transportation policies that includes at a minimum:
 - a. Agency motor vehicle management. Refer to Section 12.20.
 - b. State driver requirements related to driving a state vehicle and accident reporting. Refer to Subsections 12.30.20 and 12.30.40.
 - c. Insurance coverage and requirements. Refer to Section 12.40.

A sample state driver checklist for manager/supervisors is available on OFM's Administrative and Accounting Resources website at: <http://www.ofm.wa.gov/resources/default.asp>. This checklist is not mandatory and can be adapted and used as desired.

2. Provide identified state driver defensive driver/safe driving training. Training curriculum, method of delivery, duration, renewal intervals, and attendance documentation are at agency discretion.

The Department of Personnel's Training and Development Services is one source for defensive driving training, with information and training schedules at:

<http://www.dop.wa.gov/training/Pages/default.aspx>.

To promote safety awareness, it is recommended that drivers view the Risk Management Division 12-minute video, "*Safe Driving Habits: A State of Mind.*" The video is available online at:

<http://www.ofm.wa.gov/rmd/loss/videos.asp>.

12.20.30

October 1, 2007

When may an agency permanently assign a state motor vehicle?

12.20.30.a

Permanent assignment policies are applicable to vehicles which can be licensed to operate on public roads. Permanent assignment policies are not applicable to the following:

- Personal transportation devices such as, golf carts, Segways, scooters, and snowmobiles.
- Speed limited battery electric vehicles commonly referred to as Neighborhood Electric Vehicles.
- Tractors and other farm equipment.
- Road construction, specialized manufacturing, industrial, and other construction equipment.
- Vessels (boats).
- Airplanes.

12.20.30.b

The **agency head** has the ultimate responsibility for use of state owned vehicles in compliance with these policies.

On an annual basis the agency head shall approve the agency's assigned category of use for state vehicles used by the agency and confirm that the agency is in compliance with the permanent assignment policies.

12.20.30.c

The following table shows the state vehicle class category codes and the minimum annual use/mileage requirements for permanent assignment:

A motor vehicle that fails to meet the usage requirements noted above may be permanently assigned only after justification for such assignment has been approved by the Office of Financial Management, Accounting Division.

12.20.30.d

The permanent assignment of a vehicle to an employee for use on official state business is not in itself sufficient justification to utilize that vehicle for travel between duty station and home.

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Vehicle Category/ Class Type***	Description of Vehicles in the Class	Mileage Requirement
A. Special Purpose	<p>Special purpose vehicles include vehicles that are generally larger than the non-special purpose vehicles described below. Examples include:</p> <ul style="list-style-type: none"> · Passenger buses with at least a capacity of 14 passengers · School buses · Trucks over 8,500 GVW · Ambulances · Crew buses/shuttle buses · Step vans · Flat bed trucks · Tractor-trailers (semis) · Cargo vans · Fire trucks 	Exempt from mileage requirements*
B. Non-Special Purpose	Non-special purpose vehicles include compact sedans, mid-size sedans, full-size sedans, pickup trucks (¼, ½ and ¾ ton), station wagons, mini-vans, SUVs, and motorcycles.	
Statewide elected officials	Vehicles used by a statewide elected official in the Executive Branch of state government.	Exempt from mileage requirements*
Specially equipped vehicles	<p>Vehicles modified for a particular function essential to an agency. Examples <u>include</u>:</p> <ul style="list-style-type: none"> · Law enforcement/security vehicles · Vehicles with confidential plates · Vehicles with partitions between the front and rear seats for the transport of juvenile or adult clients · ADA compliant vehicles · Vehicles modified to transport individuals with special equipment needs 	4,000 miles per year

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Transportation

12.20.30

Vehicle Category/ Class Type***	Description of Vehicles in the Class	Mileage Requirement
Local area/alternate commute mode vehicles <i>Local area for vehicle assignment purposes is a metro area, county or agency defined work area/region. Examples include: Lacey/Olympia/Tumwater ; Seattle; and Spokane metro area.</i>	Vehicles assigned to a specific function with local area responsibility that generally travel within the assigned city or area. Vehicle use is frequent but the typical trip is short. Use of a vehicle is deemed essential to the job function and a POV is not a reasonable option. Includes vehicles used to provide transportation for accommodation to employees and/or clients.	4,000 miles per year and used 75% of working days**
Campus/Institution/ Park/Hatchery	Vehicles assigned to a state institution, college campus, park, or hatchery where the volume of trips and use is high, but the distance is minimal. Use of a vehicle is deemed essential to the job function and a POV is not a reasonable option.	2,000 miles per year or used 80% of working days**
All other vehicles	Vehicles assigned to an agency, office, individual or position.	10,000 miles per year
<p>* While exempt from specific mileage requirements, agencies should maximize efficient and effective use of state owned vehicles when determining the number and nature of vehicles required.</p> <p>** Seasonal fluctuations and employee availability (leave, temporary vacancies) are factors in determining work days available.</p> <p>*** If a vehicle qualifies under multiple class types, frequency of use will be the primary consideration for class assignment.</p>		

12.20.32

October 1, 2007

What happens if a vehicle does not meet the minimum usage requirements?

12.20.32.a

If a vehicle does not meet the annual days of use and/or mileage requirements, the agency shall review the vehicle use to determine the cause. The agency is allowed a three month grace period to demonstrate that the vehicle can meet the usage requirements. If the vehicle meets 25% of the annual use and/or mileage requirement during the three month grace period, continued permanent assignment is allowed. If the vehicle fails to meet 25% of the annual use and/or mileage requirements, the agency should:

1. Reassign the vehicle to another use within the agency that will meet the usage requirements, or
2. Return the vehicle to the State Motor Pool for reassignment, or
3. Request a waiver. Refer to Subsection 12.20.30.c.

12.20.32.b

For vehicles that were in operation for less than one year, agencies have two options:

1. They can annualize the mileage based on the average monthly mileage for the months in service, or
2. They can use the grace period approach outlined in Subsection 12.20.32.a.

12.20.34

October 1, 2007

Information available on use of State Motor Pool vehicles

For all Department of General Administration State Motor Pool (SMP) vehicles that are assigned to agencies on a long term basis, SMP is to annually provide information on miles driven and fuel usage to assist agencies in monitoring compliance with the provisions of this Chapter including:

1. Efficient and effective use, and
2. Permanent assignment.

12.20.35

July 1, 2006

When may an agency permit an employee to use a state-owned or leased vehicle between duty station and home?

12.20.35.a

Travel between the duty station and official residence may be approved by the agency head or authorized designee for **any one** of the following reasons:

1. When storing the vehicle at an employee's residence is more advantageous or economical to the state than the purchase, lease, or rental of a commercial garage or other parking facility. The security and safety of state property is to be considered in determining the storage location of state-owned or leased vehicles.
2. When an employee's home is also the official station.
3. When an individual commences a trip prior to the opening time of a motor pool or when the individual returns from or completes a trip later than the closing time of the state or agency motor pool.
4. When, because of darkness, late hour, isolated location, the area has a record of crime, there is a threat to the personal security of the employee, or there is a reasonable basis for fear or uneasiness of personal safety in returning a motor vehicle to a motor pool or to its customary storage area.
5. When it is economical or advantageous to the state to allow such incidental travel in a state-owned or leased motor vehicle, or as part of a commute trip reduction program as required by RCW 70.94.551. (Also refer to RCW 43.41.140.)

12.20.35.b

The following situations of travel between duty station and official residence are in the best interests of the state and are exempt from the provisions of Subsection 12.20.35.a above:

1. Use of motor vehicles by statewide elected officials in the Executive Branch of State Government.
2. Use by commissioned Washington State Patrol personnel who regularly enforce traffic regulations on the public highways and other state employees whose primary assignment is to provide law enforcement.

3. Use by other law enforcement or investigative employees or emergency highway maintenance employees who are on 24-hour call and whose duties require use of assigned motor vehicles during what would be classified as other than scheduled working hours. In this situation actual off-duty calls requiring use of the motor vehicle must average a minimum of 10 times per month per calendar quarter.

12.20.35.c Requests for exceptions to the above criteria are to be submitted to the Director of the Office of Financial Management, with justification for each such exception. Refer to Subsection 1.10.40 for information on how to request a waiver.

12.20.35.d Agencies should review current Internal Revenue Service (IRS) Publication 15B fringe benefit rules regarding the reporting, taxability, and value of operating a state motor vehicle between the employee's official duty station and official residence. Agencies should also review IRS regulation 1.274-5t(e) regarding special commuting rules for "control employees," as defined by the IRS.

12.20.40
July 1, 2006

Maintenance and repair of state-owned or leased motor vehicles

12.20.40.a All state agencies having jurisdiction and control of state-owned or leased motor vehicles must establish and maintain a preventive maintenance program.

12.20.40.b Agencies are to ensure all maintenance and repair of state-owned or leased motor vehicles is performed at a state facility whenever possible. When the repairs to be done are beyond the capabilities of state facilities, the operator/agency is to receive authority from the vehicle-issuing agency to have the repairs accomplished at a local contract facility.

Procedures for having contract or repair work performed may be obtained through the Department of General Administration. For more information about maintenance services, including emergency roadside assistance, visit the State Motor Pool website at: <http://www.ga.wa.gov/mp/services.htm>.

12.20.40.c Within 48 hours of a vehicle accident that results in damage to a state vehicle, the owning agency must forward a copy of the State of Washington Vehicle Accident Report (SF137) completed by the state driver to the Office of Financial Management, Risk Management Division. The form is available at: <http://www.ofm.wa.gov/rmd/vehicles/default.asp>.

12.20.40.d Agencies are to contact the Department of Transportation Risk Management Office when repair is needed for vehicle damage resulting from an accident. The owning agency should work with staff to determine whether any other party has liability for the agency's damages before proceeding with repairs. If recovery of some or all of the cost of repairs can be allocated to the liability of other parties, claims should be filed against those parties and authorization to proceed with repairs obtained before repairs are made. If a fleet vehicle is damaged, also contact the appropriate motor pool.

12.20.45
May 1, 2007

Agencies must ensure information is available in the motor vehicle

Agencies must ensure the following information is available in every state-owned or leased motor vehicle not used in undercover work:

1. Information regarding state repair and servicing facilities of state owned or leased motor vehicles.
2. Statement of operator's responsibilities.
3. Accident and insurance report forms with instructions as to their preparation and disposition.
4. Instructions for use of agency credit card.
5. Emergency instructions.
6. A copy of the State of Washington "Proof of Liability Insurance Washington State Agency Vehicle" card. This card provides a brief review of liability coverage provisions for state vehicles, and is available at: <http://www.ofm.wa.gov/rmd/vehicles/default.asp>.
7. All documents for 15 or 12-passenger vans as outlined in Subsection 12.60.30.a of this manual.

12.20.50

July 1, 2006

What are the restrictions and responsibilities for using privately owned vehicles for official state business?

12.20.50.a

The agency head, or authorized designee, may authorize the use of a POV in the conduct of official state business when it is more advantageous or economical to the state that a person travel by a POV rather than a common carrier or a state-owned or leased motor vehicle. The state motor pool may provide cost comparison data to agencies as one guideline for assisting in making such a determination. Agencies, as part of their required positive system of control over travel, may adopt and use other guidelines for satisfying the “more advantageous or economical” criteria contained in RCW 43.03.060. Refer to Subsection 10.10.20.

12.20.50.b

The agency will not reimburse for out-of-pocket costs for parking tickets, moving violations, or damages and insurance deductibles relating to POVs used on official state business. Refer to Subsection 10.20.20 for additional non-reimbursable costs.

12.20.55

July 1, 2007

Commute trip reduction

State agencies may, subject to appropriation and under the Internal Revenue Service (IRS) rules, use public funds to financially assist *agency*-approved incentives for alternative commute modes if the financial assistance is an element of the agency’s commute trip reduction program as required under RCW 43.01.230 and RCWs 70.94.521 through 70.94.551. Alternatives may include, but are not limited to carpools, vanpools, purchase of transit and ferry passes, and emergency ride home programs.

This policy does not permit any payment for the use of state-owned vehicles for commuter ride-sharing. Refer to Subsection 12.20.60.

Agencies should consult IRS regulations regarding the taxation of these benefits.

Under the following conditions, state-owned vehicles may be used for emergency ride home programs:

- A state-owned vehicle is available and the employee is able to return the vehicle before it is needed by the agency, and

- The employee is physically able to drive and possesses a valid driver's license.

For further information about the emergency ride home program, refer to Interagency Commute Trip Reduction Board Guide at:
<http://www.ctr.wa.gov/employers/Guide.htm>.

12.20.60

July 1, 2007

When may an agency allow a state-owned motor vehicle to be used for commuter ride-sharing?

Agencies may allow for the use of state-owned motor vehicles for commuter ride-sharing so long as the pro-rata share of **all** capital depreciation and operational expense associated with the commuter ride-sharing arrangement is paid by the commuters, and does not infringe upon the use of the vehicle for other official state business. Refer to RCW 43.41.130.

Under certain circumstances, agencies may also allow for the use of state owned motor vehicles for emergency ride home programs. Refer to Subsection 12.20.50.

12.20.70

July 1, 2008

State vehicle use of *Good to Go!* transponders

12.20.70.a

Agencies should use *Good to Go!* transponders on state vehicles, when it makes good business sense to do so. Factors that should be considered include:

- Frequency of travel of a vehicle over tolled bridges;
- Costs associated with non use of transponders-increased employee travel time, and higher tolls; and
- Costs associated with use of transponders including the purchase costs of the transponders, reduced employee travel time, and lower tolls.

Agencies should actively manage/monitor their *Good to Go!* account. When replenishing the account, agencies should not exceed one month's estimated usage. To avoid a violation and the associated fines, agencies should maintain a positive balance in their *Good to Go!* account.

Until the *Good to Go!* program is able to accept an IAP, agencies should make payment to *Good to Go!* by warrant or local check.

For further information about *Good to Go!*, refer to WSDOT's website at: <http://www.wsdot.wa.gov/GoodToGo/default.htm>.

12.20.70.b

Use of High Occupancy Toll (HOT) Lanes

Except as otherwise authorized in law or regulation, state owned vehicles shall utilize the HOT lanes only when they meet the posted high occupancy vehicle (HOV) requirement (two passengers or more). If the state vehicle is equipped with a *Good to Go!* transponder, a transponder disabling device must be used. WSDOT maintenance vehicles servicing the corridor are exempt from the posted HOV requirement.

For further information about the HOT lanes, refer to WSDOT's website at: <http://www.wsdot.wa.gov/Projects/SR167/HOTLanes/Default.htm>.



12.30 State Motor Vehicle Driver Requirements

12.30.10

May 1, 2007

State drivers must have valid driver's license

When driving on official state business, all state drivers are to have a driver's license recognized as valid under Washington state law. **This license must be in the driver's possession while operating any motor vehicle used for official state business purposes.** The Department of Licensing's website provides information on valid licensing requirements at: <http://www.dol.wa.gov/driverslicense/>.

Refer to Subsection 12.30.20.b (5) regarding reporting requirements if license is suspended, revoked, or otherwise determined to be invalid.

12.30.20

October 1, 2008

State driver responsibilities – state-owned or leased motor vehicles

12.30.20.a

Except as otherwise provided by law or by regulations of the Office of Financial Management, state-owned or leased motor vehicles are to be used only for official state business. When a state-owned or leased motor vehicle is being operated, any person exercising control over and/or operating the vehicle is expressly prohibited from engaging in the transportation of unauthorized passengers. Unauthorized passengers are those passengers not engaged in performing official state business and/or not specifically authorized by the agency head or authorized designee. Unauthorized passengers can include, but are not limited to, family members, relatives, friends, and pets. Refer to Subsection 12.10.30 for a definition of authorized passengers.

12.30.20.b

The driver is to:

1. Operate the vehicle at all times in a professional and safe manner, and comply with applicable traffic laws and regulations.
2. Properly use seat belts as required by state law (RCW 46.61.688). Drivers should verbally remind passengers of their responsibility to use seat belts at all times the vehicle is in operation.

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Transportation

3. Promptly pay fines to the appropriate jurisdiction for all parking tickets, citations or infractions received while operating a state vehicle. Payment of fines and citations under these circumstances is the **sole obligation and responsibility of the driver** and is NOT to be reimbursed or paid by the state. Refer to Subsection 10.20.20.
4. Hold a valid driver's license and present it when requested by the manager/supervisor.
5. Notify the manager/supervisor by the end of the next business day upon notification by the applicable licensing agency that his/her driver's license has been suspended, revoked, or otherwise determined to be invalid.
6. Adjust driving speed and vehicle equipment (i.e., use of lights, tire pressure, etc.) to changing weather conditions. Additionally, the driver is to alter travel plans as needed for personal safety due to inclement weather or sudden illness. Refer to Subsection 10.10.35 for per diem travel expense allowances for these situations.
7. Purchase gas, oil, and other items with a state credit card and acquire emergency repairs to motor vehicles in accordance with applicable Department of General Administration motor vehicle regulations. For more information, visit: <http://www.ga.wa.gov/mp/services.htm>.
8. Follow agency policies for reporting vehicle mechanical problems and arranging for service repairs or maintenance.
9. Be responsible for maintaining good appearance of the motor vehicle.
10. Complete the State of Washington Vehicle Accident Report (SF 137) or other OFM-approved vehicle accident report form when an accident results in either, or both, of the following:
 - a. Injuries to a state driver, authorized passenger(s), and/or others.
 - b. Damages to a state vehicle, POV, and/or other vehicle.

The completed SF 137 must be mailed within two working days to the Office of Financial Management's (OFM) Risk Management Division (RMD) and the Safety and/or Risk Management Office of the reporting agency. The SF 137 may be found in the glove compartment of the motor vehicle and/or is available on OFM's RMD website at: <http://www.ofm.wa.gov/rmd/vehicles/default.asp>.

12.30.20.c Safety is a priority when driving a state vehicle on official state business. To promote safety, all state drivers shall:

1. Not use tobacco products in state vehicles.
2. Not drive while under the influence of intoxicating beverages, drugs, or any other impairing substances as advised by health professionals.
3. Not transport alcohol/intoxicating substances in state vehicles unless transporting such substances is within the scope of the driver's official job duties.
4. Not transport firearms, weapons, or explosives (concealed or otherwise) unless the transportation of such devices is in accordance with performance of official state business.
5. Not use radar or speed detecting devices in state vehicles.
6. Not transport non-college enrolled high school or younger children in 15 or 12-passenger full size vans or other specialty vehicles not meeting state and federal school bus standards. Non-college enrolled high school and younger children may be transported in mini-vans and sedans. Refer to Subsection 12.60.10.g.
7. As much as possible, avoid the use of electronic devices while operating a state vehicle. Electronic devices include but are not limited to cell phones, blackberries, and portable video/music players.

In accordance with RCW 46.61.667 and 46.61.668, except as noted below, drivers operating moving motor vehicles are prohibited from using hand held wireless communication devices held to their ear; and from reading, writing or sending text messages while driving, except to report illegal activity, summon emergency help, or to prevent injury to persons or property.

Exception: The prohibition does not apply to drivers of authorized emergency vehicles, tow trucks responding to disabled vehicles, or drivers using hearing aids.

8. Avoid the use of ear phones/buds to minimize distraction and inability to hear emergency warnings.

9. Safely organize and store equipment/supplies in the vehicle so they are secure in the event of a sudden stop.
10. Select well-lit, safe areas, for parking state vehicles, if possible. Place valuable equipment out of view and lock the vehicle when unattended.

12.30.30

May 1, 2007

What are the driver responsibilities and insurance requirements when using privately owned vehicles for official state business?

- 12.30.30.a When driving privately owned vehicles (POVs) on official state business, state drivers are to comply with the state of Washington's liability insurance laws, chapters 46.29 and 46.30 RCW. If an accident occurs when the state driver is operating a POV, the state driver's personal automobile insurance is primary and will be exhausted prior to application of the state's self-insurance coverage. **Insurance deductibles are the responsibility of the POV driver and are not reimbursable by the state.**
- 12.30.30.b The driver is to operate a POV in a professional and safe manner, and comply with all Washington traffic laws and regulations.
- 12.30.30.c A POV driver involved in an accident is to complete a State of Washington Vehicle Accident Report (SF137) as outlined in Subsection 12.30.20.b (10) and follow the procedures in Subsection 12.30.40.
- 12.30.30.d The driver is to comply with Subsection 12.30.20.c related to making safety a priority when driving a POV on official state business.
- 12.30.30.e Reimbursement for the use of a POV is not to exceed the private vehicle mileage reimbursement rate specified in Subsection 10.90.20 as authorized by RCW 43.03.060.

12.30.40

July 1, 2006

Procedures for reporting accidents

For all accidents resulting in property damage or injuries involving any motor vehicle in use for official state business, state drivers are to follow procedures below, as applicable:

1. Take whatever steps are necessary to protect yourself from further injury.
2. Assist any injured party, giving only the first aid you are qualified to provide.
3. Call 911 for medical assistance if needed.
4. Cooperate with local law enforcement. Provide factual information, limiting responses to questions asked.
5. Provide factual information about yourself and the state vehicle to the other driver(s), e.g., name, agency, phone number, vehicle identification number (VIN), etc.
6. Obtain needed information from other driver(s). Identify witnesses and obtain addresses and phone numbers.
7. Do not discuss your actions with parties other than law enforcement. **Do not admit fault** to other parties or make any statements about the State's response to the accident, financial or otherwise.
8. Collect all required information necessary to complete the State of Washington Vehicle Accident Report (SF 137) located in the vehicle's glove box or other information needed for agency accident reporting purposes.
9. Contact the Accident Management Service, CEI, if your agency has contracted for their vehicle repair services. Report accidents or state vehicle damage to CEI (consult pamphlet in the vehicle's glove box for CEI phone number.) Contact your agency's transportation officer if unsure whether CEI is a contracted service.

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Transportation

10. Contact GA Motor Pool if you have a State Motor Pool vehicle. Report accidents to them at (360) 459-6378 (reporting information is in the vehicle glove box.) Motor Pool staff will report the accident to CEI if appropriate.
11. Report the accident to your manager/supervisor.
12. Have the state vehicle towed from the scene if not drivable.
13. Complete the State of Washington Vehicle Accident Report (SF137) and any other *agency*-required accident report forms or procedures. The completed SF 137 must be mailed within two working days to the Office of Financial Management's Risk Management Division and the Safety and/or Risk Management Office of the reporting agency.
14. Complete a Vehicle Collision Report if any injuries are sustained as a result of the accident or if damages to vehicles/property exceed \$700. This form is available from local law enforcement offices.



12.40 Insurance Coverage and Related Requirements

12.40.10

July 1, 2010

Insurance programs for state drivers

The following insurance programs relate to state drivers and vehicles driven on official state business:

12.40.10.a

Self-Insurance Liability Program (SILP) for auto liability claims.

The Washington Self-Insurance Liability Program (SILP) is used to pay tort claim judgments and settlements arising from general liability and vehicle liability for which the state is found to be wholly or partially negligent.

The SILP provides coverage for all state agencies, boards, commissions, community colleges, and universities with the exception of the University of Washington and the Washington State Department of Transportation (WSDOT), Marine Division.

The Office of Financial Management (OFM), Risk Management Division:

1. Administers the SILP and authorizes all payments for third party injury and damage.
2. Maintains a centralized claims database system to track the status of all state agency general and auto liability claims.
3. Assigns vehicle accident claims to the WSDOT Risk Management Office or to the Office of the Attorney General, Torts Division.

The SILP provides auto liability coverage for state owned and rented vehicles driven on state business in the United States and Canada.

For more information, visit OFM's website at:

www.ofm.wa.gov/rmd/default.asp.

12.40.10.b

Workers' compensation for job-related injuries and illnesses.

The Department of Labor and Industries (L&I) administers a “no-fault” workers’ compensation program (Title 51 RCW, Industrial Insurance). The workers’ compensation program provides:

1. “Sole financial remedy” for state employees who sustain injuries (or death) as a result of accidents or occupational diseases that occur while “in the course of business” for the state.
2. Wage replacement, medical, and vocational benefits for permanent, temporary, seasonal and part-time employees in agencies, universities and colleges. It provides “medical only” benefits for volunteers.
3. Coordination with medical providers and the employing agency in adjudicating claim allowance, benefits, and return-to-work.
4. Coordination of third party recovery actions when applicable.

For more information about workers’ compensation or filing an “on-the-job” injury or illness claim, visit L&I’s website at:

<http://www.lni.wa.gov/claimsins/default.asp>.

12.40.20

July 1, 2010

Insurance requirements and coverage for state drivers

12.40.20.a

State employees.

12.40.20.a.(1)

State employee drivers – state vehicles (agency owned or state motor pool).

1. The agency of the state employee driver causing damage to a state vehicle is responsible for payment or replacement costs of the vehicle. No vehicle repair/replacement costs are covered by the Washington Self-Insurance Liability Program (SILP).
2. Repair/replacement costs of Department of General Administration (GA) State Motor Pool vehicles are also the responsibility of the vehicle operator’s agency, and are **not paid** from the SILP.

3. The Washington Department of Transportation (WSDOT) Risk Management Office will attempt to recover the cost of state vehicle damage caused by third parties. These financial recoveries are forwarded to the agency owning the vehicle.

12.40.20.a.(2)

State employee drivers – privately owned vehicles (POVs).

1. Authorized drivers of POVs used for official state business are **required** to comply with the state of Washington **mandatory liability insurance requirements** as defined in chapters 46.29 and 46.30 RCW.
2. A driver of a POV involved in an accident while on official state business is covered by his/her private insurance policy. This insurance policy is considered **“primary” for payment of all losses/recoveries arising from an accident while driving a POV.** The cost of insurance is considered to be covered by the state’s mileage reimbursement rate. **Note:** The state does not reimburse state drivers for insurance deductibles.
3. The SILP will act as an “excess policy” in the event limits of the private insurance policy are exhausted. Under certain circumstances, the state may assist in the defense and settlement of claims, including possible lawsuit defense, if warranted.

12.40.20.b

All state drivers – commercially rented vehicles.

12.40.20.b.(1)

Rentals from the state contract vehicle rental company.

In all cases, contract language specifically requires that state rental car drivers be authorized by the agency head or authorized designee to rent and operate all rental vehicles.

Liability and loss damage waiver (LDW) insurance coverage is generally provided under the base rate charged to state agencies that rent vehicles through the state’s vehicle rental contract administered by GA. (Insurance coverage is not covered under the base rate for some specialty vehicles rented from the contracted company.)

LDW coverage provided under the base rate includes:

1. Third party liability insurance coverage for payments made to other parties who sustain injury or property damage as a result of an accident caused by a state driver authorized to operate a rental vehicle.
2. Repair costs for the rental vehicle.

Review rental contract agreements for any restrictions (i.e., age, in the case of student drivers).

For current information on GA's rental vehicle contract, refer to GA's website at: <http://www.ga.wa.gov/travel/rentvehicles.htm>.

12.40.20.b.(2)

Rentals from non-state contract vehicle rental companies.

Depending on the current state of Washington corporate travel card agreement, LDW coverage may be procured for a rental vehicle. For this reason, it is recommended that non-state contract vehicle rentals be placed on the state of Washington corporate travel card to take advantage of possible vehicle insurance coverage.

Check the most current coverage terms for the state corporate credit card on GA's website at: <http://www.ga.wa.gov/Purchase/index.html>.

It is a business decision on the part of each agency to determine the need or advantage of purchasing LDW coverage when renting a vehicle that is not included under the state's rental contract. If liability coverage is not procured on a rental vehicle, the SILP can provide coverage for third party liability claims, but will NOT cover damage to the rental vehicle.

Agencies are responsible for all repair costs to a rental vehicle if LDW coverage is not acquired on the vehicle. The Office of the Attorney General may represent the state driver if a lawsuit was filed against the operator.

12.40.20.b.(3)

Passenger van rentals from state/non-state contract vehicle rental companies.

Refer to van use requirements in Subsection 12.60.10.g and van rental/lease restrictions in Subsection 12.60.10.h.

12.40.20.c **Contractors.**

12.40.20.c.(1) **Contractor drivers – state vehicles.**

The agency head or authorized designee must **authorize** contractors to use state vehicles for official state business. The agency head or authorized designee should formally document the approval.

Most Commercial Auto or Business Auto Liability insurance policies contain “Other Insurance” provisions in Section IV – Business Auto Conditions which provide that “For any covered “auto” you don’t own, the insurance provided by this Coverage Form is excess over any other collectible insurance.” In order to ensure auto coverage for all tiers for borrowed autos from the state, contractor/consultant agreement auto insurance provisions should provide for coverage as follows:

Business auto liability insurance written under ISO Form CA 00 01 10 01 or equivalent providing coverage for any “Auto” (Symbol 1) used in an amount not less than a one million dollar (\$1,000,000) combined single limit each occurrence. If the CONTRACTOR/ CONSULTANT or any SUB-CONTRACTOR/SUB-CONSULTANT is to use borrowed “auto(s)” from the STATE, the first sentence of the “Other Insurance” provisions in SECTION IV.B.5a. of each of their respective auto insurance policies is to be amended by endorsement to read:

“a. For any covered “auto” you borrow from the State of Washington, this Coverage Form provides primary insurance, except when the primary cause of the accident is determined to be a defect of the borrowed auto.”

Provisions for liability insurance and industrial insurance must be included in agency contracts. Insurance provisions for personal service contracts are covered in Subsections 15.40.35 and 15.40.40, and for client service contracts in Subsections 16.20.35 and 16.20.40.

12.40.20.c.(2) **Contractor drivers – privately owned vehicles (POVs).**

In situations where contractors are required to use POVs in performance of their contracted duties, agencies are required to:

1. Include indemnification language in contractual agreements limiting the state's liability for the action of the contractor. The OFM Risk Management Division's contracts manual, titled *Contracts: Transferring and Financing Risk*, contains sample hold harmless and indemnification agreements and is available on OFM's website at: <http://www.ofm.wa.gov/rmd/risk/default.asp>.
2. Require the contractor to:
 - a. Name the state of Washington as an "additional insured" in their insurance policy.
 - b. Meet the state's legal requirements for auto insurance.
 - c. Provide Department of Labor and Industries (L&I) workers' compensation coverage for drivers, as applicable and/or as required by Title 51 RCW.

12.40.20.d **Student drivers – state vehicles and privately owned vehicles (POVs).**

The agency head or authorized designee must **authorize** students to use state vehicles and POVs used on official state business. Prior authorization is generally a condition in the state's commercial rental contracts.

Rental contract language generally excludes drivers under the age of 25. Consult the appropriate rental contract agreement for policy restrictions and exclusions that may apply to student drivers using commercially rented vehicles on official state business.

L&I's employment standards restrict youths under the age of 18 from operating vehicles for business purposes. Refer to L&I's website at: <http://www.lni.wa.gov/WorkplaceRights/TeenWorkers/>.

12.40.20.e **Volunteer drivers – state vehicles and privately owned vehicles (POVs).**

The agency head or authorized designee must **authorize** volunteers to use state vehicles and POVs for official state business. Prior authorization is generally a condition in the state's commercial rental contracts.

Agencies should contact L&I to inquire about workers' compensation insurance coverage for personal injuries of volunteers or other non-paid operators of motor vehicles used for official state business.



12.50 Acquisition, Rental, and Disposal of Motor Vehicles

12.50.10

July 1, 2006

Specifications and requirements for motor vehicle purchases

The Department of General Administration has the following responsibilities related to the purchase of motor vehicles:

1. Determine the specifications for the most efficient and cost effective motor vehicles available on the market (RCW 43.19.1905).
2. Identify the standard motor vehicles and alternate types of vehicles and accessory equipment that may be purchased by the state.
3. Establish a contract from which new motor vehicles may be purchased based on the above specifications, through its Office of State Procurement.

12.50.20

July 1, 2006

How to purchase a motor vehicle

1. Submit a purchase requisition to the Office of State Procurement. Agencies requesting an alternate type of vehicle or accessory equipment must provide a justification, approved by the requesting agency head or authorized designee, that the alternative is required to meet a special need.
2. The Department of General Administration will review vehicle availability from state resources and advise the requesting agency of vehicles that could meet its requirement. If a vehicle satisfactory to the agency is not available, the Office of State Procurement will process a purchase requisition at the contract price. If the vehicle provided is not new, the vehicle purchase price will be established by the NADA value.

12.50.30

April 15, 2004

When may a rental motor vehicle be used?

A rental motor vehicle may be used for official state business under the following conditions:

- A state-owned motor vehicle is not available; or
- The use of the rental motor vehicle is advantageous to the state, or more economical than other conveyance, or necessary state business cannot be accomplished otherwise (e.g., mail, telephone, etc.); and
- Use has been approved in advance by the agency head or authorized designee through a State Charge Card System. (Refer to Subsection 10.10.45 for a description.)

12.50.40

May 1, 2007

How to rent a motor vehicle for less than 30 days

1. Subsection 10.50.35 describes under what conditions a motor vehicle may be rented.
2. Subsection 12.60.10 describes the rental requirements and restrictions on vans.

12.50.50

May 1, 2007

How to lease a motor vehicle for 30 days or more

1. Submit a lease request, with justification approved by the agency head or authorized designee to the State Motor Pool. Agencies requesting an alternate type of vehicle or accessory equipment must provide a justification, approved by the requesting agency head or authorized designee, that the alternative is required to meet a special need.
2. The Department of General Administration will determine if the requirement can be satisfied from state motor pool vehicles. If the State Motor Pool cannot provide the required vehicle, the request will be approved for processing by the Office of State Procurement.
3. Subsection 12.60.10 describes the rental requirements and restrictions on vans.

12.50.60

October 1, 2007

Disposing of motor vehicles

12.50.60.a

Agencies may dispose of a motor vehicle when one of the following criteria is met:

- The state agency no longer has a need for the vehicle.
- The vehicle has been wrecked or damaged beyond the point of being economically repairable.
- The vehicle is at least five years old or has 75,000 miles or more. Vehicles exceeding the age or mileage criteria may be disposed of at the discretion of the agency head or authorized designee.
- The vehicle has been determined to be uneconomical to retain, regardless of age or mileage.
- The vehicle is a 15-passenger full size van used for passenger transport purposes subject to the phase-out requirements in Section 12.60.

12.50.60.b

To dispose of an agency-owned motor vehicle, the agency submits a report, on a form designated by the Department of General Administration, to the Department of General Administration.

12.50.60.c

All vehicles submitted to the Department of General Administration's State Surplus Property Section for surplus sale are, as a first option, to be made available for transfer to any state agency at the book value (acquisition cost less accumulated depreciation to date) for a period of not less than 30 days. Agencies will be reimbursed as follows:

When the Department of General Administration State Motor Pool (SMP) can utilize a surplus motor vehicle for assignment to another state agency or within a state motor pool, the motor vehicle will be transferred to the SMP.

When the vehicle was previously purchased with dedicated, revolving or trust funds, and if surplus funds are available, the relinquishing state agency may be paid in cash unless the agency elects to receive credit. When surplus funds are not available, the value at the time of transfer will be recorded by the SMP as an amount due the agency and account from which the vehicle was purchased and maintained.

When a state agency desires a state-owned vehicle processed through the State Surplus Property Section, the vehicle will be transferred at the book value. The relinquishing agency is to be paid in cash by the purchasing agency (other than the SMP) without service or handling charges by the State Surplus Property Section.

For those vehicles disposed of at an auction sale, state agencies will be reimbursed for the vehicles, in cash, in the amount obtained for the vehicles, less service and handling charges.

12.50.60.d The book value is the maximum amount that can be reimbursed for vehicles transferred between state agencies.



12.60 Van Management

12.60.10

May 1, 2007

Van purchase, use and rental

12.60.10.a

Refer to Subsection 12.10.30 for definitions of vans as referred to in this section.

Selection of the electronic stability control (ESC) option is required for new purchases of all vans described in Subsection 12.10.30, if not already a standard manufacturer feature.

12.60.10.b

15-Passenger full size van purchase.

1. As of the effective date of this policy, agencies are restricted from purchasing or acquiring new 15-passenger full size vans for **passenger transport** purposes. These vans are commonly referred to as "15-passenger vans."

Exception: Van pool programs operated and insured by local government transit authorities may continue to purchase 15-passenger full size vans for passenger transport purposes.

2. Agencies may purchase or acquire new 15-passenger full size vans if used exclusively for cargo or maintenance purposes.

12.60.10.c

12-Passenger full size van purchase.

Agencies are authorized to purchase or acquire 12-passenger full size vans as defined in Subsection 12.10.30 for passenger transport purposes.

12.60.10.d

Mini-van purchase.

Agencies are authorized to purchase or acquire mini-vans as defined in Subsection 12.10.30 for passenger transport purposes.

12.60.10.e

Cargo full size van purchase.

Agencies are authorized to purchase or acquire cargo full size vans configured for cargo or maintenance use as defined in Subsection 12.10.30.

12.60.10.f **Alternative passenger transport vehicle purchase.**

Agencies are authorized to purchase or acquire alternative vehicles, such as small busses, for the transport of passengers. Refer to Subsection 12.60.10.g regarding passenger transport of non-college enrolled high school and younger children.

Note: Washington State Department of Licensing (DOL) rules require that all vehicles designed to transport 16 or more persons (including the driver) require a commercial driver's license (CDL). Refer to the DOL's website at: <http://www.dol.wa.gov/driverslicense/cdl.html>.

12.60.10.g **Van use.**

1. **Transportation of non-college enrolled high school and younger children.** Agencies are restricted from transporting non-college enrolled high school or younger student passengers in 15 or 12-passenger full size vans, or specialty vehicles not meeting state and federal school bus standards. Non-college enrolled high school and younger children may be transported in mini-vans or sedans.
2. State driver policies in Subsections 12.20.15 and 12.20.20, and Section 12.30 apply to all van drivers. All van and driver policies in Subsection 12.60.30 apply to full size van use.

12.60.10.h **Van rental/lease restrictions.**

1. As of the effective date of this policy, agencies are restricted from contracting for the rental of 15-passenger full size vans for passenger transport purposes regardless of their availability from the rental vendor.
2. Agencies are authorized to rent/lease 12-passenger full size vans, cargo vans, and mini-vans from rental vendors. Rented/leased vans are subject to the van use restrictions/requirements noted in Subsection 12.60.10.g.

12.60.20

May 1, 2007

15-Passenger full size van phase-out

- 12.60.20.a Agencies are strongly encouraged to phase-out 15-passenger full size vans used for **passenger transport** purposes. One phase-out option is to convert 15-passenger full size van use from passenger to cargo or maintenance.
- 12.60.20.b The recommended phase-out period for 15-passenger full size vans used for **passenger transport** purposes is five years from the original date of purchase or acquisition.
- 12.60.20.c Agencies are required to remove rear seats and reduce passengers by five or more for all 15-passenger full size vans used for **passenger transport** purposes.
- Note:** Driver and training requirement policies in Subsection 12.60.30 apply to 15 and 12-passenger full size vans and cargo or maintenance vans.
- 12.60.20.d All vans are to be maintained and inspected as required in Subsection 12.20.40.a.

12.60.30

May 1, 2007

Full size van and van driver requirements

12.60.30.a

Driver safety awareness.

The National Highway Traffic Safety Administration (NHTSA) publications indicated below are required to be placed and maintained in a conspicuous spot in each state owned 15 and 12-passenger full size van as well as in all rental 12-passenger and cargo full size vans:

1. “Reducing The Risk of Rollover Crashes in 15-Passenger Vans” – **Hangtag.**
2. “Reducing The Risk of Rollover Crashes in 15-Passenger Vans” – **Flyer.**

Refer to the NHTSA website for the latest version of these documents at: <http://www.nhtsa.gov>.

Note: The Office of Financial Management’s (OFM) Risk Management Division (RMD) provides a sticker version of the above NHTSA document that fits passenger van visors for agency owned vehicles. The sticker can be requested by contacting RMD at (360) 902-7303, or e-mail requests to: ofm.risk.management@ofm.wa.gov.

12.60.30.b

Required documents for driver and manager/supervisor signature.

1. Agencies are required to have all 15 and 12-passenger full size van and cargo van drivers sign the following documents *at the time of their initial van driving assignment*. Managers/supervisors must also sign the documents under the manager/supervisor responsibilities checklist section.
 - 15 and 12-Passenger Full Size Van Driver - Valid License to Drive and Driving Experience Statement.
 - 15 and 12-Passenger Full Size Van Driver - Safe Driving Practices Acknowledgement Statement.
2. Agencies are required to maintain the above documents in appropriate agency files.

Note: It is recommended the two documents be printed on one page back to back.



**State of Washington
15 AND 12-PASSENGER FULL SIZE VAN DRIVER
VALID LICENSE TO DRIVE AND DRIVING EXPERIENCE STATEMENT**

Driver refers to employees, student-employees, students, and volunteers operating 15 or 12-passenger full size vans under the direction of a state agency, university, or community/technical college.

In an effort to promote safe driving practices for the protection of state employees, students, and the citizens and drivers in Washington State, all 15 and 12-passenger full size van drivers are required to sign this statement verifying: (1) they possess a license that is valid under Washington State law that is current and reflects information consistent with the applicable state licensing department records; (2) they have minimum two years of experience driving motor vehicles; (3) their Washington State (or out-of-state) driving record is free of violations (as described below) that restricts 15 or 12-passenger full size van driving assignments; and (4) they agree to advise the appropriate supervisor or manager by the next business day if their *legal* status to drive changes.

Manager/Supervisor Responsibilities Checklist

- Complete License Check/Verification:** Visually check to ensure everyone assigned or authorized by the agency to drive 15 or 12-passenger full size vans has in their possession and can present to you a license that is valid under Washington State law. A visual check will include verification that: (1) license has not expired and (2) picture matches person.
- Have Employee Answer Questions Below and Sign:** After verification of a *valid* license, have potential 15 or 12-passenger full size van driver answer the questions below and verify the accuracy of their responses by signing at the bottom of the form. **Note:** Drivers who mark "no/don't agree" in any box below, shall not be considered for 15 or 12-passenger full size van driver assignments. The above process and completion of this form can be repeated when a potential driver can verify by signature "yes/agree" responses to the questions below.
- Provide Education/Training:** Provide agency designated full size van-15 and full size van-12 education or training prior to the initial 15 or 12-passenger full size van driving assignment.
- Provide Documentation:** Maintain a copy of this completed form in appropriate agency files.

Completion of Items 1-4

Supervisor Signature: _____ Date _____

15 and 12-Passenger Full Size Van Driver Responsibilities

Anyone authorized to drive a 15 or 12-passenger full size van for a state agency, university or community/technical college is required to fill out the form below by placing a check in the box indicating their response to each statement, and signing and dating to verify responses in the space provided at the bottom of this form.

I have a license that is <u>valid</u> under Washington State law that is current and reflects information consistent with the applicable state licensing department records.	Yes	No
I have at least two years of experience driving motor vehicles.	Yes	No
My DOL drivers record is free of all the excluding driving criteria listed below.	Yes	No
As a condition of driving a state-owned 15 or 12-passenger full size van, I agree to inform my supervisor by the next business day if my status to legally drive changes at any time I am assigned to drive a 15 or 12-passenger full size van.	Agree	Don't Agree
Criteria for Restricting a Driver from Driving 15 or 12-Passenger Full Size Vans		
<i>Within the past three (3) years, any suspension/revocation of license for reckless driving, hit and run, leaving an accident scene, failure to appear, DUI, or other vehicle-related felony; or for multiple traffic offenses (4 moving violations/infractions in 12 months/5 moving violations/infractions in 24 months) resulting in a Conditional Status driving record or subsequent suspension/revocation of license, or 6 or more moving violations within a 12-month period resulting in license suspension.</i>		

Driver's Name (Print) _____

Date _____

Driver's Signature _____

Agency/Section _____



State of Washington
15 AND 12-PASSENGER FULL SIZE VAN DRIVER
SAFE DRIVING PRACTICES ACKNOWLEDGEMENT STATEMENT

Driver refers to employees, student-employees, students, and volunteers operating 15 or 12-passenger full size vans under the direction of a state agency, university, or community/technical college. All 15 or 12-passenger full size vans drivers are required to complete this form prior to initial operation of the van. A copy of the signed form will be maintained on file with the agency, and a copy provided to the driver.

Risks Associated with Operating 15 or 12-Passenger Full Size Vans

1. The National Highway Traffic Safety Administration's (NHTSA) safety advisory recommends that drivers insist all occupants wear safety belts at all times. Drivers should verbally remind van passengers that safety belts are to be properly used until the vehicle is stopped and legally parked, RCW 46.61.688 also requires vehicle occupant safety belt use.
2. Drivers should visually check passenger safety belt use, and during transit, stop and legally park the van if made aware of passenger safety belt non-use.
3. 15-passenger full size vans have a rollover risk similar to other light trucks and vans. Prior NHTSA research has shown that 15-passenger vans have a rollover risk that increases dramatically as the number of occupants increases from fewer than five to more than ten. 12-passenger full size vans, while having less total passenger seating capacity, still require special handling knowledge for safe operation of the vehicle.
4. The weight of the van, particularly when fully occupied, causes the center of gravity to shift rearward and upward increasing the likelihood of rollover.
5. The shift in the center of gravity will also increase the potential for loss of control in panic maneuvers.
6. The weight of the van when fully occupied requires additional stopping distance, an especially important factor in rain, fog, or other difficult driving situations caused by weather conditions.
7. The width of the van allows for less lane room.
8. The length of the van increases distance needed for making turns, changing lanes, and braking.
9. General maintenance of the vehicle, including proper tire pressure is important to safety, and can be referenced in the vehicle owner's manual.

BASIC DRIVING PRACTICES FOR SAFE VAN OPERATION

- Driving at posted or lower speeds.
- Adjusting to lower speeds for special conditions such as: rain, snow, fog, wind, and any other condition impacting visibility, stopping distance or general safe handling of the vehicle.
- Minimizing potential driver distraction by using cell phone or other electronic devices ONLY when the van is safely stopped or asking passengers to assist with calls for emergency situations.
- Properly loading passengers and equipment, and never placing equipment/luggage on the top of passenger vans.
- Minimizing driver fatigue on long trips by one or more of the following: driving rested, taking appropriate breaks, or sharing driving with authorized drivers. Follow agency policies on travel time restrictions.
- Not drive while under the influence of intoxicating beverages, drugs, or any other impairing substances as advised by health professionals.

I have read and understand potential risks involved while operating 15 or 12-passenger full size vans.	(Initial) _____
I am aware the handling characteristics of 15 or 12-passenger full size vans may change dramatically, especially when fully loaded.	(Initial) _____
I understand extra caution is required when operating 15 or 12-passenger full size vans, including reduced speeds.	(Initial) _____
I understand van driver/passenger safety belt use is required and will remind passenger and visually check for belt use. I will stop and legally park the van if made aware of passenger non-use during transit.	(initial) _____

Driver's Name (Print) _____ Date _____

Driver's Signature _____ Agency/Section _____

12.60.40

July 1, 2008

Required safety education or training for drivers of full size vans

12.60.40.a

Agencies are required to provide employees, students, and volunteers with safety education information or training prior to their initial operation of state owned or commercially rented/leased 15 or 12-passenger full size van or cargo van.

12.60.40.b

Safety education information provided must include:

1. The NHTSA web address for van safety:
<http://www.nhtsa.gov/cars/problems/studies/15PassVans/15PassCustomer.html> or <http://www.safercar.gov>
2. Review of NHTSA's posted document, "Reducing the Risk of Rollover Crashes in 15-Passenger Vans."
3. Review of NHTSA's Hangtag and Flyer for 15-passenger vans.
4. Review of the Fleet Safety section in the *Risk Management Basics Manual* available on the OFM RMD website at <http://www.ofm.wa.gov/rmd/publications>; or equivalent agency developed information.
5. Review of policies in Sections 12.30 and 12.60 or equivalent agency-specific policies or information pertaining to these sections.

12.60.40.c

Training for 15 and 12-passenger full size van and cargo van drivers.

Length of training, training curriculum, training method, type of training materials (or audio-visuals) used is at agency discretion. Agencies may supplement the requirements above as desired. Examples of training topics that agencies may choose to address include, but are not limited to:

- Pre-trip planning and travel routes.
- Travel time restrictions.
- Travel during weather conditions (snow, ice, wind, etc.).
- Gear or cargo storage.
- Maintenance including tire pressure.
- Head light use.
- Cell phone or other electronic equipment use.
- Seat belt use.

- 12.60.40.d Training is to be documented by the agency and the documentation maintained in appropriate agency files.
- 12.60.40.e Renewal training must be provided every two years. Renewal training should consist of a review of initial training information with updates as appropriate.
- 12.60.40.f Renewal training must be documented and the documentation maintained in appropriate agency files.