

Enterprise Services Enterprise-wide Standard No. BR.01.01.S2

State Driver Standards

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 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)

Procedure 4: [Purchase, Rent, or Dispose of a Motor Vehicle Procedure](#) (BR.01.01.P4)

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)

Table of Contents

[General](#)

[Safety](#)

[Van use](#)

[Operating privately owned vehicles](#)

[Prohibited Acts](#)

General

Drivers shall:

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 [SAAM Chapter 10](#), subsection 10.20.20.
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.
3. Follow agency procedures for reporting vehicle mechanical problems or accidents and arranging for service repairs or maintenance.

Safety

Drivers shall operate state vehicles in a safe manner, to include:

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 [SAAM Chapter 10,10.10.35](#) for per diem travel expense allowances for these situations.
2. Not use a 15-passenger vans to transport anyone under any circumstances.
3. Not transport non-college enrolled high school or younger children in 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.
4. Avoid the use of ear phones/buds to minimize distraction and inability to hear emergency warnings.
5. Safely organize and store equipment/supplies in the vehicle so they are secure in the event of a sudden stop.
6. Select well-lit, safe areas, for parking state vehicles, if possible. Place valuable equipment out of view and lock the vehicle when unattended.

Van Use

All drivers of 8 and 12 passenger or full size vans shall also review [Procedure BR.01.01.P3 Van Management](#).

Operating Privately Owned Vehicles

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 [46.29](#) and [46.30](#).
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 [State Agency Self-Insurance Liability Program](#) (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.
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.

4. The driver is to operate a POV in a professional and safe manner, and comply with all Washington traffic laws and regulations.
5. A POV driver involved in an accident is to complete the online [State of Washington Vehicle Accident Report \(SF 137\)](#)

Read [Appendix BR.01.01.A1 Understanding Insurance Coverage](#) for additional information.

Prohibited Acts

Drivers shall not:

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.
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.
3. Drive while under the influence of intoxicating beverages, drugs, or any other impairing substances as advised by health professionals.
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.
5. Transport firearms, weapons, or explosives (concealed or otherwise) unless the transportation of such devices is in accordance with performance of official state business.
6. Use radar detecting or speed detecting devices in state vehicles for the purpose of avoiding law enforcement.
7. Use handheld wireless communications devices (such as cellular phones); the use of hands-free devices is restricted to a single touch.

Exception:

The prohibition against the use of handheld wireless communications devices does not apply to:

- Drivers of authorized emergency vehicles or transit vehicles, or
- Drivers when using a hand-held cell phone to contact emergency services.

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