Cancels:

PO01-003 – Assembly Points and Commute Time
PO01-018 – Safe Vehicle Operation
PO01-030 – Use of Assigned State Vehicles for Personal Commute
PO02-001 – Selecting Colors and Options for Vehicles and Construction Equipment
PO02-002 – Using and maintaining Vehicles and Equipment
PO02-005 – Acquisition and Assignment of DNR Vehicles and Use of Privately Owned Vehicles on Official State Business
SPM03-03 – 15-passenger van requirements
SPM05-01 – Vehicle Driving Requirements

PO02-006 VEHICLE USE AND MANAGEMENT

DISCUSSION

Safe vehicle operation is critically important to the department. A state vehicle is a valuable public asset that must be operated in a safe and lawful manner to avoid personal injury and property damage. This policy applies to all motor vehicles (cars, vans, trucks, motorcycles, etc.) licensed for travel on streets and highways, as well as vehicles not licensed for roadway travel such as forklifts, all terrain vehicles, tractors, and snowmobiles. This policy does not cover marine vessels or aircraft.

The intent of the revised department vehicle use and management policy is to:

1. Promote safe vehicle use, driver safety and loss prevention.
2. Implement OFM’s SAAM Chapter 12 – Transportation policy requirements and to add additional requirements that address vehicle use and management unique to the department.
3. Establish an effective system of management and control over vehicle use activities.
4. Promote sustainable business practice and fuel conservation by operating vehicles at the lowest effective cost per mile for the life of the vehicle.

The Office of Financial Management (OFM) has consolidated all vehicle operation and driver responsibility policies from many different chapters of the State Administrative and Accounting Manual (SAAM) into a revised Chapter 12 – Transportation (http://www.ofm.wa.gov/policy/12.htm). Subsequently, the department has consolidated its former vehicle operation and driver responsibility policies (six listed above) and Standard Practice Memorandums (two listed above) to address the content and format of OFM’s SAAM, Chapter 12. To avoid duplication of existing statute and regulatory law, this policy fully incorporates SAAM Chapter 12, and addresses those unique business practices in the department that exceed the SAAM.
NOTE: The numbering and links in this policy correspond to those sections with the same or similar titles within SAAM Chapter 12. The numbering listed immediately after each section and sub-section heading references the corresponding section or sub-section in SAAM Chapter 12.

POLICY

I. Vehicle Use and Management. (12.10)

Who must comply with these policies? (12.10.05)
All drivers on official state business must comply with the terms of the SAAM, Chapter 12 - Transportation and DNR’s Vehicle Use and Management Policy (PO02-006).

Agency Responsibilities (12.10.10)

Driver Responsibilities (12.10.20)

State drivers authorized to drive state vehicles or privately owned vehicles on official state business are responsible to comply with the terms and requirements of DNR vehicle use and management policy and OFM’s SAAM Chapter 12 - Transportation. Failure to follow these policies may result in disciplinary action, including deductions from salaries or other allowances due, suspension without pay, or termination of employment.

Definitions (12.10.30)

Authorized Passengers: The following passengers are authorized to be transported in department owned or leased vehicles as long as they are traveling in the performance of official state business (authorized passengers can include volunteers, contractors, clients, and private citizens):

2. Persons on official state business accompanying department employees
3. Elected state officials.
4. Legislators or their staffs.
5. Members of the public appointed to statutory or agency authorized committees on official state business, such as members of the Heritage Advisory Committee, Board of Natural Resources or Forest Practices Board.
6. Specific persons on official state business approved in advance by the commissioner, a steward or an executive director.

Passengers who are not traveling in the performance of official state business such as
family members, relatives, friends, pets, etc., are prohibited from department vehicles.

Specially Equipped Vehicles: Specially equipped vehicles are those that:
1. Have been permanently configured to perform specialized functions and meet the IRS rules for taxable commute (e.g. law enforcement, fire trucks, radio vans, carpenter vans). Employees must always be on call for these vehicles to be exempt from taxable fringe benefits.
2. The installation of a department issued radio in a vehicle, or a temporary modification does not make a vehicle “specially equipped”. Pick-up trucks and sport utility vehicles do not qualify as specially equipped vehicles.

II. Agency Vehicle Management (12.20)

A State Vehicle May only be Used for Official State Business (12.20.05)

Requirements Related to Motor Vehicle Management (12.20.10)
Payment of fines or citations is solely the obligation and responsibility of the driver, and is NOT a qualified reimbursable obligation of the Department.

Subsection 12.30.10 requires all authorized state drivers operating state vehicles, or privately owned vehicles used on official state business, to have in their possession a license that is valid under Washington state law.

All authorized state drivers assigned driving duties are to report to their manager or supervisor by the next business day any time the applicable license-issuing authority notifies the driver their driver's license has been revoked, suspended, or otherwise determined to be invalid.

Supervisors and managers must advise employees of state and agency policies addressing disciplinary action for inappropriate or unsafe use of state vehicles.

Basic Driving Safety Program Requirements (12.20.15)
Department drivers must meet the requirements of the driver safety program prescribed at the following link: http://www.wadnr.gov/htdocs/es/safetywellness/accprevplan.doc
Supervisors and managers are responsible for ensuring employees are scheduled for and complete required defensive driver training.

At the initial driving assignment and prior to vehicle operation, and at every annual performance evaluation, managers and supervisors must:
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1. Visually check that state drivers have in their possession a valid license. The visual check is to verify that the driver’s license (1) has not expired; (2) photo matches employee/operator and name matches agency records; and (3) birth date indicates driver is at least 18 years of age.

2. Obtain verbal verification from the driver that he/she has two years of driving experience, particularly if he/she is 18 years of age.

3. Inform state drivers about the policy to report to the manager/supervisor anytime the applicable license-issuing authority notifies them of invalid license status.

4. Inform state drivers how to access Chapter 12 of the SAAM and review other policies, as needed, pertaining to the authorized, safe, and efficient operation of vehicles used on official state business.

Driving Safety Program Requirements for Specified Drivers (12.20.20)

Driving Safety Program Requirements for 15-Passenger Vans (12.20.25)

If the employee/operator is assigned to drive a 15-passenger van, he/she must also comply with the department’s 15-passenger van driver’s safety requirements.

Permanent Assignment of a State Vehicle (12.20.30)

The Region or Division Manager must determine that in order for the employee to perform his or her essential functions, the vehicle must be modified or configured for a specific purpose that renders it unsuitable for general pool use. If the criteria in SAAM 12.20.30 are not satisfied, request for exceptions must be approved by the appropriate Steward or Executive Director and then submitted to the Director of OFM, with justification for each such requested exception.

Employee Use of a State-owned Vehicle between Duty Station and Home (12.20.35)

If the criteria in SAAM 12.20.35 are not satisfied, request for exceptions must be approved by the appropriate Steward or Executive Director and then submitted to the Director of OFM, with justification for each such requested exception.

Maintenance and Repair of State-owned or Leased Motor Vehicles (12.20.40)

The Fleet Management Program manages maintenance and repair of Department owned vehicles. Information about maintenance services should be directed to the Equipment Operations Manager in Olympia or Region Business Administrator in each region. The region or program must pay for new vehicles added to the ownership of the Natural Resources Equipment Fund (#411) and upgrades to vehicles being replaced. Regions or programs will not be reimbursed for equipment that is retired but not replaced. (Future
link to the Equipment Operations Procedure Manual) Equipment turned in on a voluntary basis may be re-assigned by the Equipment Operations Manager.

Ensure Information is available in the Motor Vehicle (12.20.45)
The following information should be available in every department vehicle, except those used in undercover work:
1. Guidelines for repair and servicing of vehicles
2. Statement of operator’s responsibilities
3. Accident and insurance report forms with instructions
4. Instructions for use of agency credit card
5. Emergency information

Restrictions and Responsibilities for using Privately owned or leased motor vehicles for Official State Business (12.20.50)
Privately owned vehicles may be used in the conduct of official state business when it is more advantageous or economical to the state. Employees will obtain supervisor approval for use of privately owned vehicles prior to travel. When driving a privately owned vehicle on official state business, each traveler is to comply with the State of Washington’s liability insurance laws, Chapter 46.29 and 46.30 RCW.

Reimbursement for the use of a privately owned vehicle is not to exceed the private vehicle mileage reimbursement rate specified in the OFM SAAM as authorized by RCW 43.03.060. DNR will not reimburse employees for out-of-pocket costs for gas, parking tickets, moving violations, or damages and insurance deductibles relating to the use of a privately owned vehicle on official state business.

Commute Trip Reduction (12.20.55)

Allowing a Motor Vehicle to be used for Commuter Ride-sharing (12.20.60)

III. State Vehicle Driver Requirements (12.30)

State Drivers must have Valid Driver’s License (12.30.10)

State Driver Responsibilities – State-owned or leased Motor Vehicles (12.30.20)
When driving on official state business, all state drivers are to have a driver's license recognized as valid under Washington state law. This license must be in the driver's
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possession while operating any motor vehicle used for official state business purposes.

In addition to those items in SAAM, Chapter 12:
1. Smoking in any department vehicle is prohibited effective July 1, 2005.
2. The department complies with federal and state laws regulating commercial driver’s licenses (CDL) as written in the Federal Motor Carrier regulations and Washington Department of Licensing (DOL) regulations.
3. The driver shall be responsible for obtaining a driver abstract from DOL as part of the employment application where driving is an essential function, new to the employee.

Driver Responsibilities and Insurance Requirements when using privately owned vehicles for official state business. (12.30.30)
If an accident occurs when the state driver is operating a POV, the state driver's personal automobile insurance is primary and will be utilized prior to any possible provision of the state's excess liability protection. Insurance deductibles are the responsibility of the POV driver and are not reimbursable by the state. In the event the driver's personal insurance coverage is exhausted, the state of Washington can provide excess insurance for the benefit of the employee. Transporting of unauthorized passengers as described in Subsection 12.30.20.a in a POV while driving on official state business is considered a personal decision. The state of Washington will not provide excess liability protection to any unauthorized passengers in the event of an accident.

Procedures for Reporting Accidents. (12.30.40)
For all accidents resulting in property damage or injuries involving any motor vehicle in use for official state business, drivers are to submit an SF-137, State Vehicle Accident Report Form within two business days to OFM’s Risk Management Division and the department’s Risk Manager located in Financial Management Division.
- Cooperate with local law enforcement. Provide factual information, limiting responses to questions asked.
- Provide factual information about yourself and the state vehicle to the other driver(s), i.e., name, agency, phone number, vehicle identification number (VIN), etc.
- Obtain needed information from other driver(s). Identify witnesses and obtain addresses and phone numbers.
- Do not discuss your actions with parties other than law enforcement. Do not admit fault to other parties or make any statements about the State's response to the accident, financial or otherwise.
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Supervisors will take appropriate remedial action after determining that a driver/employee was involved in a vehicle accident or receives a traffic citation while operating a vehicle on state business.

IV. Insurance Coverage and Related Requirements (12.40)

Insurance Programs for State Drivers (12.40.10)
The Office of Financial Management, Risk Management Division administers the Washington Self-Insurance Liability Program fund, which pays for third party injury and damage claims with the filing of a vehicle accident tort claim. The Department of Labor & Industries (L&I) provides “sole financial remedy” coverage for state employees who sustain injuries (or death) as a result of accidents that occur “in the course of business” for the state.

Insurance Requirements and Coverage for State Drivers (12.40.20)
The agency of the state employee driver causing damage to a state vehicle is responsible for payment or replacement costs of the vehicle. The Washington Self-Insurance Liability Program (SILP) does not cover vehicle repair or replacement costs.

A driver of a POV involved in an accident while on official state business is covered by his/her private insurance policy. This insurance policy is considered "primary" for payment of all losses/recoveries arising from an accident while driving a POV. The Washington SILP will act as an "excess policy" in the event limits of the private insurance policy are exhausted.

V. Acquisition, Rental, and Disposal of Motor Vehicles (12.50)
The Equipment Operations Manager shall publish and periodically update a comprehensive Equipment Operations and Procedure Manual (EOPM), which shall meet the requirements of SAAM, Chapter 12, as the primary single source of information for department staff. The EOPM shall include (but is not limited to) information and procedures related to acquisition, disposal, maintenance, repair, equipment classification, fleet management software, and equipment monitoring and usage analysis. The Equipment Operations Manager shall establish minimum vehicle standards for vehicle color and other options.

Specifications and Requirements for passenger motor vehicle purchases (12.50.10)

Purchasing a state motor vehicle (12.50.20)
Acquisition of motor vehicles is managed by the Equipment Operations Program in Olympia.
Using a rental motor vehicle (12.50.30)

Renting a motor vehicle for less than 30 days (12.50.40)

Leasing a motor vehicle for 30 days or more (12.50.50)
Requests for leasing motor vehicles are to be directed to the Equipment Operations Program in Olympia.

Disposing of state motor vehicles (12.50.60)
Department vehicles being disposed of are to be managed by the Equipment Operations Program in Olympia.

IMPLEMENTATION

The department’s driver safety program shall be designed, created, and updated by the agency designated Safety Manager and implemented by the Regions and Divisions. The driver safety program shall meet the requirements of the SAAM, Chapter 12 and Department of Labor and Industries’ regulations. This includes, but is not limited to, training for specialty vehicles, 15-passenger vans, and injury accident reporting procedures.

The department’s Fleet Management Program shall be designed, created, and updated by the agency designated Equipment Operations Manager in coordination with the Regions and Divisions.

Supervisors are responsible for ensuring that employees are authorized to operate state motor vehicles and comply with all of the provisions of this policy. Region and Division Managers will implement this policy.

Approval Date: October 24, 2005
Approved By: /S/ Bonnie B. Bunning
Executive Director for Policy and Administration
SEE ALSO:

- **RCW 43.41.130** - Passenger Motor Vehicles Owned or Operated by State Agencies
- **RCW 46.10.120** - Restrictions on Age of Operators of Snowmobiles, Qualifications
- **RCW 46.20.021** – Driver’s License Required
- **RCW Chapter 46.25** - Uniform Commercial Driver’s License Act
- **RCW 46.25.050** - Commercial Driver’s License, Exceptions for Fire Fighters and Law Enforcement Officers
- **RCW 46.52.130** - Abstract of Driving Record, Access
- **WAC 296-800-110** - Safe Place Standards, Prohibiting Alcohol and Illegal Drugs at Work Sites
- **WAC 296-24-230** - Powered Industrial Trucks
- **WAC 296-305-04505** - Automotive Apparatus Operational Rules, Emergency Vehicle Training
- **WAC 308-94** - Snowmobiles and Off-Road and Non-Highway Vehicles
- **WAC 308-104** – Drivers’ Licenses
- **OFM SAAM, Chapter 12 – Transportation**
- **RCW 46.08.065** - Publicly Owned Vehicles To Be Marked - Exceptions
- **RCW 46.16.020** - Vehicle License Exemptions - State and Publicly Owned Vehicles - Registration
- **DNR Accident Prevention Plan**, Human Resources Division
- **DNR Safety Handbook**, Human Resources Division, Procedures/Tasks Section
- **PO01-021 Smoking in the Workplace**
- **PO01-032 Prohibiting Firearms and Other Dangerous Weapons in the Workplace**
- **PO01-033 Alcohol and Drug Free Workplace**
- Dept. of General Administration **State Motor Pool Rules and Regulations**
- Department of General Administration **Driver Training Policy**
- 49 C.F.R. Subchapter A, Parts 100 to 180 - Hazardous Materials and Oil Transportation
- **Equipment Operations Procedure Manual (EOPM).**