

Enterprise-Wide Transportation Policy

Applies to: State agencies 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.

Information contact: DES Fleet & Parking Services or State Risk Management

Governance: 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.

State law – [RCW 43.19.560 through 43.19.648](#), and [RCW 43.01.250](#)

First effective date: October 8, 2015

Last update: July 26, 2021

Sunset review date: July 23, 2026

Approved by: *Annette Meyer* Annette Meyer, Acting 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](#). 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.

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 (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.

Policy Statement

State vehicle use is restricted to official state business.

Policy

A. [State Agency Responsibilities](#)

Every state agency having jurisdiction and control of [motor vehicles](#) shall:

- Manage the effective and efficient use of state owned vehicles;
- Put in place a driving safety program for agency employees, containing the minimum requirements described by the [Safety Program Standards](#);
- Establish policies and procedures containing the minimum requirements described by the [State Agency Transportation Policy & Procedure Content Standards](#);
- Make sure employees who operate motor vehicles on state business complete driver training, when available;
- 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 State Agency Self-Insurance Liability Program \(SLIP\)](#) for third-party injuries and vehicle damage;
- Abide by all applicable vehicle lease agreements and operating manuals.

B. [State Driver Responsibilities](#)

Anyone driving a motor vehicle on official state business shall:

- 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 Acknowledgement 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.

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](#)

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](#)

Appendices

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

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](#),
- [DES Fleet Operations User Quick Reference Guide](#),
- [Proof of Liability Insurance Washington State Agency Vehicle Continual Coverage](#),
- [DES Fleet Operations Operator’s Manual](#),
- [Standard Tort Claim Form Packet](#),
- [DES Fleet Operation’s Reimbursement Request Form](#)

Additional 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 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](#).

History

First effective date:

October 8, 2015 - 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

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.01.01.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

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:
 - 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.

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

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