
Purchase, Rental, and Disposal of 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.

Information contact: Business Resources Division

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

Procedure Content

[Acquisition of Motor Vehicles](#)

[Renting Motor Vehicles](#)

[Disposal of Motor Vehicles](#)

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 a purchase requisition for an appropriate vehicle at the contract price.

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 under the following conditions:
 - a. A state-owned motor vehicle is not available;
 - b. 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.);
 - c. Use has been approved in advance by the agency head or authorized designee through the State Charge Card System.
2. Procedure 4, Van Management, describes the rental requirements and restrictions on vans.
3. Agencies requiring vehicles for over 30 days but less than one year may request “project” vehicles from DES Fleet Operations. The request form is available [online](#).

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 accident management vendor. Agencies must meet one of the following criteria:
 - a. The state agency no longer has a need for the vehicle;
 - b. 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;
 - c. 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;
 - d. The vehicle has been determined to be uneconomical to retain, regardless of age or mileage;
 - e. 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:
 - a. 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.
 - b. 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.
 - c. 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.

Related Requirements

Policy: BR.01.01 Enterprise-Wide Transportation

Procedure 1: Permanent Vehicle Assignment

Procedure 2: Collision Reporting

Procedure 3: Van Management

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

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