

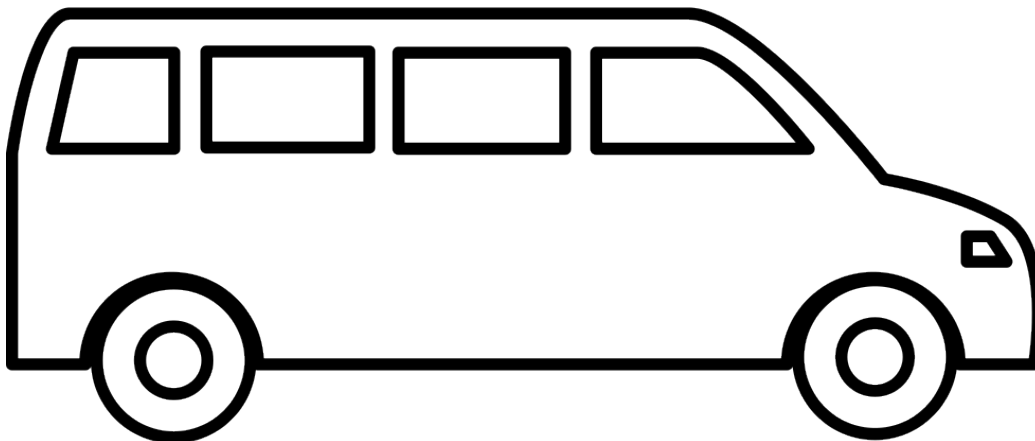
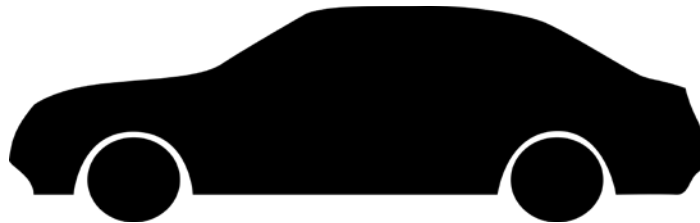


# South Puget Sound

COMMUNITY COLLEGE

## Agency Transportation Authorization packet

### For ALL new drivers





# Supervisors Checklist

## All Drivers

- ✓ Valid Driver License
- ✓ License not expired
- ✓ Photo matches license
- ✓ Name matches agency records
- ✓ Driver is 18 years or older
- ✓ Driver has two years driving experience
- ✓ Explain that Proof of Insurance Card is located in the glove box of State Vehicles
- ✓ Driver to Review Sections 1-4
- ✓ Driver Sign's Authorized Driver Acknowledgment Form

## Van Drivers

- ✓ Driver to Review Section 6
- ✓ Driver Sign's Safe van driving practices acknowledgment statement
- ✓ Driver Sign's Valid License to Drive an Driving Experience Statement



## New Driver Checklist

### **Read**

#### Section 1

- ✓ Enterprise Wide Transportation Policy

#### Section 2

- ✓ Accident Reporting Procedures

#### Section 3

- ✓ State Driver Standards

#### Section 4

- ✓ Understanding Insurance Coverage

### **Read and sign Acknowledgment Form and complete New Driver form**

#### Section 5

- ✓ Authorized Driver Acknowledgment Form
- ✓ Complete new Driver Form

## Van Driver checklist

### **Read**

#### Section 6

- ✓ Reducing the Risk of Rollover Accidents

### **Read and sign:**

#### Section 7

- ✓ Safe van driving practices acknowledgement statement

#### Section 8

- ✓ Valid License to Drive and Driving Experience Statement



# Section 1



## Enterprise-Wide Transportation Policy

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**Applies to:** State agencies and institutions including the Washington State School Directors' Association, employees, contractors, students, and volunteer drivers and passengers on official state business.

This policy does not apply to any agency of the judicial branch or the legislature.

**Authorizing sources:**

State statutes – RCW 43.19.560 through 43.19.635

**Information contact:** Fleet & Parking Services or Risk Management

**Effective date:** October 8, 2015

**Last update:** June 12, 2018

**Sunset review date:** June 12, 2021

**Approved by:** \_\_\_\_\_/s/\_\_\_\_\_ Chris Liu, Director

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### Reason for Policy

The purpose of this policy is to make sure the use and management of passenger motor vehicles for the conduct of official state business is economical, efficient, and effective.

In 2011, the state legislature created the Department of Enterprise Services through ESSB 5931. As part of the enacted legislation, DES was authorized to put in place guidelines, procedures, and standards for fleet management that other state agencies and institutions of higher education may adopt.

Prior to ESSB 5931, the Office of Financial Management (OFM) had established statewide transportation policy under chapter 12 of the State Accounting and Administration Manual (SAAM). On September 2015, OFM issued OFM DIRECTIVE 15A-07, which, among other things, clarified that statewide transportation policies were under the authority of DES.

Concurrently with the removal of chapter 12 from SAAM, DES adopted as a statewide policy the content of chapter 12 with only minor structural changes. Since that time, DES has been reviewing the policies in order to identify areas that will benefit from simplification and streamlining.

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### Definitions

These definitions are in addition to those found under RCW 43.19.560.

**12-Passenger Full Size Van (8 to 12 seats)** means a full size van with a maximum seating capacity of 12. The longer 15-passenger full size van configured with 12 seats or less is not considered a 12-Passenger Full Size Van.

**15-Passenger Full Size Van (12 to 15 seats)** means an extended version of a full size van designed to accommodate up to 15 seats. 15-passenger vans are subject to the rollover warnings by the National Highway Traffic Safety Administration (NHTSA). Examples include the Ford Club Wagon, Chevy Express and GMC Savanna. See use prohibitions laid out under Procedure 3, Van Management.

**Authorized Passengers** means 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.

**Commuting** means the trip made between a worker's home and their work site.

**Cargo Full Size Van (5 seats maximum)** means a full-size van (12 or 15 seat capacity) 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.

**Electric Vehicle Supply Equipment (EVSE)** refers to infrastructure used to charge battery electric and plug-in hybrid vehicles.

**Local area**, for vehicle assignment purposes, means a metro area, county or agency defined work area/region. Some examples are: Lacey/Olympia/Tumwater; Seattle; and Spokane metro area.

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

**Motor vehicle** - Any vehicle licensed for operation on the roadway.

**Official state business** means activities performed by an official or state employee, authorized volunteer, or contractor, work experience program participant, student or employee of another governmental jurisdiction as directed by his or her supervisor in order to accomplish state programs or as required by the duties of his or her position or office

**Privately owned vehicle (POV)** means a vehicle privately owned, leased, or borrowed by a state driver for which the driver receives or is entitled to receive monetary reimbursement or per diem when the vehicle is used to conduct official state business. The state driver is responsible to maintain vehicle insurance on the POV in compliance with Washington mandatory liability insurance requirements as defined in RCW 46.29 and RCW 46.30.

**State driver** means a person authorized by the agency head or authorized designee to operate a state vehicle used for conducting official state business. State drivers can include: state employees, volunteers, students (high school or college students that are 18 years of age and have minimum two years of driving experience), Department of Correction inmates (under the control of the Department of Corrections), and contractors.

**Student** means, as used for the purposes of this Policy, 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.

**Van driver** means a state driver operating van(s) at the direction of a state agency.

**Volunteer** means 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, to engage in authorized volunteer service. A volunteer may be granted reimbursement for actual expenses necessarily incurred in performing his or her assigned or authorized duties.

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## Policy Statement

State vehicles are only to be used for official business of state agencies and institutions.

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## Policy

### A. State Agency Responsibilities

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

1. Manage the effective and efficient use of state owned vehicles.

2. Put in place a driving safety program for agency employees, containing the minimum requirements described by the Safety Program Standards.
3. Establish policies and procedures containing the minimum requirements described by the State Agency Transportation Policy & Procedure Content Standards.
4. Ensure employees who operate motor vehicles on state business complete driver training, when available.
5. 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

#### B. State Driver Responsibilities

1. Thoroughly review and acknowledge in writing to comply with this policy, the State Driver Standards, the Accident Reporting Procedure, the Van Management Procedure (if applicable) and the employing agency's transportation policy.
2. Read and follow transportation standards and procedures.
3. Understand that failure to follow these policies and associated requirements may result in disciplinary action per RCW 43.19.635, including deductions from salaries or other allowances due, suspension without pay, or termination of employment.

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### Procedures

- BR.01.01.P1 Permanent Vehicle Assignment Procedure;
- BR.01.01.P2 Collision Reporting Procedure;
- BR.01.01.P3 Van Management Procedure;
- BR.01.01.P4 Purchase, Rent, or Dispose of a Motor Vehicle Procedure.

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### Standards

- BR.01.01.S1 Transportation Policy & Procedure Content Standards for State Agencies Standards;
- BR.01.01.S2 State Driver Standards;
- BR.01.01.S3 Safety Program Standards.

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### Appendices

- Understanding Insurance Coverage;
- State Transportation Laws.

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### Forms/Instructions

- BR.01.01.F1 Authorized Driver Acknowledgement Statement;
- BR.01.01.F2 Vans – Safe Driving Practices Acknowledgement Statement;
- BR.01.01.F3 New and Used Passenger Vehicle Purchase Request;
- BR.01.01.F4 Supervisor's Risk Management and Safety Checklist for Drivers;
- BR.01.01.F5 Vans – Valid License to Drive and Driving Experience Statement;
- SF 137 – State of Washington Vehicle Accident Report.

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## Frequently Asked Questions

There is no FAQ associated with this policy.

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## Related Information

- [Contract Automobile Request System \(CARS\)](#)
  - [Fleet Operations Reservation System](#) provides state agencies the ability to make vehicle reservations online and pick up the vehicle at the Fones Road location.
  - The [INVERS](#) automated key management system allows users to reserve state vehicles, and pick them up or drop them off at any hour of the day, seven days a week. The system automatically assigns and distributes vehicles based on availability, vehicle type requested, and the length of your trip. [Click here to learn more.](#)
- 

## History

### Effective

October 8, 2015 - This is a new Department of Enterprise Services statewide policy. This policy, formerly known as SAAM Chapter 12 Transportation, was under the authority of the Office of Financial Management prior to October 8, 2015. See [OFM DIRECTIVE 15A-07](#).

### Amended

August 6, 2018 – Hyperlinks added to related procedures, standards, forms, and appendices.

June 12, 2018 – Significant administrative and content changes made:

#### Administrative changes made include:

- The format has been made accessible
- The policy has been transitioned from the OFM policy structure to DES's policy structure;
- Redundant requirements were removed;
- Other statewide requirements were simplified;
- The Governor's Plain Talk requirements applied.

#### Content requirements include:

- Agencies must now keep record of Driver Acknowledgement forms;
- Agency fleets exempt from RCW 43.19.600 are exempt from waiver requirements;
- Clarifying that vehicle use waivers must be submitted annually;
- Prohibiting agencies from purchasing 15-passenger vans for passenger transport;
- Directs agencies to establish policies for electric vehicle supply equipment (charging station) use;
- Clarifies when and how Washington Self-Insurance Liability Program applies when an accident occurs with a driver operating a POV.

September 26, 2016 – Administrative update. The agency no longer provides a NHTSA sticker.

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*Need a copy of a prior version of this policy? E-mail [jack.zeigler@des.wa.gov](mailto:jack.zeigler@des.wa.gov)*

# Section 2



## Washington State Motor Pool

> CEI IS HERE TO HELP



### GOVERNMENT FLEET ACCIDENT REPORTING PROCEDURES

> **KEEP IN YOUR VEHICLE, ACCESSIBLE AT ALL TIMES.**

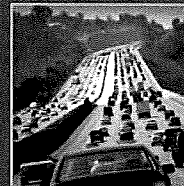
**COMPLETE THIS FORM  
BEFORE LEAVING THE  
ACCIDENT SCENE AND  
BEFORE CALLING:**

# 1-877-443-5777

### *Accident Reporting Procedures*

If your State Motor Pool vehicle has been damaged:

- Get help for the injured.
- When reporting to police, follow the laws of the state in which the accident occurred.
- Complete all the information requested on this form and call CEI at 1-877-443-5777 before leaving the scene of the accident. Experienced claims specialists are available 24 hours-a-day, 7 days-a-week. Identify yourself as an employee of **the State of Washington in a Motor Pool (DES) vehicle.**
- Notify the State Motor Pool at 1-800-542-6840 within 24 hours of accident.
- If you have any questions regarding your vehicle or this form, call 1-800-542-6840.



INVENTING

ADVANCING

LEADING

## Washington State Motor Pool

We understand that an automobile accident can be a stressful experience... your safety and convenience are our top priorities. CEI will help you every step of the way by arranging for towing (if necessary), identifying the closest approved repair facility and managing the repairs.

### *Prior to Your Vehicle's Tow and/or Repair*

Remove all State property and personal belongings from the vehicle. The repair facility is not responsible for lost or stolen property.

Loaner vehicles are available throughout the State of Washington. Call the Motor Pool for more information at 1-800-542-6840.

## > WHAT TO DO IMMEDIATELY AFTER AN ACCIDENT

### Ten things to do at the scene of an accident

1. **Don't Move the Injured.** Turn off the ignition and check for injuries: yourself, your passengers, then others. Don't move anyone who is injured or complains of neck, shoulder, back or leg pain—all signs of serious injury.
  2. **Watch Your Step.** Be careful not to walk into the path of oncoming traffic or into spilled fluids.
  3. **Call the Police.** Call the police and request emergency medical help if needed. Report every accident. A police report can challenge someone who changes their story and files a claim against you.
  4. **Don't Move Vehicles.** Unless the vehicles are blocking the roadway or endangering oncoming traffic or pedestrians, do not move them before the police and emergency teams arrive. Activate your flashers.
  5. **Take Notes.** Record as much information as you can regarding all of the vehicles and people involved in the accident.
  6. **Don't Admit Fault.** Never be evasive when questioned by an investigating officer, but don't volunteer any information. And never admit fault to anyone.
  7. **Getting Your Vehicle Towed.** Don't let your vehicle be towed by an unknown driver to an unfamiliar repair shop. Don't authorize repairs or other charges on a towing receipt. Follow your fleet policy faithfully.
  8. **Don't Accept Money.** Neither accept nor offer cash to settle the claim, regardless of how small. Otherwise, problems that come up later may be at your expense.
  9. **Report the Accident.** Promptly report every accident to your fleet representative—no matter how minor. If not at the scene, do it as soon as you are home.
  10. **Before You Leave the Scene.** Check your notes, be sure you haven't forgotten anything. The more information you have, the more questions you can answer.
- Be Prepared:** No one wants to have an accident, but you should do your best to be prepared. Keep vital information in your wallet or in your vehicle. It's a good idea to have a camera, notepad and pencil on hand.
- After the Fact:** Some things will come to you after you've calmed down, or when you're relating the story to friends and family. Write it down.



## > COMPLETE THIS INFORMATION BEFORE LEAVING THE SCENE OF THE ACCIDENT.

I am a ☐ CITY ☐ COUNTY ☐ STATE ☐ FEDERAL Employee

### Government Driver Information

Name of Driver \_\_\_\_\_

Age \_\_\_\_\_ Employing Agency \_\_\_\_\_

Position \_\_\_\_\_

Work Address \_\_\_\_\_

Zip \_\_\_\_\_ Work Phone \_\_\_\_\_

Was vehicle used on Official Government Business? ☐ Yes ☐ No

Any previous accidents while driving on government business? ☐ Yes ☐ No

Operator's License # \_\_\_\_\_

License Restrictions ☐ Yes ☐ No If Yes, Indicate \_\_\_\_\_

### GOVERNMENT VEHICLE #1 (V-1)

License Plate # \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Vehicle ID # (VIN) \_\_\_\_\_

# of Passengers \_\_\_\_\_ Est. Repair Cost \_\_\_\_\_

Owning Agency \_\_\_\_\_

Equipment # (If Government Owned) \_\_\_\_\_

Name/Address of Owner (If Privately Owned) \_\_\_\_\_

Describe Damage (Parts, Type and Extent of Damage) \_\_\_\_\_

### CEI WAS NOTIFIED OF ACCIDENT ON:

Date \_\_\_\_\_ Time \_\_\_\_\_

### OTHER VEHICLE (V-2)

Owner \_\_\_\_\_

Driver \_\_\_\_\_ Age \_\_\_\_\_

Driver's License # \_\_\_\_\_ State/Prov. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

License Plate # \_\_\_\_\_ State/Prov. \_\_\_\_\_

Vehicle ID # (VIN) \_\_\_\_\_

Damage \_\_\_\_\_

Insurance Company \_\_\_\_\_

Policy # \_\_\_\_\_

Agent's Name \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

### PASSENGERS/WITNESSES

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

☐ Passenger: vehicle ☐ 1 ☐ 2 or ☐ 3

☐ Witness: ☐ passing motorist ☐ pedestrian

Name \_\_\_\_\_ Age \_\_\_\_\_

☐ Passenger: vehicle ☐ 1 ☐ 2 or ☐ 3

☐ Witness: ☐ passing motorist ☐ pedestrian

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

☐ Passenger: vehicle ☐ 1 ☐ 2 or ☐ 3

☐ Witness: ☐ passing motorist ☐ pedestrian

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

☐ Passenger: vehicle ☐ 1 ☐ 2 or ☐ 3

☐ Witness: ☐ passing motorist ☐ pedestrian

### INJURIES

Name \_\_\_\_\_ Age \_\_\_\_\_

Vehicle ☐ 1 ☐ 2 ☐ 3 or ☐ pedestrian

Phone \_\_\_\_\_

Hospitalized ☐ No ☐ Yes ☐ Fatality

If Yes, where? \_\_\_\_\_

Extent of injuries \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Vehicle ☐ 1 ☐ 2 ☐ 3 or ☐ pedestrian

Phone \_\_\_\_\_

Hospitalized ☐ No ☐ Yes ☐ Fatality

If Yes, Where? \_\_\_\_\_

Extent of injuries \_\_\_\_\_

**> COMPLETE THIS INFORMATION BEFORE LEAVING THE SCENE OF THE ACCIDENT.**

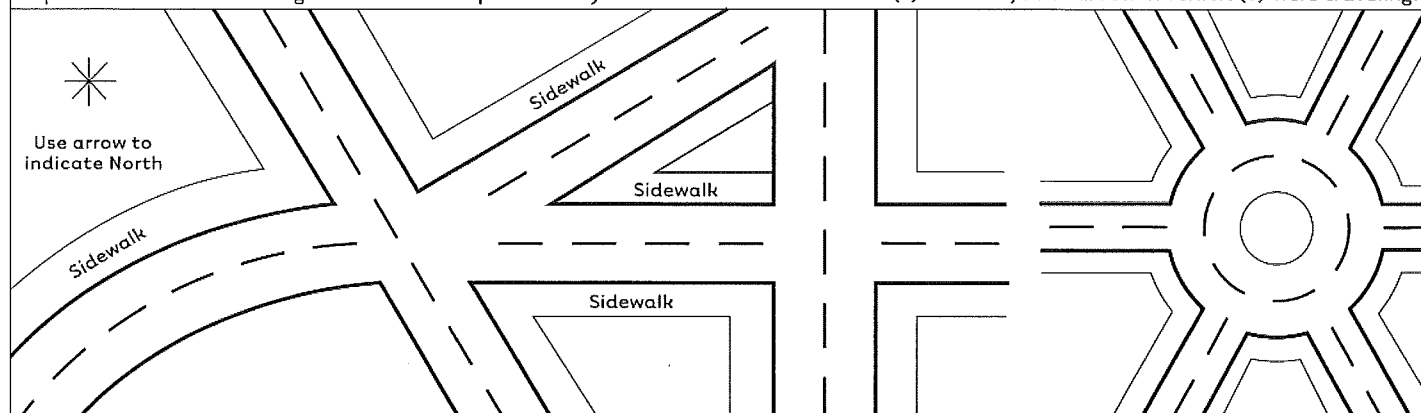
**OTHER VEHICLE (V-3)**

Owner		
Driver	Age	
Driver's License #	State/Prov.	
Address		
City	State/Prov.	Zip
Phone		
Year	Make	Model
License Plate #	State/Prov.	
Vehicle ID # (VIN)		
Damage		
Insurance Company		
Policy #		
Agent's Name		
Phone	Fax	

### ACCIDENT DESCRIPTION

[illegible]

Important: Please fill in diagram below. Show position of your vehicle and other vehicle(s) involved, with direction vehicle(s) were traveling.



Indicate location of traffic controls such as signals, signs, lights, police markers, etc.

### ACCIDENT INFORMATION

Date	Time	Day of week
Street or Highway		
City/County		
State/Prov.		
Weather conditions		
Road conditions		
Traffic controls		
Speed limit	Traveling speed	

**POLICE INFORMATION**

Was a police report taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<hr/>	
Department	
<hr/>	
Phone	Report #
<hr/>	
Officer's Name	Badge #
<hr/>	
Citation(s) issued to you	
<hr/>	
Citation(s) issued to other party(s)	
<hr/>	

**X**

Government Driver's Signature

Date \_\_\_\_\_

X

Supervisor's Signature

Date \_\_\_\_\_

# Section 3



# State Driver Standards

**Applies to:** State agencies and institutions including the Washington State School Directors' Association, employees, contractors, students, and volunteer drivers and passengers on official state business.

This policy does not apply to any agency of the judicial branch or the legislature.

**Information contact:** Fleet & Parking Services

**Effective date:** October 8, 2015

**Last update:** June 12, 2018

**Sunset review date:** June 1, 2021

**Approved by:** \_\_\_\_\_ /s/ \_\_\_\_\_, Chris Liu, Director

## Content

### Background

### Standards

- General
- Safety
- Operating Privately Owned Vehicles
- Van Use
- Prohibited Acts

## Background

Except as otherwise provided by law or by regulations of the Department of Enterprise Services, state-owned or leased motor vehicles are to be used only for official state business. The following standards describe the behavior required of drivers representing the state of Washington.

## Standards

These standards are in addition to state and federal traffic laws.

Topic	Standards
General	Drivers shall: <ol style="list-style-type: none"><li>1. 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 will NOT be reimbursed or paid by the state. Refer to <a href="#">SAAM Chapter 10</a>, subsection 10.20.20.</li><li>2. Hold a valid driver's license and present it when requested by the manager/supervisor for verification and 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.</li><li>3. Follow agency procedures for reporting vehicle mechanical problems or accidents and arranging for service repairs or maintenance.</li></ol>

Safety	Drivers shall operate state vehicles in a safe manner, to include:
	<ol style="list-style-type: none"> <li>1. 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 <u>10.10.35</u> for per diem travel expense allowances for these situations.</li> <li>2. 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.</li> <li>3. Avoid the use of ear phones/buds to minimize distraction and inability to hear emergency warnings.</li> <li>4. Safely organize and store equipment/supplies in the vehicle so they are secure in the event of a sudden stop.</li> <li>5. Select well-lit, safe areas, for parking state vehicles, if possible. Place valuable equipment out of view and lock the vehicle when unattended.</li> </ol>
Van Use	All drivers of 8 and 12 passenger or full size vans shall also review Procedure 3, Van Management.
Operating Privately Owned Vehicles	<ol style="list-style-type: none"> <li>1. 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 <u>46.29</u> and <u>46.30</u> RCW.</li> <li>2. If an accident occurs when the state driver is operating a POV and the state driver is at fault, 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. 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.</li> <li>3. If an accident occurs when the state driver is operating a POV and the state driver is not at fault, the at-fault driver's insurance is the only available coverage. The state's self-insurance account does not provide coverage if the at-fault driver is not insured or is underinsured.</li> <li>4. The driver is to operate a POV in a professional and safe manner, and comply with all Washington traffic laws and regulations.</li> <li>5. A POV driver involved in an accident is to complete the online <u>State of Washington Vehicle Accident Report (SF 137)</u></li> </ol>
Prohibited Acts	Drivers shall not:
	<ol style="list-style-type: none"> <li>1. Transport unauthorized passengers or use the vehicle for personal use. 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.</li> <li>2. Use tobacco products in state vehicles, including vaporizer pens. For further clarification on tobacco products, refer to the United States Food and Drug Administration definition and listing of products.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Drive while under the influence of intoxicating beverages, drugs, or any other impairing substances as advised by health professionals.</li> <li>4. Transport alcohol, cannabis products, or any other intoxicating substances in state vehicles unless transporting such substances is within the scope of the driver's official job duties.</li> <li>5. Transport firearms, weapons, or explosives (concealed or otherwise) unless the transportation of such devices is in accordance with performance of official state business.</li> <li>6. Use radar detecting or speed detecting devices in state vehicles for the purpose of avoiding law enforcement.</li> <li>7. Use handheld wireless communications devices (such as cellular phones); the use of hands-free devices is restricted to a single touch. <b>Exception:</b> The prohibition does not apply to drivers of authorized emergency vehicles or transit vehicles. Drivers are also authorized to use a hand-held cell phone to contact emergency services.</li> </ol>
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## Related Requirements

**Policy:** BR.01.01 Enterprise-Wide Transportation

**Procedure 1:** Permanent Vehicle Assignment

**Procedure 2:** Collision Reporting

**Procedure 3:** Van Management

**Procedure 4:** Purchase, Rent, or Dispose of a Motor Vehicle

**Standard 1:** State Agency Policy and Procedure Standards

**Standard 3:** Safety Program

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## Related Forms

**Form:** Authorized Driver Acknowledgement Statement

**Form:** New and Used Passenger Vehicle Purchase Request

**Form:** Vans – Safe Driving Practices Acknowledgement Statement

**Form:** Vans – Valid License to Drive and Driving Experience Statement

**Form:** Risk Management and Safety Checklist for Drivers

**Form:** State of Washington Vehicle Accident Report (SF 137)

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Need a copy of a prior version of this policy? E-mail [jack.zeigler@des.wa.gov](mailto:jack.zeigler@des.wa.gov)



# Section 4



# Understanding Insurance Coverage

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**Related Policy:** Enterprise-Wide Transportation Policy

## Insurance for State Drivers

Self-Insurance Liability Program for auto liability claims.

1. The Washington Self-Insurance Liability Program (SILP) pays tort claim judgments and settlements arising from general liability and vehicle liability for which the state is found to be wholly or partially negligent. However, The SILP does not pay for physical damage to state vehicles. State entities have the option of purchasing additional insurance through the Office of Risk Management to cover this exposure.
2. 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.
3. The Department of Enterprise Services, Office of Risk Management:
  - a. Administers the SILP and authorizes all payments for third party injury and damage;
  - b. Maintains a centralized claims database system to track the status of all state agency general and auto liability claims;
  - c. Investigates and resolves vehicle accident claims or assigns claims to the appropriate entity for resolution.
4. The SILP provides auto liability coverage for state owned and rented vehicles driven on state business in the United States and Canada.
5. More information is available online.

## 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.
5. For more information about workers' compensation or filing an "on-the-job" injury or illness claim, visit L&I's website.

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## Insurance Requirements and Coverage for State Drivers

### State employee drivers – state vehicles

1. The agency of the state employee driver causing damage to a state vehicle is responsible for payment or replacement costs of the vehicle. The Washington Self-Insurance Liability Program (SILP) does not cover vehicle repair/replacement costs.
2. The vehicle operator's agency is responsible for repair/replacement costs of the State Fleet Operations vehicles. The SILP will not pay these costs.
3. If the agency utilizes the state-contracted vendor for subrogation and/or repair ("vendor"), the vendor will attempt to recover the cost of state vehicle damage caused by third parties. If the agency does not utilize the vendor, a designated employee of the agency shall timely file a claim with the responsible party or their insurance companies. The vendor returns financial recoveries to the agency owning the vehicle.

### All state drivers – commercially rented vehicles

#### Rentals from the state vehicle rental contract:

1. In all cases, the state rental vehicle contract specifically requires the agency head or authorized designee to authorize state rental vehicle drivers to rent and operate all rental vehicles.
2. Liability and loss damage waiver (LDW) insurance coverage is provided under the base rate charged to state agencies that rent vehicles through the state's vehicle rental contract administered by the Department of Enterprise Services. (Insurance coverage is not covered under the base rate for some specialty vehicles rented from the contracted company.)
3. LDW coverage provided under the base rate includes:
  - a. 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
  - b. Repair costs for the rental vehicle
4. Review rental contract agreements for any restrictions (i.e., age, in the case of student drivers).
5. Refer to van use requirements in the Van Management Procedure for passenger van rentals.
6. More information on rental vehicle contracts is available [online](#).

#### Rentals from outside the state vehicle rental contract:

1. 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. 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.  
Check the most current coverage terms for the state corporate credit card [online](#).
2. 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.

3. Refer to van use requirements in the Van Management Procedure for passenger van rentals.

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## Contractors

### Contractor drivers - state vehicles

1. The agency head or authorized designee authorize must in writing contractors to use state vehicles for official state business.
2. Most Commercial Auto or Business Auto Liability insurance policies contain "Other Insurance" provisions in Section IV – Business Auto Conditions that provides "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 shall 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 for 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."

3. Provisions for liability insurance and industrial insurance must be included in agency contracts.

### 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 approved by OFM in contractual agreements limiting the state's liability for the action of the contractor. The Department of Enterprise Services, Office of Risk Management's contracts manual, titled Contracts: Transferring and Financing Risk, contains sample hold harmless and indemnification agreements and is available [online](#).
2. Require the contractor to:
  - a. Meet the state's minimum legal requirements for auto insurance;
  - b. Provide Department of Labor and Industries (L&I) workers' compensation coverage for drivers, as applicable and/or as required by Title 51 RCW.

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Need a copy of a prior version of this policy? E-mail [jack.zeigler@des.wa.gov](mailto:jack.zeigler@des.wa.gov)



# Section 5



## Authorized Driver Acknowledgement Form

In accordance with the Department of Enterprise Services Policy No. BR.01.01 Enterprise-Wide Transportation Policy, I, the undersigned, acknowledge that on the date indicated below I reviewed, at a minimum, State Driver Responsibilities and State Driver Standards in the Enterprise-Wide Transportation Policy and agree to comply with the requirements established in the policy. I further agree to immediately inform my supervisor should my license be revoked or suspended for any reason. I understand that any behavior not adhering to the Enterprise-Wide Transportation Policy will result in disciplinary action by my agency per RCW 43.19.635 Motor vehicle transportation service—Unauthorized use of state vehicles—Procedure—Disciplinary action.

Office or Department \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver's Printed Name

\_\_\_\_\_  
Driver's Signature

*This acknowledgement form will be maintained in the employee's file.*

Do not sign this page



# CENTRAL SERVICES



**South Puget Sound**  
COMMUNITY COLLEGE

## Motor Pool Reservation Form

**Fillable Form**

**Your Department**

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Name of driver	Employee ID number	Type of vehicle	Exact Date and Time of pick up	Approx. Date and Time of Drop off	Destination

Name of driver	Employee ID number	Type of vehicle	Exact Date and Time of pick up	Approx. Date and Time of Drop off	Destination

Name of driver	Employee ID number	Type of vehicle	Exact Date and Time of pick up	Approx. Date and Time of Drop off	Destination

### DEPARTMENT BUDGET CODE

FUND/APPN INDEX	PROGRAM INDEX	ORG INDEX	SUB OBJ	SUB SUB OBJ

### NEW DRIVER INFORMATION:

Full Name

Employee ID Number

Student ID Number

License Exp. Date (not the license #)

Work Phone

Work Email

Do not fill in this form

Central Services Contact:  
Samantha Barcelona

Phone: 360.596.5499  
E-mail: motorpool@spscc.edu



# Section 6



# REDUCING THE RISK OF ROLLOVER CRASHES IN 15-PASSENGER VANS

Fifteen-passenger vans typically have seating positions for a driver and 14 passengers. They are widely used by community organizations to take members on short trips and outings. Colleges use them to drive sports teams to intercollegiate games and vanpools use them for commuters.

## What increases the risk of rollover crashes?

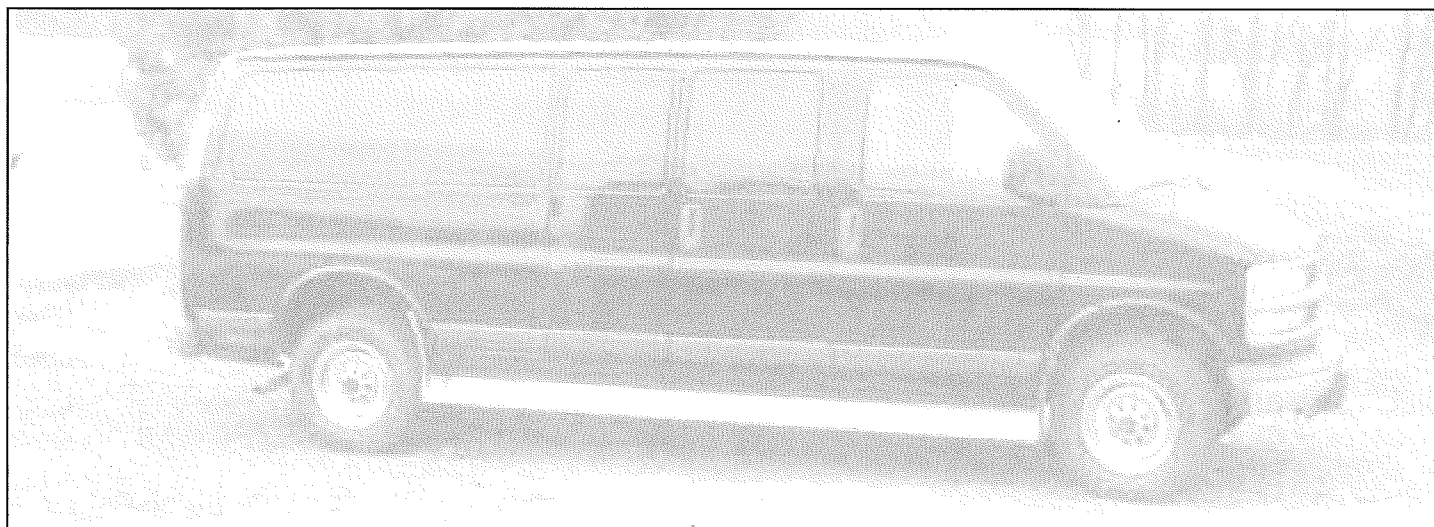
Recent research conducted by the National Highway Traffic Safety Administration (NHTSA) has found that the risk of a rollover crash is greatly increased when 10 or more people ride in a 15-passenger van. This increased risk occurs because the passenger weight raises the vehicle's center of gravity and causes it to shift rearward. As a result, the van has less resistance to rollover and handles differently from other commonly driven passenger vehicles, making it more difficult to control in an emergency situation. Placing any load on the roof also raises the center of gravity and increases the likelihood of a rollover.

## What situations can cause a rollover?

A rollover crash is a complex event, heavily influenced by driver and road characteristics as well as the design of the vehicle. In studies of single-vehicle crashes, NHTSA has found that more than 90 percent of rollovers occur after a driver has lost control of

the vehicle and has run off the road. Three major situations can lead to a rollover in a 15-passenger van.

- **The van goes off a rural road.** If this occurs, the van is likely to overturn when it strikes a ditch or embankment or when it is tripped by an object or runs onto soft soil.
- **The driver is fatigued or driving too fast for conditions.** A tired driver can doze off and lose control. The driver can also lose control when traveling at a high speed causing the van to slide sideways off the road. The grassy or dirt medians that line highways can often cause the van to overturn when the tires dig into the dirt.
- **The driver overcorrects the steering as a panic reaction to an emergency or to a wheel dropping off the pavement.** Especially at freeway speeds, this situation can cause the driver to lose control, resulting in the van sliding sideways and rolling over.



## What can organizations do to protect their passengers?

Over the past decade, 80 percent of people killed in rollover crashes in 15-passenger vans were unbelted. Passengers can dramatically reduce their risk of being killed or seriously injured in a rollover crash by simply using their seat belts. Organizations that own 15-passenger vans should have a written seat belt use policy. Drivers should be responsible for enforcing the policy.

Seat belt use is especially critical because large numbers of people die in rollover crashes when they are partially or completely thrown from the vehicle. NHTSA estimates that people who wear their seat belts are about 75 percent less likely to be killed in a rollover crash than people who don't.

## Does an experienced driver make a difference?

Significant differences in the design and handling characteristics of a 15-passenger van make it drive differently from other passenger vehicles. Therefore, an organization that owns a 15-passenger van should select one or two experienced drivers to drive the van on a regular basis. These drivers will gain valuable experience handling the van. This experience will help make each trip a safe one.

## How can rollover crashes be prevented?

Because most rollover crashes don't involve other vehicles, they are often preventable. Here are some tips for drivers to minimize the risk of a rollover crash and serious injury:

- **Avoid conditions that lead to a loss of control.** Never drive while under the influence of alcohol or other drugs. Make sure you are well rested and attentive, and always slow down if the roads are wet or icy.

- **Drive cautiously on rural roads.** Be particularly cautious on *curved* rural roads and maintain a safe speed to avoid running off the road.
- **Know what to do if your wheels drop off the roadway.** If your wheels drop off the roadway, or pavement, *gradually* reduce speed and steer back onto the roadway when it is safe to do so.
- **Properly maintain your tires.** Make sure your tires are properly inflated and the tread is not worn down. Worn tires can cause your van to slide sideways on wet or slippery pavement. Improper inflation can cause handling problems and can lead to catastrophic tire failures, such as blowouts. Therefore, check tire pressure and treadwear once a month.

## What are other considerations for safe driving?

When a 15-passenger van is not full, passengers should sit in seats that are in front of the rear axle.

More than 15 people should never be allowed to ride in a 15-passenger van.

Because a 15-passenger van is substantially longer and wider than a car, it:

- Requires more space and additional reliance on the side-view mirrors for changing lanes
- Does not respond as well to abrupt steering maneuvers
- Requires additional braking time.



**DOT Auto Safety HotLine**  
**888-327-4236**  
**TDD 800-424-9153**



# Section 7



# Safe van driving practices acknowledgement statement

## Instructions

Driver refers to employees, student-employees, students, and volunteers operating 12-passenger full size vans under the direction of a state agency, university, or community/technical college. All 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. 15-passenger vans are not to be used for transport purposes.

## Risks Associated with operating 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

1. Driving at posted or lower speeds.
  2. 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.
  3. 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.
  4. Properly loading passengers and equipment, and never placing equipment/luggage on the top of passenger vans.
  5. 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.
  6. 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 handling characteristics of 15 or 12-passenger full size vans may change, 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 \_\_\_\_\_



# Section 8



## 15 AND 12-PASSENGER FULL SIZE VAN DRIVER

# Valid License to Drive and Driving Experience Statement

*Driver refers to employees, student-employees, students, and volunteer size vans under the direction of a state agency, university, or community/technical college.*

About this form:

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. By signing, van drivers verify:

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

1. **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.
2. **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.
3. **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.
4. **Provide Documentation:** Maintain a copy of this completed form in appropriate agency files.

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 15 AND 12-PASSENGER FULL SIZE VAN DRIVER RESPONSIBILITIES

*Anyone authorized to drive a 12-passenger full size van for a state agency, university or community/technical college is required to fill out the form below by initialing 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 valid under Washington State law that is current and reflects information consistent with the applicable state licensing department records. Initials: \_\_\_\_\_

I have at least two years of experience driving motor vehicles. Initials: \_\_\_\_\_

My DOL driver record is free of all the excluding driving criteria listed below. Initials: \_\_\_\_\_

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. Initials: \_\_\_\_\_

## CRITERIA FOR RESTRICTING A DRIVER FROM DRIVING 15 OR 12-PASSENGER FULL SIZE VANS

1. One or more suspension/revocation of license for reckless driving, hit and run, leaving an accident scene, failure to appear, DUI, or other vehicle-related felony (within the past three years); or
2. 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
3. Six or more moving violations within a 12-month period resulting in license suspension.

Driver's Name (Print) \_\_\_\_\_

Driver's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Agency/Section: \_\_\_\_\_

Do not sign this page

