



**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**

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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

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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

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State vehicle use is restricted to official state business.

## Responsibilities

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### 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

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

## Forms

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- [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

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- [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

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- [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

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

## Related information

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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

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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](mailto:Policy@des.wa.gov).