

# Enterprise-Wide Transportation Policy

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

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

**Authorizing sources:**

State statutes – [RCW 43.19.560 through 43.19.635](#)

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

**Effective date:** October 8, 2015

**Last update:** June 12, 2018

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

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

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## Reason for Policy

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

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

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

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

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## Definitions

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

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

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

**Authorized Passengers** means individuals authorized by the agency head or authorized designee to ride as passengers in a state vehicle driven by a state driver conducting official state business. Authorized passengers can include students, volunteers, contractors, clients, and private citizens.

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

**Cargo Full Size Van (5 seats maximum)** means a full-size van (12 or 15 seat capacity) originally designed or converted for cargo or maintenance purposes only. Seating includes the two front seats and may include one bench seat immediately behind the driver, for a maximum seating capacity of five.

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

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

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

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

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

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

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

**Student** means, as used for the purposes of this Policy, a person that a high school, or state university or community/technical college determines meets their criteria for student status. A student who performs work for compensation by an agency or college meets the state employee definition. Per WAC [296-125-030\(2\)](#) minors (those under 18 years of age) are prohibited from performing jobs that require motor vehicle operation. All student drivers must have a minimum of two years of driving experience.

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

**Volunteer** means a person, other than an emergency services worker as described by chapter [38.52](#) RCW, who, of his/her own free choice, performs any assigned or authorized duties for the state or any agency thereof. A volunteer receives no wages, and is registered and accepted as a volunteer by the state or any agency thereof, to engage in authorized volunteer service. A volunteer may be granted reimbursement for actual expenses necessarily incurred in performing his or her assigned or authorized duties.

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## Policy Statement

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

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## Policy

### A. State Agency Responsibilities

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

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

2. Put in place a driving safety program for agency employees, containing the minimum requirements described by the Safety Program Standards.
3. Establish policies and procedures containing the minimum requirements described by the State Agency Transportation Policy & Procedure Content Standards.
4. Ensure employees who operate motor vehicles on state business complete driver training, when available.
5. Be financially accountable for all costs resulting from the authorization and use of state-owned or leased motor vehicles, including costs for damage to state-owned vehicles and property, and costs charged through the Washington Self-Insurance Liability Program for third-party injuries and vehicle damage

## B. State Driver Responsibilities

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

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## Procedures

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

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## Standards

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

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## Appendices

- [Understanding Insurance Coverage](#);
- [State Transportation Laws](#).

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## Forms/Instructions

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

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## Frequently Asked Questions

There is no FAQ associated with this policy.

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## Related Information

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

### Effective

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

### Amended

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

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

Administrative changes made include:

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

Content requirements include:

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

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

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