

# Purchase, Rent, or Dispose of a Motor Vehicle

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

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## Policy

[Enterprise-Wide Transportation Policy](#) (BR.01.01)

## Related Standards

Standard 1: [Transportation Policy & Procedure Content for State Agencies](#) (BR.01.01.S1)

Standard 2: [State Driver Standards](#) (BR.01.01.S2)

Standard 3: [Safety Program](#) (BR.01.01.S3)

## Related Procedures

Procedure 1: [Permanently Assigned Motor Vehicles Procedure](#) (BR.01.01.P1)

Procedure 2: [Collision/Accident Reporting Procedure](#) (BR.01.01.P2)

Procedure 3: [Van Management Procedure](#) (BR.01.01.P3)

## Related Forms

[Authorized Driver Acknowledgement Statement](#) (BR.01.01.F1)

[Vans – Safe Driving Practices Acknowledgement Statement](#) (BR.01.01.F2)

[New and Used Passenger Vehicle Purchase Request](#) (BR.01.01.F3)

[Supervisor’s Risk Management and Safety Checklist for Drivers](#) (BR.01.01.F4)

[Valid License to Drive and Driving Experience Statement](#) (BR.01.01.F5)

[SF 137 – State of Washington Vehicle Accident Report](#) (web form, old SF 137)

[Fleet Operations User Quick Reference Guide](#) (BR.01.01.F6)

[Proof of Liability Insurance Washington State Agency Vehicle Continual Coverage](#)

[Fleet Operations Operator’s Manual](#) (BR.01.01.F8)

[Standard Tort Claim Form Packet](#)

[Fleet Operation’s Reimbursement Request Form](#) (BR.01.01.F9)

## Additional Information

Appendix 1: [Understanding Insurance Coverage](#) (BR.01.01.A1)

Appendix 2: [State Transportation Laws](#) (BR.01.01.A2)

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## Acquisition of Motor Vehicles

### A. How to purchase a motor vehicle:

1. Agencies are required to receive written approval from the director of the Department of Enterprise Services (DES) for the purchase of new or used passenger motor vehicles, unless the purchasing agency is exempt per [RCW 43.19.600](#).
2. Submit a Passenger Vehicle Purchase Request Form to DES. 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.
3. If the agency is not exempt from RCW 43.19.600, DES will review vehicle availability and advise the requesting agency of available vehicles that could meet its requirement. If the agency determines no vehicles meet the needs of the agency, DES will process the replacement.

### B. When purchasing a vehicle, the Department of Enterprise Services will:

1. Determine the specifications for the most efficient and cost effective motor vehicles available on the market.
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.

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## Renting Motor Vehicles

1. State vehicles are only to be used for official business of state agencies and institutions. A rental motor vehicle may be used for official state business if all three of the following conditions are met:
  - A state-owned motor vehicle is not available;
  - 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.);
  - Use has been approved in advance by your agency head or authorized designee following agency purchasing procedures and state charge card system policies as applicable.
2. Procedure 4, Van Management, describes the rental requirements and restrictions on vans.
3. Agencies, requiring vehicles for at least 30 days but less than one year, are to look first within their existing permanently assigned fleets for vehicle options that are underutilized in that vehicle car class and can be re-purposed for such needs. If this is not an option, agencies are to evaluate what is the economic and efficient option using DES Daily Rental Trip Fleet, POVs, or the [Statewide Vehicle Rental Master Contract](#) . If an agency utilizes DES Daily Rental Trip for its short term needs over 30 days, vehicles will be assigned based on supply/availability and agencies will be responsible for all vehicle outfitting and special use equipment installation and removal costs upon return. For agencies wishing to utilize DES Daily Rental Trip for a short term vehicle need for over 30 days, contact your CARS representative at [mpmail@des.wa.gov](mailto:mpmail@des.wa.gov)

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## Disposal of Motor Vehicles

1. Agencies shall use state surplus when disposing of motor vehicles unless the vehicle is being disposed through the state's collision/accident management vendor. Agencies must meet one of the following criteria:
  - 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. Generally, a vehicle is considered totaled if the cost to repair exceeds 60 percent of the vehicle's value;
  - 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 through state surplus 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.
2. To dispose of an agency-owned motor vehicle, the agency submits a request using the Department of Enterprise Services' online Surplus Property Disposal Request System. More information is available [online](#).
3. Agencies will be reimbursed as follows:
  - All vehicles submitted to DES Surplus Operations for surplus sales 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. The book value is the maximum amount that can be reimbursed for vehicles transferred between state agencies.
  - When a state agency seeks to obtain a state-owned vehicle available through the DES Surplus Operations, the transferred vehicle is recorded according to SAAM Chapter 85.60. The relinquishing agency must also follow SAAM 85.60 to properly account for the disposal of the vehicle.
  - For 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. The difference between the amount obtained and the book value of the vehicle is to be recorded as a gain or loss by the relinquishing agency.