

State Agency Transportation Policy & Procedure Content

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

Effective date: October 8, 2015

Last update: June 12, 2018

Sunset review date: June 1, 2021

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

Standards

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:

1. Authorization of state drivers and passengers for the use of:
 - a. State-owned and leased motor vehicles (including commercially rented vehicles as required by most rental contract provisions).
 - b. Privately owned vehicles (POVs) used on official state business when it is more advantageous or economical to the state.
2. 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.
3. Prompt review and appropriate follow-up to all citizen complaints or traffic infractions regarding agency drivers.
4. Consideration of commute trip reduction (CTR) and traffic management initiatives, including consolidation of trips where possible.
5. The use of maximum energy conservation practices and other means when using vehicles to conduct official state business.

Standards

6. 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.
 - a. Agencies are to ensure all maintenance and repair of state-owned or leased motor vehicles is performed at a state facility whenever possible.
 - b. 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.
 - c. 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.
 7. Determination of the number and nature of vehicles needed by the agency, including requests for a permanently assigned motor vehicle.
 8. How and when employees may use charging stations owned and operated by the state if the location has charging stations on site. Agencies may use the sample policy as a template.
 9. Marking of state vehicles in accordance with [Washington state law](#).
 10. Violations and disciplinary actions:
 - a) When unauthorized use of a state motor vehicle by an agency employee is discovered, follow the requirements of RCW 43.19.635(1);
 - b) Deliberate violation of state transportation laws and regulations by a state official or employee, follow the requirements of RCW 43.19.635(2);
 - c) 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).
 11. 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 incident involving damage to a state vehicle to the appropriate entities.
 - b. Statement of operator's responsibilities.
 - c. 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. (link)
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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, Rental, or Disposal of Motor Vehicles

Standard 2: State Driver Standards

Standard 3: Safety Program

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)

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