

Administrative Services Procedure No. 13.40.1

Vehicle Use & Responsibilities

Applies To: Engineering & Architectural Services employees

Information Contact: Engineering & Architectural Services

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Approved By:

/s/

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Related policy (or other authority): No.

- [Title 46 RCW](#)
- [SAAM Chapter 10](#)
- [SAAM Chapter 12](#)
- [DES Policy FO.01.16](#)
- [Fleet Operations](#)- how to reserve a vehicle
- [Fleet Operations Reservation System](#)
- [Fleet Operations – Operators Manual](#)
- [Fleet Operations – Accident Procedures](#)

Procedure Content

[Reserving an E&AS Vehicle](#)

[Reserving an Agency Vehicle](#)

[Reserving a Fleet Vehicle](#)

[Reserving an Energy Program Vehicle](#)

[What do I do if I get in an accident?](#)

[Related Information](#)

[Flowchart](#)

Energy Program staff shall reserve Energy vehicles first. All other E&AS staff shall reserve vehicles in the following order:

1. E&AS
2. DES agency
3. Fleet Operations
4. Energy Program

All assigned cars belong to the state and can be reassigned without notice. However consideration will be given to staff schedules.

If a car has been assigned to a staff member, that staff member shall reserve the use of that car for traveling to, during and from meeting(s). If no meeting is scheduled, then staff is to return the keys to the key lockbox and remove the reservation from the car calendar.

Staff members that have a car assigned to them are responsible for seeing that the car is kept clean, inside and outside. Personal items and trash are to be removed at the end of each trip.

The gas card can be used once a month to wash the car in an automated car wash. Vacuum the car at least once a week. In-between car washes the car windows are to be washed by hand inside and out.

If something wet is spilled on the seats or on the floor, the spill is to be cleaned up as soon as possible (the sooner it is cleaned the easier it will be to make sure that a spot is not left).

Reserving an E&AS Vehicle

Action By	Action
E&AS Employees	1. Read and be familiar with and DES policy. FO.O1.16, located on the DES intranet at http://www.ofm.wa.gov/policy/12.htm
Drivers	2. When you reserve a car for two or more days, <u>the reservation will show at the top of the calendar only.</u>
	3. From your Outlook calendar double click the New Meeting icon. This will open a new meeting box.

Action By	Action
	<p>4. You are in the Appointment view. This is where you will select the day(s) and time(s) you want the car.</p> <ol style="list-style-type: none"> a. Subject: Type your name and number of the car (example: Sally Jones 7098) b. Location: Type where you are going. Do Not select the All day event box. c. Click on Scheduling Assistant. In this view you can see if the car is available. Look above the day and hour box for the address book. d. Open the address book and type DES EAS car. This will bring up a list of E&AS cars. <ul style="list-style-type: none"> ▪ DES EAS car 3292 Silver Prius ▪ DES EAS car 3234 Impala ▪ DES EAS car 5832 Ford C-Max ▪ DES EAS car 7028 Ford C-Max Green ▪ DES EAS car 5922 Ford C-Max e. You will be able to see if the car is scheduled. If it is available click on the send button. You will receive an email that either accepts or rejects your meeting request. <p>If you receive a rejection notice you will have to manually delete the appointment from your Outlook calendar.</p>
	<p>5. On the day of the reservation, retrieve the key from the key box in Copy/Print Room 2263 closet.</p>
	<p>6. Visually check the outside body, lights, tires, under the bumpers, and doors of the vehicle before you drive it. Take pictures, use camera's date/time function, of any damage and report any body damage by email to the E&AS Transportation Officer.</p>

Action By	Action
	7. Email information regarding any mechanical problems to the E&AS Transportation Officer as soon as they are noticed.
	8. If the gas tank is less than 3/4, fill tank prior to returning vehicle.
	9. Remove any personal belongings and trash from vehicle at end of reservation.
	10. If the car you drive is permanently assigned to you, email the <u>ending</u> odometer reading for the vehicle to the E&AS Office Assistant no later than 12:00pm on the 15 th day of each month. If the 15 th day of the month is on a weekend, the odometer reading shall be emailed on the Friday before the weekend.
	11. If the car you are driving is not permanently assigned to you, email the <u>ending</u> odometer reading for the vehicle driven to the Office Assistant at the end of the car reservation.
	12. If no car is available, reserve a DES agency car for Local use, or reserve a Fleet Operations car (see below).

Reserving a DES Agency Car **Local use only**

Reserving a Fleet Operations Vehicle

Reserving an Energy Program Vehicle

Action By	Action
E&AS Employees	1. Read and be familiar with and DES policy. FO.O1.16, located on the DES intranet at http://www.ofm.wa.gov/policy/12.htm

Action By	Action
	<p>2. Energy staff will reserve one of the following vehicles:</p> <ul style="list-style-type: none"> • DES Energy Car 4457 Blue • DES Energy Car 4594 Silver • DES Energy Car4595 Silver <p>Energy vehicles can be reserved when available for non-Energy staff. Contact one of the Energy Program Management Analysts for assistance.</p>

What do I do if I have an accident?

Action By	Action
Drivers of E&AS and Energy Program vehicles	1. Call the police, and if necessary, emergency medical services.
	2. If possible move the vehicle out of the roadway. If you are unable to move it, call Fleet Rescue Road Service at (800) 356-9316. (This number can also be found in the vehicle glove box.)
	3. Obtain information from the other drivers (driver's license and insurance information).
	4. Gather the names of all persons involved in the accident as well as any witnesses.
	5. Do not discuss "fault" or make statements about the accident to anyone but the police.
	6. Complete the accident report found in the CEI brochure in the glove box.
	7. Call CEI at 1-877-443-5777.
	8. Notify the E&AS Transportation Officer as soon as possible (360) 902-7272.

Action By	Action
	9. Fill out an Accident/Incident Report then email it to your supervisor to fill out. You and your manager/supervisor will need to sign the document. Send, <u>by campus mail</u> , the original copy to the Agency Safety Manager.

Related Information

- [Title 46 RCW](#)
- [OFM Manual Chapter 12.30](#)
- [DES Policy FO.01.16](#)
- [Fleet Operations](#)- how to reserve a vehicle
- [Fleet Operations Reservation System](#)

Flowchart

