

Permanently Assigned Motor Vehicles

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 rule – [RCW 43.19.560 through 43.19.635](#)

Information contact: Fleet & Parking Services or Risk Management

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Approved by: _____ /s/ _____ , Chris Liu, Director

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Background

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

Permanent assignment policies are not applicable to the following:

- Personal transportation devices, e.g.: 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 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 table shows the state vehicle class category codes and the minimum annual use/mileage requirements for permanent assignment. Agencies may contact the State Fleet Operations for assistance in determining appropriate vehicle categories.

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

VEHICLE CATEGORY/CLASS***	DESCRIPTION OF VEHICLES IN THE CLASS	MILEAGE REQUIREMENT
<p>1. Special Purpose Special purpose vehicles include vehicles that are generally larger than non-special purpose vehicles.</p>	<p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • School buses and passenger vans with at least a capacity of 12 passengers • Trucks over 8,500 gross vehicle weight (GVW) • Emergency vehicles • Crew buses/shuttle buses • Step vans • Flatbed trucks • Tractor-trailers (semis) • Cargo vans 	Mileage exempt*
<p>2. Non-Special Purpose Non-special purpose vehicles fall within one of the following categories:</p>	<p>Non-special purpose vehicles include compact sedans, mid-size sedans, full-size sedans, pickup trucks (¼ and ½ ton), station wagons, mini-vans, SUVs, and motorcycles.</p>	Varies by category
<p><i>a. Statewide elected officials</i></p>	<p>Vehicles used by a statewide elected official in the Executive Branch of state government.</p>	Mileage exempt*
<p><i>b. Specially equipped vehicles</i></p>	<p>Vehicles modified for a particular function essential to an agency. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • Vehicles used for investigation purposes • Law enforcement/security vehicles • Vehicles with confidential plates • Vehicles with partitions between the front and rear seats for the transport of juvenile or adult clients • ADA compliant vehicles • Vehicles modified to transport individuals with special equipment needs 	4,000 miles per year
<p><i>c. Local area/alternate commute mode vehicles</i></p>	<p>Vehicles assigned to a specific function with local area responsibility that generally travel within the assigned city or area. Vehicle use is frequent but the typical trip is short. Use of a vehicle is deemed essential to the job function. Includes vehicles used to provide transportation for accommodation to employees and/or clients.</p>	4,000 miles per year and used 75% of working days**
<p><i>d. Campus/Institution/Park/Hatchery</i></p>	<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. Use of a vehicle is deemed essential to the job function.</p>	2,000 miles per year or used 80% of working days**
<p><i>e. General use</i></p>	<p>All other vehicles assigned to an agency, office, individual, or position.</p>	10,000 miles per year

* While exempt from specific mileage requirements, agencies should 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.

*** If a vehicle qualifies under multiple class types, frequency of use will be the primary consideration for class assignment.

Waiver Requirements

If a vehicle does not meet the annual days of use and/or mileage requirements in a calendar year, the agency shall review the vehicle use to determine the cause. The agency is allowed a three month grace period to demonstrate that the vehicle can meet the usage requirements. If the vehicle meets 25% of the annual use and/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 should:

1. Reassign the vehicle to another use within the agency that will meet the usage requirements, or
2. Return the vehicle to the State Fleet Operations for reassignment, or
3. Request a waiver. Waivers must be renewed annually.

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

4. They can annualize the mileage based on the average monthly mileage for the months in service,
OR
5. They can use the grace period approach outlined above.

Agencies may request a waiver by submitting a memorandum with a list of vehicles not meeting the above mileage requirements. The list of vehicles must include the license plate number, year/make/model, location, category, annual mileage or total days used out of the year, and justification for retaining the vehicle.

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

Employee Residence Travel

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

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

1. 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.
2. When an employee's home is also the official station.
3. When an individual commences 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.
4. 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.
5. 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 [RCW 70.94.551](#). (Also refer to [RCW 43.19.630](#).)

The following situations of travel between duty station and official residence are in the best interests of the state and are exempt from the provisions above:

1. Use of motor vehicles by statewide elected officials in the Executive Branch of State Government.
2. Use by commissioned law enforcement personnel.
3. 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 quarter.

Requests for exceptions to the above criteria are to be submitted to the Director of the Department of Enterprise Services, with justification for each such exception.

Related Requirements

Policy: BR.01.01 Enterprise-Wide Transportation

Procedure 2: Collision Reporting

Procedure 3: Van Management

Procedure 4: Purchase, Rent, or Dispose of a Motor Vehicle

Standard 1: State Agency Policy

Standard 2: State Driver Standards

Standard 3: Safety Program

Appendix 1: Understanding Insurance Coverage

Appendix 2: State Transportation Laws

Related Forms

Form: Authorized Driver Acknowledgement Statement

Form: New and Used Passenger Vehicle Purchase Request

Form: Vans – Safe Driving Practices Acknowledgement Statement

Form: Vans – Valid License to Drive and Driving Experience Statement

Form: Risk Management and Safety Checklist for Drivers

Form: State of Washington Vehicle Accident Report (SF 137)

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