



POLICY TITLE

NUMBER

EFFECTIVE

Washington State Transportation Policy

BR.01.01

12/1/25

APPLIES TO

State agencies (as defined by [RCW 43.19.560](#)) and institutions including the Washington State School Directors’ Association, employees, contractors, students, and volunteer/intern drivers and passengers on official state business.

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

CONTACT

Business Resources Division Assistant Director, MariJane Kirk
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GOVERNANCE

Below are some, but not all, governing requirements. Laws and rules may change over time and such changes may take precedence.

- [RCW 43.19.560](#) through [RCW 43.19.648](#)
- [RCW 43.01.250](#)

FIRST ADOPTED

10/08/15

LAST UPDATE

12/1/25

REVIEW DATE

10/27/26

ADOPTED BY

Matt Jones, Director

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](#). The enacted legislation authorized DES 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 the statewide transportation policy under chapter 12 of the State Accounting and Administration Manual (SAAM). In September 2015, OFM issued [OFM DIRECTIVE 15A-07](#), which, among other things, clarified that statewide transportation policies were under the authority of DES.

Shortly after the release of the OFM directive, DES adopted and implemented BR.01.01 Enterprise-Wide Transportation Policy.

Definitions

These definitions are in addition to those found under [RCW 43.19.560](#).

12-passenger full-size van (eight 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 (12-15 seats) means an extended version of a full-size van designed to accommodate up to 15 seats. 15-passenger vans are subject to 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](#).

Agency-authorized driver means a person authorized by the agency head or authorized designee to operate a state- or privately-owned vehicle used for conducting official state business. They 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),
- individuals under an agency's jurisdiction, and
- agency approved contractors.

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 same as "employee commuting" as defined in [RCW 43.19.560\(3\)](#).

Cargo full-size van (five seats maximum) means a full-size van (originally with a 12 or 15 seat capacity) 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) means infrastructure used to charge battery electric and plug-in hybrid vehicles.

Local area for vehicle assignment purposes means a metro area, county, work area or region defined by the vehicle owner. Some examples of local areas are Lacey/Olympia/Tumwater; Seattle; and the Spokane metro area.

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

Motor vehicle means 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 their supervisor to accomplish state programs or as required by the duties of their position or office.

Privately owned vehicle (POV) means a vehicle privately owned, leased, or borrowed by an agency-authorized 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 agency authorized 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](#).

Service animal means the same as defined under [RCW 70.84.021](#).

State agency means the same as defined under [RCW 43.19.560 Motor vehicle transportation service — Definitions](#).

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 an agency authorized 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 their own free choice, performs any assigned or authorized duties for the state or any state agency. A volunteer receives no wages and is registered and accepted as a volunteer by the state or any state agency to engage in authorized volunteer service. A volunteer may receive reimbursement for actual expenses incurred and required to perform their assigned or authorized duties.

Policy statement

State vehicle use is restricted to official state business.

Responsibilities

State agency

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

- Manage the effective and efficient use of state-owned vehicles or those used for completing state business;
- Put in place a driving safety program for agency employees, containing the minimum requirements described by the [Safety Program Standards](#);
- Establish administrative policies and procedures meeting the minimum requirements described by the [State Agency Transportation Policy & Procedure Content Standards](#);
- Make sure agency-authorized drivers who operate motor vehicles on state business complete driver training, per employing agency driver requirements;
- Be financially accountable for all costs resulting from the authorization and use of state-owned, acquired, or leased motor vehicles, including costs for damage to state-owned vehicles and property, and costs charged through the [Washington State Agency Self-Insurance Liability Program \(SLIP\)](#) for third-party injuries and vehicle damage;
- Implement internal controls to manage driver fuel card purchases.
 - DES recommends that agencies keep fuel receipts to use in internal reconciliation processes related to fleet purchases.

- Abide by all applicable vehicle lease agreements and operating manuals.

State driver

Anyone driving a motor vehicle on official state business must:

- Thoroughly review and acknowledge in writing to comply with this policy, the [State Driver Standards](#), the [Collision/Accident Reporting Procedure](#), the [Van Management Procedure](#) (if applicable) and the employing agency's transportation policy;

Note: State agencies may develop their own [Authorized Driver Acknowledgment Form](#);

- Read and follow this policy and associated standards and procedures;
- Understand that failure to follow this policy and associated standards and procedures 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.

Guides or manuals

- [DES Fleet Operations User Quick Reference Guide](#)
- [DES Fleet Operations Operator's Manual](#)

Forms

- [BR.01.01.F1 Authorized Driver Acknowledgment Statement](#),
- [BR.01.01.F2 Vans – Safe Driving Practices Acknowledgment 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](#),
- [Proof of Liability Insurance Washington State Agency Vehicle Continual Coverage](#),
- [Standard Tort Claim Form Packet](#),
- [DES Fleet Operation's Reimbursement Request Form](#)

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](#)

Procedures

- [BR.01.01.P1 Permanent Vehicle Assignment Procedure](#),
- [BR.01.01.P2 Collision/Accident Reporting Procedure](#),
- [BR.01.01.P3 Van Management Procedure](#),
- [BR.01.01.P4 Purchase, Rent, or Dispose of a Motor Vehicle Procedure](#)

Appendices

- [BR.01.01.A1 Appendix 1: Understanding Insurance Coverage](#),
- [BR.01.01.A2 Appendix 2: State Transportation Laws](#)

Related information

The following is not policy content, but provided for more context:

- [Drivers of state vehicles instructions](#) on des.wa.gov.
- [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 in Lacey, Washington.
- The 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. Learn more on the [Reserving or Renting a Vehicle](#) page on des.wa.gov.

History

This policy, formerly known as SAAM Chapter 13 Transportation, was under the authority of the Office of Financial Management prior to Oct. 8, 2015. See [OFM Directive 15A-07](#).

Amended

Oct. 27, 2025 – Technical and administrative updates to the policy and Procedure 1: Permanently Assigned Motor Vehicles:

- Moved both into current template.
- Updated contact information, fixed grammatical errors, and updated for plain language.
- Changed policy name from “Enterprise-Wide Transportation Policy” to “Washington State Transportation Policy” to clarify purpose.
- Added recommendation to policy that agencies collect fuel card purchase receipts to strengthen internal controls.
- Updated Procedure 1 to:
 - change the state agency mileage use reporting and waivers requirement from one to two years, and
 - clarify vehicle types related to mileage use requirements.

July 23, 2021 – Scheduled periodic review completed. No significant administrative and content changes made.

- Minor content changes include:
 - Listing all forms, guides, manual, and documents falling under the governance of this policy,
 - Clarified DES's reservation of rights during a declared emergency. See Procedure BR.01.01.P1, Waiver Requirements,
 - State agencies required to make addressing vehicle recalls a priority. See Standard BR.01.91.S1, No. 7,
 - Added DES' Fleet Operations driver operator training to the recommended driver training listed in the Supervisor's risk management and safety checklist

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

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

- Administrative changes made include:
 - Structure and format made accessible for the sight impaired,
 - Transitioned policy 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 requirement changed 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,
 - Agencies prohibited from purchasing 15-passenger vans for passenger transport,
 - 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.

Sept. 26, 2016 – Minor administrative update. DES no longer provides a NHTSA sticker.



Need a copy of a prior version of this policy? Email Policy@des.wa.gov.



PROCEDURE

PROCEDURE TITLE	NUMBER	EFFECTIVE
Permanently Assigned Motor Vehicles	#BR.01.01.P1	12/1/25

APPLIES TO	State agencies (as defined by RCW 43.19.560) and institutions including the Washington State School Directors’ Association, employees, contractors, students, and volunteer/intern drivers and passengers on official state business. This policy does not apply to any agency of the judicial branch or the Legislature.
CONTACT	Business Resources Division Assistant Director, MariJane Kirk MariJane.Kirk@des.wa.gov

FIRST ADOPTED	10/08/15	LAST UPDATE	12/1/2025
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RELATED POLICY	#BR.01.01	RELATED FAQ	N/A
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REQUIRED FORM(S)	#BR.01.01.F1 , BR.01.01.F2 , BR.01.01.F3 , BR.01.01.F4 , BR.01.01.F5 , BR.01.01.F6 , BR.01.01.F8 , BR.01.01.F9 , SF 137 , Proof of Liability Insurance Washington State Agency Vehicle Continual Coverage , Standard Tort Claim Form Packet
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Background

Permanent assignment policies apply to vehicles which can be licensed to operate on public roads.

Permanent assignment policies do not apply 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.

The state 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.

Permanent assignment criteria

The following section shows the state vehicle class category codes and the minimum annual by calendar year use/mileage requirements for permanent assignment.

If a vehicle qualifies under multiple class types, frequency of use will be the primary consideration for class assignment. Agencies may contact the State Fleet Operations for help in determining appropriate vehicle categories.

A motor vehicle that fails to meet the usage requirements noted below shall be permanently assigned only after justification for such assignment has been approved by the director of the Department of Enterprise Services.

Special purpose vehicles

Special purpose vehicles are vehicles that are generally larger than non-special purpose vehicles.

Category	Vehicle descriptions	Annual mileage requirement
Special purpose vehicles	<p>Examples include:</p> <ul style="list-style-type: none"> • School buses and passenger vans with at least a capacity of 12 passengers. • ¾ ton or greater sized vehicles with towing capacity with a specialized intended use. • Crew and shuttle buses. • Step vans. • ADA-compliant vehicles. • Vehicles modified with partitions designated for the transport of those under an agency's jurisdiction. • Tractor-trailers (semis). • Project-exempt vehicles that are approved by owning agency head to support critical or high agency functions that require immediate availability and specialized use during designated times. • Cargo trucks and cargo vans. • Law enforcement and security vehicles (emergency-capable). 	Mileage exempt*

Non-special purpose vehicles

Non-special purpose vehicles fall within one of the categories in the following table.

If they are a larger vehicle but fall into one of the following categories, they can include:

- Sedans and station wagons.
- Pickup trucks (1/4 and 1/2 ton).
- Passenger vans.
- SUVs.
- Motorcycles.

Category	Vehicle descriptions	Annual mileage requirement
Statewide elected officials, state agency directors, and agency heads	Vehicles assigned to statewide elected officials in the Executive Branch of state government, state agency directors, or state agency heads.	Mileage exempt*
Specially equipped vehicles	<p>Vehicles modified for a particular function essential to an agency. Examples include:</p> <ul style="list-style-type: none"> • Vehicles with specialized added interior equipment that help support a core function of required state business (examples include: interior racking, water deployment equipment, racks and bin systems to hold parts and tools). • Vehicles used for investigation purposes. • Vehicles with confidential plates. 	4,000 miles per year
Local area/alternate commute mode vehicles	<p>Vehicles assigned to a specific function with a local-area responsibility that generally travel within the assigned city or county. Vehicle use is frequent, but the typical trip is short. Use of a vehicle is deemed essential to the job function.</p> <p>Includes vehicles used to provide transportation for accommodation to employees or clients.</p>	4,000 miles per year and used 75% of working days**
Campus, institution, park, or hatchery	<p>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.</p> <p>Use of a vehicle is deemed essential to the job function.</p>	2,000 miles per year or used 80% of working days**

General use	All other vehicles assigned to an agency, office, individual, or position that has statewide travel.	10,000 miles per year
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*While exempt from specific mileage requirements, agencies must maximize efficient and effective use of state-owned vehicles when determining the number and nature of vehicles required.

**Seasonal fluctuations and employee availability (leave, temporary vacancies) are factors in determining work days available.

Waiver requirements

Agencies may request a waiver by submitting a memorandum with a list of vehicles not meeting the above mileage requirements to DES between January and June by email: vehicleapproval@des.wa.gov. The list of vehicles must include all of the following:

- License plate number,
- year, make, and model,
- location,
- category,
- annual mileage or total days used out of the year, and
- justification for keeping each vehicle.

Fleet use data reporting

When submitting a waiver request, agencies must include complete fleet use data for agency-owned vehicles at each location where requesting a waiver. DES will use this data along with data for DES-owned vehicles to assess agency waiver requests.

The data should include the total days used for state business during the calendar year, and explain how it is more cost effective than using outside transportation methods including:

- Personally owned vehicles.
- Other underused vehicles in the same stored vicinity.
- DES daily rentals for short-term vehicle needs.
- Non-state rental car platforms available on the statewide contract.

Automatic waivers

DES will grant automatic waivers when the agency demonstrates that keeping an underused vehicle is more cost-effective than renting a similarly sized vehicle. This determination is based on the number of days the vehicle was reported as being used compared to rental costs under current statewide vehicle rental contract rates, versus the vehicle's annual lease or carrying cost.

State or federal declared emergencies

DES may waive annual minimum mileage requirements during state or federal declared emergencies.

Consolidation exemption

Fleets exempt from consolidation by [RCW 43.19.600](#) are also exempt from waiver requirements.

Timeline for waiver submissions

Agencies must ensure that state-assigned vehicles meet the required annual mileage benchmarks, measured over a two-year biennial cycle. For each category of use, vehicles must average at or above the required threshold across the biennium.

Example

A general-use vehicle, with required use of 10,000 miles per year, must accumulate at least 20,000 miles between Jan. 1, 2025, and Dec. 31, 2026, to satisfy the requirement.

Waiver submission period

- Waivers for underused vehicles are accepted on a biennial cadence, between January and June of each odd-numbered calendar year (2027, 2029, and so on).
- Waivers should be based on the average performance of the vehicle across the prior biennium.

Before requesting a waiver

If a vehicle does not meet the annual days of use or mileage requirements in a calendar year, the agency shall review the vehicle use to decide the cause. The agency is allowed a three-month grace period (March-May) to prove that the vehicle can meet the usage requirements.

If the vehicle meets 25% of the annual use 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 may choose one of the following:

- Return the vehicle to the State Fleet Operations for reassignment.
- Request a waiver.

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

- Annualize the mileage based on the average monthly mileage for the months in service, or
- Request the three-month grace period (March-May) to prove that the vehicle can meet the usage requirements.

Employee residence travel

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

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

- 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.

- When an employee’s home is also the official station.
- When an individual starts a trip prior to the opening time of a Fleet Operations or when the individual returns from or completes a trip later than the closing time of the state or agency Fleet Operations.
- When there are safety concerns such as 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 Fleet Operations or to its customary storage area.
- 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 state law ([RCW 70.94.551](#) and [RCW 43.19.630](#)).

Exceptions

Agencies should submit requests for exceptions to the above criteria to the director of the Department of Enterprise Services, with justification for each exception.

Exemptions

The following situations of travel between official duty station or other place of work and official residence are exempt from the provisions above:

- Use of motor vehicles by statewide elected officials in the Executive Branch of State Government.
- Use by commissioned law enforcement personnel.
- 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 year.

Summary of tasks

ACTION BY	ACTION
State agency head	<ol style="list-style-type: none">1. Annually approve the agency’s assigned category of use for state vehicles used by the agency.2. Annually confirm that the agency is meeting the permanent assignment policies.

ACTION BY	ACTION
DES director	1. Review and approve or deny agency utilization waiver requests

History

Amended

Dec. 1, 2025 – Technical and administrative updates to transfer to the current procedure template and change the vehicle use waiver reporting cycle from one to two years, minor changes to vehicle definitions to align with current practice.



Need a copy of a prior version of this procedure? Email Policy@des.wa.gov.

Collision/Accident Reporting

Information contact: Fleet & Parking Services or Risk Management

First effective date: October 8, 2015

Last update: July 26, 2021

Sunset review date: July 23, 2026

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 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)

Background

This procedure applies to drivers on official state business who are involved in a collision/accident resulting in property damage or injuries.

Purpose

This procedure ensures that when a collision/accident occurs involving a vehicle in use for official state business:

- Timely and accurate reporting is made to the appropriate entities.
 - Risk to the state is minimized.
-

Reporting Steps

For all incidents resulting in property damage to a third party or injuries involving any motor vehicle in use for official state business, state drivers are first to assess the situation, and:

- Contact law enforcement.
- Take whatever steps are necessary to protect yourself from further injury.
- Assist any injured party, giving only the first aid you are qualified to provide.
- Call 911 for medical assistance if needed.
- Cooperate with local law enforcement. Provide factual and accurate information, limiting responses to questions asked. Do not offer your opinion. This includes taking ownership of the collision. Law enforcement is responsible for determining the cause of the collision and who is at fault.
- Do not discuss your actions with parties other than law enforcement. Do not admit fault or make any statements about the State's response to the collision, financial or otherwise.
- Provide accurate information about yourself and vehicle you were driving to the other driver(s).
- Exchange information with the other driver(s), e.g., name, agency, phone number, vehicle identification number (VIN), etc.
- Identify witnesses and obtain addresses and phone numbers.
- If any third party requests information on filing a claim for damages sustained to their vehicle, refer them to the state of Washington "Proof of Liability Insurance Washington State Agency Vehicle" (in the vehicle glovebox if driving a state vehicle). This provides a brief review of liability coverage provisions for state vehicles and is available [online](#).
- If your agency utilizes the state-contracted vendor ("vendor") for vehicle repair or subrogation services (or both), report the collision/accident incident to the vendor. All DES Fleet & Parking Services Vehicles ("M" Plate vehicles) are covered by the contract and must be reported to the vendor. The vendor will coordinate for towing services if the vehicle is not drivable.
 - If you are unsure if your agency utilizes the vendor, complete and submit a State of Washington Vehicle Accident Report (SF 137) [online](#) within 48 hours of the incident.
- Report the collision/accident incident to your manager/supervisor.

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

Van Management

Information contact: Fleet & Parking Services or Risk Management

First effective date: October 8, 2015

Last update: July 26, 2021

Sunset review date: July 23, 2026

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

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[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)

Procedure Content

[Van Purchase, Use, and Rental](#)

[Full Size Van and Van Driver Requirements](#)

[Required Safety Education or Training for Drivers](#)

Van Purchase, Use, and Rental

Selection of the electronic stability control option is required for new purchases of all vans, if not already a standard manufacturer feature.

Van Type	Purchase/Rental and Use
15-Passenger Full Size	Due to the rollover risk of 15-passenger vans, agencies are prohibited from purchasing, renting, or using 15-passenger full size vans for passenger transport purposes. Agencies may purchase or acquire new 15-passenger full size vans when all rear seats are removed before placing the van in service and the van is used exclusively for cargo or maintenance purposes.
8 to 12-passenger full size	Agencies are authorized to purchase, acquire, rent, or lease 8 to 12-passenger full size vans for passenger transport purposes after purchase approval from DES. <i>Exception:</i> Agencies are prohibited from transporting non-college enrolled high school or younger student passengers in 12-passenger full size vans, or specialty vehicles not meeting state and federal school bus standards.
Mini van	Agencies are authorized to purchase or acquire mini-vans for passenger transport purposes after purchase approval from DES.
Cargo	Agencies are authorized to purchase or acquire cargo full size vans configured for cargo or maintenance use after purchase approval from DES.
Alternative passenger transport vehicle	Agencies are authorized to purchase or acquire alternative vehicles, such as small buses, for the transport of passengers after purchase approval from DES. 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 .

Full Size Van and Van Driver Requirements

Topic	Action
Driver safety awareness	<p>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:</p> <ul style="list-style-type: none">• “Reducing The Risk of Rollover Crashes in 15-Passenger Vans” – Flyer. <p>Refer to the NHTSA website for the latest version of these documents.</p>
Required documents	<p>Agencies are required to have all 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.</p> <ul style="list-style-type: none">• 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. <p>Agencies are required to maintain the above documents in appropriate agency files.</p>

Required Safety Education or Training for Drivers

1. 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 12-passenger full size van or cargo van.
2. Agencies must document driver training and maintain the documentation in appropriate agency files.
3. Agencies must provide renewal training every two years. Renewal training should consist of a review of initial training information with updates as appropriate.
4. Training for 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
- Safety considerations, such as headlight and seatbelt use
- Travel during weather conditions (snow, ice, wind, etc.)
- Gear or cargo storage
- Maintenance including tire pressure
- Cell phone or other electronic equipment use

Safety education information provided must include:

- The NHTSA web address for van safety: <http://www.nhtsa.gov> or <http://www.safercar.gov>
- Review of NHTSA’s flyer, “Reducing the Risk of Rollover Crashes in 15-Passenger Vans.”
- Review of the Fleet Safety section in the [Risk Management Basics Manual](#) or equivalent agency developed information.
- Review of this procedure or equivalent agency-specific policies or information pertaining to these sections.

Purchase, Rent, or Dispose of a Motor Vehicle

Information contact: Fleet & Parking Services or Risk Management

First effective date: October 8, 2015

Last update: July 26, 2021

Sunset review date: July 23, 2026

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

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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)

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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.

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

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.

Enterprise Services Enterprise-wide Standard No. BR.01.01.S1

State Agency Transportation Policy & Procedure Content

Information contact: Fleet & Parking Services or Risk Management

First effective date: October 8, 2015

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Policy

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

Related Standards

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)

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)

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

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Standards

1. Every state agency having jurisdiction and control of motor vehicles shall adopt transportation policies and procedures. At a minimum, agency policies and procedures shall address the following areas:
2. Process and management of authorization/termination of state drivers and passengers for the use of:
 - State-owned and leased motor vehicles (including commercially rented vehicles as required by most rental contract provisions). Ensuring state drivers are current in all applicable Fleet/Operator Management Systems, and
 - Privately owned vehicles (POVs) used on official state business when it is more advantageous or economical to the state.

3. How agencies will maintain written acknowledgment by employees of their agreement to read and comply with section B, State Driver Responsibilities under the [Enterprise-Wide Transportation Policy](#) and the [State Driver Standards](#).

Note: State agencies may develop their own [Authorized Driver Acknowledgement form](#).

4. Prompt review and appropriate follow-up to all citizen complaints or traffic infractions regarding agency drivers.
5. Consideration of [commute trip reduction \(CTR\)](#) and traffic management initiatives, including consolidation of trips where possible.
6. The use of maximum energy conservation practices and other means when using vehicles to conduct official state business.
7. Vehicle management, including the acquisition, disposal, and preventative maintenance and standards designed to operate state vehicles at the lowest effective cost per mile for the life of the vehicle.
 - Agencies are to make sure a state facility performs all maintenance and repair of state-owned or leased motor vehicles whenever possible.
 - When the repairs required 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.
 - Completing open vehicle recalls is crucial to driver safety and may have cost implications. Agencies are to prioritize all open vehicle recalls which require their action to complete and close.
 - Agencies must adopt [DES maintenance schedules](#) if no agency requirements are in place. Vehicles leased to state agencies from the Department of Enterprise Services (DES) Fleet Operations must follow the DES maintenance schedules.
8. Determination of the number and nature of vehicles needed by the agency, including requests for a permanently assigned motor vehicle.
9. How and when employees may use vehicle-charging stations owned and operated by the state if the location has charging stations on site.
10. Marking of state vehicles in accordance with [Washington State law](#).
11. Violations and disciplinary actions:
 - When unauthorized use of a state motor vehicle by an agency employee is discovered, follow the requirements of [RCW 43.19.635\(1\)](#);
 - Deliberate violation of state transportation laws and regulations by a state official or employee, follow the requirements of [RCW 43.19.635\(2\)](#);
 - Casual or inadvertent violation of state transportation laws and regulations by a state official or employee, follow the requirements of [RCW 43.19.635\(3\)](#).
12. Ensure the following information is available in every state-owned or leased motor vehicle:
 - a. Information regarding state repair and servicing facilities of state owned or leased motor vehicles, including contact information for reporting any collision/accident incident involving damage to a state vehicle to the appropriate entities.
 - b. Statement of operator's responsibilities.
 - c. Collision/Accident and insurance report forms with instructions as to their preparation and disposition.
 - d. Instructions for use of agency credit or fleet card.

- e. 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 [online](#).
- f. All documents for passenger vans as outlined in the [Van Management Procedure](#).

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

State Driver Standards

Information contact: Fleet & Parking Services or Risk Management

First effective date: October 8, 2015

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Sunset review date: July 23, 2026

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)

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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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Enterprise Services Standard No. BR.01.01.S3

Driving Safety Program

Information contact: Fleet & Parking Services or Risk Management

First effective date: October 8, 2015

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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)

Related Procedures

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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)

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Purpose

The Enterprise-Wide Transportation Policy directs agencies to establish driver safety programs for their organization. These guidelines provide minimum requirements for those programs and may be used as a template for agency programs.

Background

The basic agency driving safety program requirements apply to all state drivers authorized by a state agency to operate a state or POV for use on official state business, regardless of frequency of driving. Programs should consist of the following at a minimum:

At the initial driving assignment and annually thereafter, agency managers/supervisors must:

1. Visually check that state drivers have in their possession a license valid under Washington State law. 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 (3) birth date indicates driver is at least 18 years of age. The Department of Licensing's 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 at least two years of driving experience.
3. Inform state drivers about the requirements to report to the manager/supervisor anytime the applicable license-issuing authority notifies them their license is invalid.
4. Indicate how state drivers can access the Enterprise-Wide Transportation Policy and associated documents. Review all other policies, as needed, pertaining to the authorized, safe, and efficient operation of vehicles used on official state business. Agencies shall obtain written acknowledgement that the employee has read and will follow the policy.
5. If the employee/operator is assigned to drive a full size van, they must also comply with [Procedure 3, Van Management](#).
6. To promote safety awareness, agencies are encouraged to require state drivers to take the WA-State Defensive Driving course on the Learning Management System.
7. Ensure drivers sign an acknowledgement form stating they have read and understand the Enterprise-Wide Transportation Policy.

Agency managers and supervisors should review the Enterprise-Wide Transportation Policy with associated procedures and standards and agency internal policies with certain drivers are high mileage drivers or who are involved in alleged state driver error accidents:

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.
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.

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Enterprise Services Appendix No. BR.01.01.A1

Understanding Insurance Coverage

Information contact: Fleet & Parking Services or Risk Management

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Policy

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

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[Insurance Requirements and Coverage for State Drivers](#)

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Insurance for State Drivers

A. Self-Insurance Liability Program for auto liability claims.

1. The [Washington State Agency 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. The SILP does not provide coverage for losses and damage caused by third parties and does not provide coverage in the event that the at-fault driver has inadequate coverage. The SILP does not provide PIP/Med Pay coverage.
6. More information is available [online](#).

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.
5. For more information about workers’ compensation or filing an “on-the-job” injury or illness claim, visit [L&I’s website](#).

Insurance Requirements and Coverage for State Drivers

A. 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.

B. All state drivers – commercially rented vehicles

Rentals from the [state's vehicle rental contract](#):

1. In all cases, the state's vehicle rental contract specifically requires the agency head or authorized designee to authorize, in advance, a state driver to rent and operate a vehicle rented through the state contract.
2. The base rental rate under the statewide vehicle rental contact includes liability and loss damage waiver (LDW) insurance coverage.

Liability and LDW coverage provided includes:

- 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; and
- Repair costs for the rental vehicle.

Note: The base rate under the statewide vehicle rental contact does not include insurance coverage for some specialty vehicles.

3. Before using the rental contract, review the contract agreements for any restrictions (i.e., age, in the case of student drivers).
4. Refer to van use requirements in the Van Management Procedure for passenger van rentals.
5. More information on the current rental vehicle contract is available [online](#).

C. Rentals from outside the state master vehicle rental contract:

1. Depending on the current state of Washington corporate travel card agreement, liability and loss damage waiver (LDW) coverage may be purchased for a rental vehicle. For this reason, it is strongly 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 liability and loss damage waiver (LDW) coverage when renting a vehicle that is not included under the state's rental contract. If liability coverage is not purchased for 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 current state corporate credit card [online](#).

2. Agencies are responsible for all repair costs to a rental vehicle without LDW coverage.
3. Refer to van use requirements in the Van Management Procedure for passenger van rentals.

Contractors

A. Contractor drivers - state vehicles

1. The agency head or authorized designee must authorize 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 Insurance Services office (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 contracts put in place by state agencies.

B. 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:
 - Meet the state's minimum legal requirements for auto insurance;
 - Provide Department of Labor and Industries (L&I) workers' compensation coverage for drivers, as applicable and/or as required by [Title 51 RCW Industrial Insurance](#).

Need a copy of a prior version of this policy? E-mail jack.zeigler@des.wa.gov

State Transportation Governance

Information contact: Fleet & Parking Services or Risk Management

First effective date: October 8, 2015

Last update: July 26, 2021

Sunset review date: July 1, 2026

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)

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)

About this list: Listed below are some, but not all, applicable governing requirements. **Note:** Laws and rules may change over time and such changes may take precedence over this policy and associated standards, procedures, forms, and appendices.

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RCW 43.01.250 Electric vehicles—State purchase of power at state office locations—Report.

(1) It is in the state's interest and to the benefit of the people of the state to encourage the use of electrical vehicles in order to reduce emissions and provide the public with cleaner air. This section expressly authorizes the purchase of power at state expense to recharge privately and publicly owned plug-in electrical vehicles at state office locations where the vehicles are used for state business, are commute vehicles, or where the vehicles are at the state location for the purpose of conducting business with the state.

(2) The director of the department of enterprise services may report to the governor and the appropriate committees of the legislature, as deemed necessary by the director, on the estimated amount of state-purchased electricity consumed by plug-in electrical vehicles if the director of enterprise services determines that the use has a significant cost to the state, and on the number of plug-in electric

vehicles using state office locations. The report may be combined with the report under section 401, chapter 348, Laws of 2007.

[[2015 c 225 § 59](#); [2007 c 348 § 206](#).]

NOTES:

Findings—2007 c 348: See RCW [43.325.005](#).

RCW 43.19.560 Motor vehicle transportation service—Definitions.

As used in RCW [43.19.565](#) through [43.19.635](#), * [43.41.130](#) and * [43.41.140](#), the following definitions shall apply:

(1) "Passenger motor vehicle" means any sedan, station wagon, bus, or light truck which is designed for carrying ten passengers or less and is used primarily for the transportation of persons;

(2) "State agency" shall include any state office, agency, commission, department, or institution financed in whole or in part from funds appropriated by the legislature. It shall also include the Washington state school directors' association, but it shall not include (a) the state supreme court or any agency of the judicial branch or (b) the legislature or any of its statutory, standing, special, or interim committees, other than at the option of the judicial or legislative agency or committee concerned;

(3) "Employee commuting" shall mean travel by a state officer or employee to or from his or her official residence or other domicile to or from his or her official duty station or other place of work;

(4) "Motor vehicle transportation services" shall include but not be limited to the furnishing of motor vehicles for the transportation of persons or property, with or without drivers, and may also include furnishing of maintenance, storage, and other support services to state agencies for the conduct of official state business.

[[2011 1st sp.s. c 43 § 230](#); [1983 c 187 § 3](#); [1975 1st ex.s. c 167 § 2](#).]

NOTES:

***Reviser's note:** RCW [43.41.130](#) and [43.41.140](#) were recodified as RCW [43.19.622](#) and [43.19.623](#), respectively, pursuant to [2015 3rd sp.s. c 1 § 325](#).

Effective date—Purpose—2011 1st sp.s. c 43: See notes following RCW [43.19.003](#).

Effective date—1983 c 187: See RCW [28A.345.902](#).

Severability—1975 1st ex.s. c 167: "If any provision of this 1975 amendatory act, or its application to any person or circumstance is held invalid, the remainder of this 1975 amendatory act, or the application of the provision to other persons or circumstances is not affected." [[1975 1st ex.s. c 167 § 20](#).]

Power to appoint or employ personnel does not include power to provide state owned or leased vehicle: RCW [43.01.150](#).

RCW 43.19.565 Motor vehicle transportation service—Powers and duties—Agency exemptions.

The department shall establish a motor vehicle transportation service which is hereby empowered to:

(1) Provide suitable motor vehicle transportation services to state agencies on either a temporary or permanent basis and upon such demonstration of need as the department may require;

(2) Provide motor pools for the use of state agencies located in the Olympia area and such additional motor pools at other locations in the state as may be necessary to provide economic, efficient, and effective motor vehicle transportation services to state agencies. Such additional motor pools may be under either the direct control of the department or under the supervision of another state agency by agreement with the department;

(3) Establish an equitable schedule of rental and mileage charges to agencies for motor vehicle transportation services furnished which shall be designed to provide funds to recover the actual total

costs of motor pool operations including but not limited to vehicle operation expense, depreciation expense, overhead, and nonrecoverable collision or other damage to vehicles; and

(4) Establish guidelines, procedures, and standards for fleet operations that other state agencies and institutions of higher education may adopt. The guidelines, procedures, and standards shall be consistent with and carry out the objectives of any general policies adopted by the office of financial management under [*RCW 43.41.130](#).

Unless otherwise determined by the director after consultation with the office of financial management, vehicles owned and managed by the department of transportation, the department of natural resources, and the Washington state patrol are exempt from the requirements of subsections (1), (2), and (4) of this section.

[[2011 1st sp.s. c 43 § 231](#); [2005 c 214 § 1](#); [1998 c 111 § 3](#); [1975 1st ex.s. c 167 § 3](#).]

NOTES:

***Reviser's note:** RCW [43.41.130](#) was recodified as RCW [43.19.622](#) pursuant to [2015 3rd sp.s. c 1 § 325](#).

Effective date—Purpose—2011 1st sp.s. c 43: See notes following RCW [43.19.003](#).

Severability—1975 1st ex.s. c 167: See note following RCW [43.19.560](#).

[RCW 43.19.570 Motor vehicle transportation service—Responsibilities—Agreements with other agencies—Alternative Fuels and clean technologies.](#)

(1) The department shall direct and be responsible for the acquisition, operation, maintenance, storage, repair, and replacement of state motor vehicles under its control. The department shall utilize state facilities available for the maintenance, repair, and storage of such motor vehicles, and may provide directly or by contract for the maintenance, repair, and servicing of all motor vehicles, and other property related thereto and under its control.

(2) The department may arrange, by agreement with agencies, for the utilization by one of the storage, repair, or maintenance facilities of another, with such provision for charges and credits as may be agreed upon. The department may acquire and maintain storage, repair, and maintenance facilities for the motor vehicles under its control from such funds as may be appropriated by the legislature.

(3)(a) The legislature finds that a clean environment is important and that global warming effects may be offset by decreasing the emissions of harmful compounds from motor vehicles. The legislature further finds that the state is in a position to set an example of large scale use of alternative fuels in motor vehicles and other clean technologies.

(b) The department shall consider the use of state vehicles to conduct field tests on alternative fuels in areas where air pollution constraints may be eased by these optional fuels. These fuels should include but are not limited to gas-powered and electric-powered vehicles.

(c) For planned purchases of vehicles using alternative fuels, the department and other state agencies shall explore opportunities to purchase these vehicles together with the federal government, agencies of other states, other Washington state agencies, local governments, or private organizations for less cost. All state agencies must investigate and determine whether or not they can make clean technologies more cost-effective by combining their purchasing power before completing a planned vehicle purchase.

[[2002 c 285 § 2](#); [1989 c 113 § 1](#); [1982 c 163 § 11](#); [1975 1st ex.s. c 167 § 4](#).]

NOTES:

Severability—Effective date—1982 c 163: See notes following RCW [2.10.052](#).

Severability—1975 1st ex.s. c 167: See note following RCW [43.19.560](#).

[RCW 43.19.585 Motor vehicle transportation service—Powers and duties.](#)

The director or the director's designee shall have general charge and supervision of state motor pools and motor vehicle transportation services under departmental administration and control.

The director or the director's designee shall (1) acquire by purchase or otherwise a sufficient number of motor vehicles to fulfill state agency needs for motor vehicle transportation service, (2) provide for necessary upkeep and repair, and (3) provide for servicing motor pool vehicles with fuel, lubricants, and other operating requirements.

[[2011 1st sp.s. c 43 § 232](#); [1975 1st ex.s. c 167 § 7](#).]

NOTES:

Effective date—Purpose—2011 1st sp.s. c 43: See notes following RCW [43.19.003](#).

Severability—1975 1st ex.s. c 167: See note following RCW [43.19.560](#).

[RCW 43.19.600 Motor vehicle transportation service—Transfer of passenger motor vehicles to department from other agencies—Studies—Agency exemptions.](#)

(1) Any passenger motor vehicles currently owned or hereafter acquired by any state agency shall be purchased by or transferred to the department. The director may accept vehicles subject to the provisions of RCW [43.19.560](#) through [43.19.630](#), * [43.41.130](#) and * [43.41.140](#) prior to July 1, 1975, if he or she deems it expedient to accomplish an orderly transition.

(2) The department, in cooperation with the office of financial management, shall study and ascertain current and prospective needs of state agencies for passenger motor vehicles and shall direct the transfer to a state motor pool or other appropriate disposition of any vehicle found not to be required by a state agency.

(3) The department shall direct the transfer of passenger motor vehicles from a state agency to a state motor pool or other disposition as appropriate, based on a study under subsection (2) of this section, if a finding is made based on data therein submitted that the economy, efficiency, or effectiveness of state government would be improved by such a transfer or other disposition of passenger motor vehicles. Any dispute over the accuracy of data submitted as to the benefits in state governmental economy, efficiency, and effectiveness to be gained by such transfer shall be resolved by the director and the director of financial management. Unless otherwise determined by the director after consultation with the office of financial management, vehicles owned and managed by the department of transportation, the department of natural resources, and the Washington state patrol are exempt from the requirements of subsections (1) through (3) of this section.

[[2011 1st sp.s. c 43 § 233](#); [2009 c 549 § 5068](#); [1982 c 163 § 12](#); [1979 c 151 § 102](#); [1975 1st ex.s. c 167 § 10](#).]

NOTES:

***Reviser's note:** RCW [43.41.130](#) and [43.41.140](#) were recodified as RCW [43.19.622](#) and [43.19.623](#), respectively, pursuant to [2015 3rd sp.s. c 1 § 325](#).

Effective date—Purpose—2011 1st sp.s. c 43: See notes following RCW [43.19.003](#).

Severability—Effective date—1982 c 163: See notes following RCW [2.10.052](#).

Severability—1975 1st ex.s. c 167: See note following RCW [43.19.560](#).

[RCW 43.19.610 Enterprise services account—Sources—Disbursements.](#)

All moneys, funds, proceeds, and receipts as provided by law shall be paid into the enterprise services account. Disbursements therefrom shall be made in accordance with the provisions of RCW [43.19.560](#) through [43.19.630](#), * [43.41.130](#) and * [43.41.140](#) as authorized by the director or a duly authorized representative and as may be provided by law.

[[2011 1st sp.s. c 43 § 234](#); [1998 c 105 § 12](#); [1991 sp.s. c 13 § 35](#); [1986 c 312 § 902](#). Prior: [1985 c 405 § 507](#); [1985 c 57 § 28](#); [1975 1st ex.s. c 167 § 12](#).]

NOTES:

***Reviser's note:** RCW [43.41.130](#) and [43.41.140](#) were recodified as RCW [43.19.622](#) and [43.19.623](#), respectively, pursuant to [2015 3rd sp.s. c 1 § 325](#).

Effective date—Purpose—2011 1st sp.s. c 43: See notes following RCW [43.19.003](#).

Effective date—1998 c 105: See note following RCW [43.19.025](#).

Effective dates—Severability—1991 sp.s. c 13: See notes following RCW [18.08.240](#).

Severability—1986 c 312: "If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected." [[1986 c 312 § 905](#).]

Severability—1985 c 405: See note following RCW [9.46.100](#).

Effective date—1985 c 57: See note following RCW [18.04.105](#).

Severability—1975 1st ex.s. c 167: See note following RCW [43.19.560](#).

RCW 43.19.620 Motor vehicle transportation service—Rules and regulations.

The director shall adopt and enforce rules as may be deemed necessary to accomplish the purpose of RCW [43.19.560](#) through [43.19.630](#), * [43.41.130](#), and * [43.41.140](#). The rules, in addition to other matters, shall provide authority for any agency director or his or her delegate to approve the use on official state business of personally owned or commercially owned rental passenger motor vehicles. Before such an authorization is made, it must first be reasonably determined that state owned passenger vehicles or other suitable transportation is not available at the time or location required or that the use of such other transportation would not be conducive to the economical, efficient, and effective conduct of business.

The rules shall be consistent with and shall carry out the objectives of the general policies and guidelines adopted by the office of financial management pursuant to *RCW [43.41.130](#).

[[2011 1st sp.s. c 43 § 235](#); [2009 c 549 § 5069](#); [1989 c 57 § 7](#); [1979 c 151 § 103](#); [1975 1st ex.s. c 167 § 14](#).]

NOTES:

***Reviser's note:** RCW [43.41.130](#) and [43.41.140](#) were recodified as RCW [43.19.622](#) and [43.19.623](#), respectively, pursuant to [2015 3rd sp.s. c 1 § 325](#).

Effective date—Purpose—2011 1st sp.s. c 43: See notes following RCW [43.19.003](#).

Effective date—1989 c 57: "This act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and shall take effect July 1, 1989." [[1989 c 57 § 11](#).]

Severability—1975 1st ex.s. c 167: See note following RCW [43.19.560](#).

RCW 43.19.622 Passenger motor vehicles owned or operated by state agencies—Duty to establish policies as to acquisition, operation, authorized use—Strategies to reduce fuel consumption and vehicle emissions—Implementation of fuel economy standards—Reports—Definitions.

(1) The director of financial management, after consultation with other interested or affected state agencies, shall establish overall policies governing the acquisition, operation, management, maintenance, repair, and disposal of all motor vehicles owned or operated by any state agency. These policies shall include but not be limited to a definition of what constitutes authorized use of a state owned or controlled passenger motor vehicle and other motor vehicles on official state business. The definition shall include, but not be limited to, the use of state-owned motor vehicles for commuter ride sharing so long as the entire capital depreciation and operational expense of the commuter ride-sharing

arrangement is paid by the commuters. Any use other than such defined use shall be considered as personal use.

(2)(a) By June 15, 2010, the director of the *department of general administration, in consultation with the office and other interested or affected state agencies, shall develop strategies to assist state agencies in reducing fuel consumption and emissions from all classes of vehicles.

(b) In an effort to achieve lower overall emissions for all classes of vehicles, state agencies should, when financially comparable over the vehicle's useful life, consider purchasing or converting to ultra-low carbon fuel vehicles.

(3) State agencies shall phase in fuel economy standards for motor pools and leased petroleum-based fuel vehicles to achieve an average fuel economy standard of thirty-six miles per gallon for passenger vehicle fleets by 2015.

(4) After June 15, 2010, state agencies shall:

(a) When purchasing new petroleum-based fuel vehicles for vehicle fleets: (i) Achieve an average fuel economy of forty miles per gallon for light duty passenger vehicles; and (ii) achieve an average fuel economy of twenty-seven miles per gallon for light duty vans and sports [sport] utility vehicles; or

(b) Purchase ultra-low carbon fuel vehicles.

(5) State agencies must report annually on the progress made to achieve the goals under subsections (3) and (4) of this section beginning October 31, 2011.

(6) The *department of general administration, in consultation with the office and other affected or interested agencies, shall develop a separate fleet fuel economy standard for all other classes of petroleum-based fuel vehicles and report the progress made toward meeting the fuel consumption and emissions goals established by this section to the governor and the relevant legislative committees by December 1, 2012.

(7) The following vehicles are excluded from the average fuel economy goals established in subsections (3) and (4) of this section: Emergency response vehicles, passenger vans with a gross vehicle weight of eight thousand five hundred pounds or greater, vehicles that are purchased for off-pavement use, ultra-low carbon fuel vehicles, and vehicles that are driven less than two thousand miles per year.

(8) Average fuel economy calculations used under this section for petroleum-based fuel vehicles must be based upon the current United States environmental protection agency composite city and highway mile per gallon rating.

(9) The definitions in this subsection apply throughout this section unless the context clearly requires otherwise.

(a) "Petroleum-based fuel vehicle" means a vehicle that uses, as a fuel source, more than ten percent gasoline or diesel fuel.

(b) "Ultra-low carbon fuel vehicle" means a vehicle that uses, as a fuel source, at least ninety percent natural gas, hydrogen, biomethane, or electricity.

[[2010 c 159 § 1](#); [2009 c 519 § 6](#); [1982 c 163 § 13](#); [1980 c 169 § 1](#); [1979 c 111 § 12](#); [1975 1st ex.s. c 167 § 5](#). Formerly RCW [43.41.130](#).]

NOTES:

***Reviser's note:** The "department of general administration" was renamed the "department of enterprise services" by [2011 1st sp.s. c 43 § 107](#).

Findings—2009 c 519: See RCW [43.21M.900](#).

Severability—Effective date—1982 c 163: See notes following RCW [2.10.052](#).

Severability—1979 c 111: See note following RCW [46.74.010](#).

Severability—1975 1st ex.s. c 167: See note following RCW [43.19.560](#).

Commuter ride sharing: Chapter [46.74](#) RCW.

Motor vehicle management and transportation: RCW [43.19.500](#) through [43.19.635](#).

RCW 43.19.623 Employee commuting in state-owned or leased vehicle—Policies and regulations.

Pursuant to policies and regulations promulgated by the office of financial management, an elected state officer or delegate or a state agency director or delegate may permit an employee to commute in a state-owned or leased vehicle if such travel is on official business, as determined in accordance with *RCW [43.41.130](#), and is determined to be economical and advantageous to the state, or as part of a commute trip reduction program as required by RCW [70.94.551](#).

[[1993 c 394 § 3](#); [1979 c 151 § 119](#); [1975 1st ex.s. c 167 § 15](#). Formerly RCW [43.41.140](#).]

NOTES:

***Reviser's note:** RCW [43.41.130](#) was recodified as RCW [43.19.622](#) pursuant to [2015 3rd sp.s. c 1 § 325](#).

Finding—Purpose—1993 c 394: See note following RCW [43.01.220](#).

Severability—1975 1st ex.s. c 167: See note following RCW [43.19.560](#).

RCW 43.19.630 Motor vehicle transportation service—Use of personal motor vehicle.

RCW [43.19.560](#) through [43.19.620](#), * [43.41.130](#), and * [43.41.140](#) shall not be construed to prohibit a state officer or employee from using his or her personal motor vehicle on state business and being reimbursed therefor, where permitted under state travel policies, rules, and regulations promulgated by the office of financial management, and where such use is in the interest of economic, efficient, and effective management and performance of official state business.

[[2009 c 549 § 5070](#); [1989 c 57 § 8](#); [1979 c 151 § 104](#); [1975 1st ex.s. c 167 § 16](#).]

NOTES:

***Reviser's note:** RCW [43.41.130](#) and [43.41.140](#) were recodified as RCW [43.19.622](#) and [43.19.623](#), respectively, pursuant to [2015 3rd sp.s. c 1 § 325](#).

Effective date—1989 c 57: See note following RCW [43.19.620](#).

Severability—1975 1st ex.s. c 167: See note following RCW [43.19.560](#).

RCW 43.19.635 Motor vehicle transportation service—Unauthorized use of state vehicles—Procedure—Disciplinary action.

(1) The governor, acting through the department and any other appropriate agency or agencies as he or she may direct, is empowered to utilize all reasonable means for detecting the unauthorized use of state owned motor vehicles, including the execution of agreements with the state patrol for compliance enforcement. Whenever such illegal use is discovered which involves a state employee, the employing agency shall proceed as provided by law to establish the amount, extent, and dollar value of any such use, including an opportunity for notice and hearing for the employee involved. When such illegal use is so established, the agency shall assess its full cost of any mileage illegally used and shall recover such amounts by deductions from salary or allowances due to be paid to the offending official or employee by other means. Recovery of costs by the state under this subsection shall not preclude disciplinary or other action by the appropriate appointing authority or employing agency under subsection (2) of this section.

(2) Any willful and knowing violation of any provision of RCW [43.19.560](#) through [43.19.620](#), * [43.41.130](#) and * [43.41.140](#) shall subject the state official or employee committing such violation to disciplinary action by the appropriate appointing or employing agency. Such disciplinary action may include, but shall not be limited to, suspension without pay, or termination of employment in the case of repeated violations.

(3) Any casual or inadvertent violation of RCW [43.19.560](#) through [43.19.620](#), * [43.41.130](#) and * [43.41.140](#) may subject the state official or employee committing such violation to disciplinary action by

the appropriate appointing authority or employing agency. Such disciplinary action may include, but need not be limited to, suspension without pay.

[[2011 1st sp.s. c 43 § 236](#); [2009 c 549 § 5071](#); [1975 1st ex.s. c 167 § 17](#).]

NOTES:

***Reviser's note:** RCW [43.41.130](#) and [43.41.140](#) were recodified as RCW [43.19.622](#) and [43.19.623](#), respectively, pursuant to [2015 3rd sp.s. c 1 § 325](#).

Effective date—Purpose—2011 1st sp.s. c 43: See notes following RCW [43.19.003](#).

Severability—1975 1st ex.s. c 167: See note following RCW [43.19.560](#).

[RCW 43.19.637 Clean-fuel vehicles—Purchasing requirements.](#)

*** CHANGE IN 2021 *** (SEE [1192.SL](#)) ***

(1) At least thirty percent of all new vehicles purchased through a state contract shall be clean-fuel vehicles.

(2) The percentage of clean-fuel vehicles purchased through a state contract shall increase at the rate of five percent each year.

(3) In meeting the procurement requirement established in this section, preference shall be given to vehicles designed to operate exclusively on clean fuels. In the event that vehicles designed to operate exclusively on clean fuels are not available or would not meet the operational requirements for which a vehicle is to be procured, conventionally powered vehicles may be converted to clean fuel or dual fuel use to meet the requirements of this section.

(4) Fuel purchased through a state contract shall be a clean fuel when the fuel is purchased for the operation of a clean-fuel vehicle.

(5)(a) Weight classes are established by the following motor vehicle types:

(i) Passenger cars;

(ii) Light duty trucks, trucks with a gross vehicle weight rating by the vehicle manufacturer of less than eight thousand five hundred pounds;

(iii) Heavy duty trucks, trucks with a gross vehicle weight rating by the vehicle manufacturer of eight thousand five hundred pounds or more.

(b) This subsection does not place an obligation upon the state or its political subdivisions to purchase vehicles in any number or weight class other than to meet the percent procurement requirement.

(6) The provisions for purchasing clean-fuel vehicles under subsections (1) and (2) of this section are intended as minimum levels. The department should seek to increase the purchasing levels of clean-fuel vehicles above the minimum. The department must also investigate all opportunities to aggregate their purchasing with local governments to determine whether or not they can lower their costs and make it cost-efficient to increase the percentage of clean-fuel or high gas mileage vehicles in both the state and local fleets.

(7) For the purposes of this section, "clean fuels" and "clean-fuel vehicles" shall be those fuels and vehicles meeting the specifications provided for in *RCW [70.120.210](#).

[[2002 c 285 § 3](#); [1991 c 199 § 213](#).]

NOTES:

***Reviser's note:** RCW [70.120.210](#) was recodified as RCW [70A.25.120](#) pursuant to [2020 c 20 § 2039](#).

Finding—1991 c 199: See note following RCW [70A.15.1005](#).

RCW 43.19.642 Biodiesel fuel blends—Use by agencies—Annual report.

*** CHANGE IN 2021 *** (SEE [5165-S.SL](#)) ***

(1) Effective June 1, 2006, for agencies complying with the ultra-low sulfur diesel mandate of the United States environmental protection agency for on-highway diesel fuel, agencies shall use biodiesel as an additive to ultra-low sulfur diesel for lubricity, provided that the use of a lubricity additive is warranted and that the use of biodiesel is comparable in performance and cost with other available lubricity additives. The amount of biodiesel added to the ultra-low sulfur diesel fuel shall be not less than two percent.

(2) Except as provided in subsection (5) of this section, effective June 1, 2009, state agencies are required to use a minimum of twenty percent biodiesel as compared to total volume of all diesel purchases made by the agencies for the operation of the agencies' diesel-powered vessels, vehicles, and construction equipment.

(3) All state agencies using biodiesel fuel shall, beginning on July 1, 2016, file annual reports with the department of enterprise services documenting the use of the fuel and a description of how any problems encountered were resolved.

(4) By December 1, 2009, the department of enterprise services shall:

(a) Report to the legislature on the average true price differential for biodiesel by blend and location; and

(b) Examine alternative fuel procurement methods that work to address potential market barriers for in-state biodiesel producers and report these findings to the legislature.

(5) During the 2017-2019 and 2019-2021 fiscal biennia, the Washington state ferries is required to use a minimum of five percent biodiesel as compared to total volume of all diesel purchases made by the Washington state ferries for the operation of the Washington state ferries diesel-powered vessels, as long as the price of a B5 or B10 biodiesel blend does not exceed the price of conventional diesel fuel by five percent or more.

[[2019 c 416 § 703](#); [2017 c 313 § 703](#); [2016 c 197 § 2](#); [2015 1st sp.s. c 10 § 701](#); [2013 c 306 § 701](#); [2012 c 86 § 802](#); [2010 c 247 § 701](#); [2009 c 470 § 716](#); [2007 c 348 § 201](#); [2006 c 338 § 10](#); [2003 c 17 § 2](#).]

NOTES:

Effective date—2019 c 416: "This act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and takes effect immediately [May 21, 2019]." [[2019 c 416 § 1202](#).]

Effective date—2017 c 313: "Except for sections 705 and 706 of this act, this act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and takes effect immediately [May 16, 2017]." [[2017 c 313 § 1302](#).]

Effective date—2015 1st sp.s. c 10: "This act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and takes effect immediately [June 11, 2015]." [[2015 1st sp.s. c 10 § 1302](#).]

Effective date—2013 c 306: See note following RCW [47.64.170](#).

Effective date—2012 c 86: See note following RCW [47.76.360](#).

Effective date—2010 c 247: "This act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and takes effect immediately [March 30, 2010]." [[2010 c 247 § 802](#).]

Effective date—2009 c 470: See note following RCW [46.68.170](#).

Findings—2007 c 348: See RCW [43.325.005](#).

Findings—Intent—2006 c 338: See note following RCW [19.112.110](#).

Effective date—2006 c 338: See RCW [19.112.903](#).

Findings—2003 c 17: "The legislature recognizes that:

- (1) Biodiesel is less polluting than petroleum diesel;
- (2) Using biodiesel in neat form or blended with petroleum diesel significantly reduces air toxics and cancer-causing compounds as well as the soot associated with petroleum diesel exhaust;
- (3) Biodiesel degrades much faster than petroleum diesel;
- (4) Biodiesel is less toxic than petroleum fuels;
- (5) The United States environmental protection agency's new emission standards for petroleum diesel that take effect June 1, 2006, will require the addition of a lubricant to ultra-low sulfur diesel to counteract premature wear of injection pumps;
- (6) Biodiesel provides the needed lubricity to ultra-low sulfur diesel;
- (7) Biodiesel use in state-owned diesel-powered vehicles provides a means for the state to comply with the alternative fuel vehicle purchase requirements of the energy policy act of 1992, P.L. 102-486; and
- (8) The state is in a position to set an example of large scale use of biodiesel in diesel-powered vehicles and equipment." [[2003 c 17 § 1](#).]

[RCW 43.19.643 Biodiesel fuel blends—Definitions.](#)

The definitions in this section apply throughout RCW [43.19.642](#) unless the context clearly requires otherwise.

(1) "Biodiesel" means a mono alkyl ester of long chain fatty acids derived from vegetable oils or animal fats for use in compression-ignition engines and that meets the requirements of the American society of testing and materials specification D 6751 in effect as of January 1, 2003.

(2) "Ultra-low sulfur diesel" means petroleum diesel in which the sulfur content is not more than thirty parts per million.

[[2003 c 17 § 3](#).]

NOTES:

Findings—2003 c 17: See note following RCW [43.19.642](#).

RCW 43.19.646 Coordinating the purchase and delivery of biodiesel—Reports.

(1) The department must assist state agencies seeking to meet the biodiesel fuel requirements in RCW [43.19.642](#) by coordinating the purchase and delivery of biodiesel if requested by any state agency. The department may use long-term contracts of up to ten years, when purchasing from in-state suppliers who use predominantly in-state feedstock, to secure a sufficient and stable supply of biodiesel for use by state agencies.

(2) The department shall compile and analyze the reports submitted under RCW [43.19.642](#)(3) and report in an electronic format its findings and recommendations to the governor and committees of the legislature with responsibility for energy issues, within sixty days from the end of each reporting period. The governor shall consider these reports in determining whether to temporarily suspend minimum renewable fuel content requirements as authorized under RCW [19.112.160](#).

[[2011 1st sp.s. c 43 § 237](#); [2006 c 338 § 12](#).]

NOTES:

Effective date—Purpose—2011 1st sp.s. c 43: See notes following RCW [43.19.003](#).

Findings—Intent—2006 c 338: See note following RCW [19.112.110](#).

Effective date—2006 c 338: See RCW [19.112.903](#).

RCW 43.19.647 Purchase of biofuels and biofuel blends—Contracting authority.

(1) In order to allow the motor vehicle fuel needs of state and local government to be satisfied by Washington-produced biofuels as provided in this chapter, the department of enterprise services as well as local governments may contract in advance and execute contracts with public or private producers, suppliers, or other parties, for the purchase of appropriate biofuels, as that term is defined in *RCW [43.325.010](#), and biofuel blends. Contract provisions may address items including, but not limited to, fuel standards, price, and delivery date.

(2) The department of enterprise services may combine the needs of local government agencies, including ports, special districts, school districts, and municipal corporations, for the purposes of executing contracts for biofuels and to secure a sufficient and stable supply of alternative fuels.

[[2015 c 225 § 65](#); [2007 c 348 § 203](#).]

NOTES:

***Reviser's note:** RCW [43.325.010](#) expired June 30, 2016.

Findings—2007 c 348: See RCW [43.325.005](#).

RCW 43.19.648 Publicly owned vehicles, vessels, and construction equipment—Fuel usage—Advisory committee—Tires.

(1) Effective June 1, 2015, all state agencies, to the extent determined practicable by the rules adopted by the department of commerce pursuant to RCW [43.325.080](#), are required to satisfy one

hundred percent of their fuel usage for operating publicly owned vessels, vehicles, and construction equipment from electricity or biofuel. Compressed natural gas, liquefied natural gas, or propane may be substituted for electricity or biofuel if the department of commerce determines that electricity and biofuel are not reasonably available.

(2)(a) Effective June 1, 2018, all local government subdivisions of the state, to the extent determined practicable by the rules adopted by the department of commerce pursuant to RCW [43.325.080](#), are required to satisfy one hundred percent of their fuel usage for operating publicly owned vessels, vehicles, and construction equipment from electricity or biofuel. The department of commerce shall convene an advisory committee of representatives of local government subdivisions, representatives from organizations representing each local government subdivision, and either (i) an electric utility or (ii) a natural gas utility, or both, to work with the department to develop the rules. The department may invite additional stakeholders to participate in the advisory committee as needed and determined by the department.

(b) The following are exempt from this requirement: (i) Transit agencies using compressed natural gas on June 1, 2018, and (ii) engine retrofits that would void warranties. Nothing in this section is intended to require the replacement of equipment before the end of its useful life. Compressed natural gas, liquefied natural gas, or propane may be substituted for electricity or biofuel if the department of commerce determines that electricity and biofuel are not reasonably available.

(c)(i) Rules adopted pursuant to RCW [43.325.080](#) must provide the authority for local government subdivisions to elect to exempt police, fire, and other emergency response vehicles, including utility vehicles frequently used for emergency response, from the fuel usage requirement in (a) of this subsection.

(ii) Prior to executing its authority under (c)(i) of this subsection, a local government subdivision must provide notice to the department of commerce of the exemption. The notice must include the rationale for the exemption and an explanation of how the exemption is consistent with rules adopted by the department of commerce.

(d) Before June 1, 2018, local government subdivisions purchasing vessels, vehicles, and construction equipment capable of using biodiesel must request warranty protection for the highest level of biodiesel the vessel, vehicle, or construction equipment is capable of using, up to one hundred percent biodiesel, as long as the costs are reasonably equal to a vessel, vehicle, or construction equipment that is not warranted to use up to one hundred percent biodiesel.

(3) In order to phase in this transition for the state, all state agencies, to the extent determined practicable by the department of commerce by rules adopted pursuant to RCW [43.325.080](#), are required to achieve forty percent fuel usage for operating publicly owned vessels, vehicles, and construction equipment from electricity or biofuel by June 1, 2013. Compressed natural gas, liquefied natural gas, or propane may be substituted for electricity or biofuel if the department of commerce determines that electricity and biofuel are not reasonably available. The department of enterprise services, in consultation with the department of commerce, shall report to the governor and the legislature by December 1, 2013, on what percentage of the state's fuel usage is from electricity or biofuel.

(4) Except for cars owned or operated by the Washington state patrol, when tires on vehicles in the state's motor vehicle fleet are replaced, they must be replaced with tires that have the same or better rolling resistance as the original tires.

(5) By December 31, 2015, the state must, to the extent practicable, install electrical outlets capable of charging electric vehicles in each of the state's fleet parking and maintenance facilities.

(6) The department of transportation's obligations under subsection (3) of this section are subject to the availability of amounts appropriated for the specific purpose identified in subsection (3) of this section.

(7) The department of transportation's obligations under subsection (5) of this section are subject to the availability of amounts appropriated for the specific purpose identified in subsection (5) of this section unless the department receives federal or private funds for the specific purpose identified in subsection (5) of this section.

(8) The definitions in this subsection apply throughout this section unless the context clearly requires otherwise.

(a) "Battery charging station" means an electrical component assembly or cluster of component assemblies designed specifically to charge batteries within electric vehicles, which meet or exceed any standards, codes, and regulations set forth by chapter [19.28](#) RCW and consistent with rules adopted under RCW [19.27.540](#).

(b) "Battery exchange station" means a fully automated facility that will enable an electric vehicle with a swappable battery to enter a drive lane and exchange the depleted battery with a fully charged battery through a fully automated process, which meets or exceeds any standards, codes, and regulations set forth by chapter [19.28](#) RCW and consistent with rules adopted under RCW [19.27.540](#).

[[2013 c 328 § 1](#); [2012 c 171 § 1](#); [2011 c 353 § 4](#); [2009 c 459 § 7](#); [2007 c 348 § 202](#).]

NOTES:

Intent—2011 c 353: See note following RCW [36.70A.130](#).

Finding—Purpose—2009 c 459: See note following RCW [47.80.090](#).

Findings—2007 c 348: See RCW [43.325.005](#).

Regional transportation planning organizations—Electric vehicle infrastructure: RCW [47.80.090](#).