

**Enterprise Services Enterprise-wide Standard No. BR.01.01.S1**

# State Agency Transportation Policy & Procedure Content

Information contact: Fleet & Parking Services or Risk Management

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## Policy

[Enterprise-Wide Transportation Policy](#) (BR.01.01)

## Related Standards

Standard 2: [State Driver Standards](#) (BR.01.01.S2)

Standard 3: [Safety Program](#) (BR.01.01.S3)

## Related Procedures

Procedure 1: [Permanently Assigned Motor Vehicles Procedure](#) (BR.01.01.P1)

Procedure 2: [Collision/Accident Reporting Procedure](#) (BR.01.01.P2)

Procedure 3: [Van Management Procedure](#) (BR.01.01.P3)

Procedure 4: [Purchase, Rent, or Dispose of a Motor Vehicle Procedure](#) (BR.01.01.P4)

## Related Forms

[Authorized Driver Acknowledgement Statement](#) (BR.01.01.F1)

[Vans – Safe Driving Practices Acknowledgement Statement](#) (BR.01.01.F2)

[New and Used Passenger Vehicle Purchase Request](#) (BR.01.01.F3)

[Supervisor’s Risk Management and Safety Checklist for Drivers](#) (BR.01.01.F4)

[Valid License to Drive and Driving Experience Statement](#) (BR.01.01.F5)

[SF 137 – State of Washington Vehicle Accident Report](#) (web form, old SF 137)

[Fleet Operations User Quick Reference Guide](#) (BR.01.01.F6)

[Proof of Liability Insurance Washington State Agency Vehicle Continual Coverage](#)

[Fleet Operations Operator’s Manual](#) (BR.01.01.F8)

[Standard Tort Claim Form Packet](#)

[Fleet Operation’s Reimbursement Request Form](#) (BR.01.01.F9)

## Additional Information

Appendix 1: [Understanding Insurance Coverage](#) (BR.01.01.A1)

Appendix 2: [State Transportation Laws](#) (BR.01.01.A2)

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## Standards

1. Every state agency having jurisdiction and control of motor vehicles shall adopt transportation policies and procedures. At a minimum, agency policies and procedures shall address the following areas:
2. Process and management of authorization/termination of state drivers and passengers for the use of:
  - State-owned and leased motor vehicles (including commercially rented vehicles as required by most rental contract provisions). Ensuring state drivers are current in all applicable Fleet/Operator Management Systems, and
  - Privately owned vehicles (POVs) used on official state business when it is more advantageous or economical to the state.

3. How agencies will maintain written acknowledgment by employees of their agreement to read and comply with section B, State Driver Responsibilities under the [Enterprise-Wide Transportation Policy](#) and the [State Driver Standards](#).

**Note:** State agencies may develop their own [Authorized Driver Acknowledgement form](#).

4. Prompt review and appropriate follow-up to all citizen complaints or traffic infractions regarding agency drivers.
5. Consideration of [commute trip reduction \(CTR\)](#) and traffic management initiatives, including consolidation of trips where possible.
6. The use of maximum energy conservation practices and other means when using vehicles to conduct official state business.
7. Vehicle management, including the acquisition, disposal, and preventative maintenance and standards designed to operate state vehicles at the lowest effective cost per mile for the life of the vehicle.
  - Agencies are to make sure a state facility performs all maintenance and repair of state-owned or leased motor vehicles whenever possible.
  - When the repairs required are beyond the capabilities of state facilities, the operator/agency is to receive authority from the vehicle-issuing agency to have the repairs accomplished at a local contract facility.
  - Completing open vehicle recalls is crucial to driver safety and may have cost implications. Agencies are to prioritize all open vehicle recalls which require their action to complete and close.
  - Agencies must adopt [DES maintenance schedules](#) if no agency requirements are in place. Vehicles leased to state agencies from the Department of Enterprise Services (DES) Fleet Operations must follow the DES maintenance schedules.
8. Determination of the number and nature of vehicles needed by the agency, including requests for a permanently assigned motor vehicle.
9. How and when employees may use vehicle-charging stations owned and operated by the state if the location has charging stations on site.
10. Marking of state vehicles in accordance with [Washington State law](#).
11. Violations and disciplinary actions:
  - When unauthorized use of a state motor vehicle by an agency employee is discovered, follow the requirements of [RCW 43.19.635\(1\)](#);
  - Deliberate violation of state transportation laws and regulations by a state official or employee, follow the requirements of [RCW 43.19.635\(2\)](#);
  - Casual or inadvertent violation of state transportation laws and regulations by a state official or employee, follow the requirements of [RCW 43.19.635\(3\)](#).
12. Ensure the following information is available in every state-owned or leased motor vehicle:
  - a. Information regarding state repair and servicing facilities of state owned or leased motor vehicles, including contact information for reporting any collision/accident incident involving damage to a state vehicle to the appropriate entities.
  - b. Statement of operator's responsibilities.
  - c. Collision/Accident and insurance report forms with instructions as to their preparation and disposition.
  - d. Instructions for use of agency credit or fleet card.

- e. A copy of the state of Washington “Proof of Liability Insurance Washington State Agency Vehicle” card. This card provides a brief review of liability coverage provisions for state vehicles and is available [online](#).
- f. All documents for passenger vans as outlined in the [Van Management Procedure](#).

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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)