

# State Driver Standards

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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.

**Information contact:** Fleet & Parking Services

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

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## Background

Except as otherwise provided by law or by regulations of the Department of Enterprise Services, state-owned or leased motor vehicles are to be used only for official state business. The following standards describe the behavior required of drivers representing the state of Washington.

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## Standards

These standards are in addition to state and federal traffic laws.

Topic	Standards
General	Drivers shall: <ol style="list-style-type: none"><li>1. Promptly pay fines to the appropriate jurisdiction for all parking tickets, citations or infractions received while operating a state vehicle. Payment of fines and citations under these circumstances is the sole obligation and responsibility of the driver and will NOT be reimbursed or paid by the state. Refer to <a href="#">SAAM Chapter 10</a>, subsection 10.20.20.</li><li>2. Hold a valid driver's license and present it when requested by the manager/supervisor for verification and notify the manager/supervisor by the end of the next business day upon notification by the applicable licensing agency that his/her driver's license has been suspended, revoked, or otherwise determined to be invalid.</li><li>3. Follow agency procedures for reporting vehicle mechanical problems or accidents and arranging for service repairs or maintenance.</li></ol>

Safety	Drivers shall operate state vehicles in a safe manner, to include:
	<ol style="list-style-type: none"> <li>1. Adjust driving speed and vehicle equipment (i.e., use of lights, tire pressure, etc.) to changing weather conditions. Additionally, the driver is to alter travel plans as needed for personal safety due to inclement weather or sudden illness. Refer to Subsection <a href="#">10.10.35</a> for per diem travel expense allowances for these situations.</li> <li>2. Not transport non-college enrolled high school or younger children in 15- or 12-passenger full size vans or other specialty vehicles not meeting state and federal school bus standards. Non-college enrolled high school and younger children may be transported in mini-vans and sedans.</li> <li>3. Avoid the use of ear phones/buds to minimize distraction and inability to hear emergency warnings.</li> <li>4. Safely organize and store equipment/supplies in the vehicle so they are secure in the event of a sudden stop.</li> <li>5. Select well-lit, safe areas, for parking state vehicles, if possible. Place valuable equipment out of view and lock the vehicle when unattended.</li> </ol>
Van Use	All drivers of 8 and 12 passenger or full size vans shall also review Procedure 3, Van Management.
Operating Privately Owned Vehicles	<ol style="list-style-type: none"> <li>1. When driving privately owned vehicles (POVs) on official state business, state drivers are to comply with the state of Washington's liability insurance laws, chapters <a href="#">46.29</a> and <a href="#">46.30</a> RCW.</li> <li>2. If an accident occurs when the state driver is operating a POV and the state driver is at fault, the state driver's personal automobile insurance is primary and will be exhausted prior to application of the state's self-insurance coverage. Insurance deductibles are the responsibility of the POV driver and are not reimbursable by the state. The SILP will act as an "excess policy" in the event limits of the private insurance policy are exhausted. Under certain circumstances, the state may assist in the defense and settlement of claims, including possible lawsuit defense, if warranted.</li> <li>3. If an accident occurs when the state driver is operating a POV and the state driver is not at fault, the at-fault driver's insurance is the only available coverage. The state's self-insurance account does not provide coverage if the at-fault driver is not insured or is underinsured.</li> <li>4. The driver is to operate a POV in a professional and safe manner, and comply with all Washington traffic laws and regulations.</li> <li>5. A POV driver involved in an accident is to complete the online <a href="#">State of Washington Vehicle Accident Report (SF 137)</a></li> </ol>
Prohibited Acts	Drivers shall not:
	<ol style="list-style-type: none"> <li>1. Transport unauthorized passengers or use the vehicle for personal use. Unauthorized passengers are those passengers not engaged in performing official state business and/or not specifically authorized by the agency head or authorized designee. Unauthorized passengers can include, but are not limited to, family members, relatives, friends, and pets.</li> <li>2. Use tobacco products in state vehicles, including vaporizer pens. For further clarification on tobacco products, refer to the United States Food and Drug Administration definition and listing of products.</li> </ol>

3. Drive while under the influence of intoxicating beverages, drugs, or any other impairing substances as advised by health professionals.
4. Transport alcohol, cannabis products, or any other intoxicating substances in state vehicles unless transporting such substances is within the scope of the driver's official job duties.
5. Transport firearms, weapons, or explosives (concealed or otherwise) unless the transportation of such devices is in accordance with performance of official state business.
6. Use radar detecting or speed detecting devices in state vehicles for the purpose of avoiding law enforcement.
7. Use handheld wireless communications devices (such as cellular phones); the use of hands-free devices is restricted to a single touch. **Exception:** The prohibition does not apply to drivers of authorized emergency vehicles or transit vehicles. Drivers are also authorized to use a hand-held cell phone to contact emergency services.

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## Related Requirements

**Policy:** BR.01.01 Enterprise-Wide Transportation

**Procedure 1:** Permanent Vehicle Assignment

**Procedure 2:** Collision Reporting

**Procedure 3:** Van Management

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

**Standard 1:** State Agency Policy and Procedure Standards

**Standard 3:** Safety Program

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## 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)

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