

# Driving Safety Program

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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

**Effective date:** October 8, 2015

**Last update:** June 12, 2018

**Sunset review date:** June 1, 2021

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

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## Purpose

The Enterprise-Wide Transportation Policy directs agencies to establish driver safety programs for their organization. These guidelines provide minimum requirements for those programs and may be used as a template for agency programs.

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## Background

The basic agency driving safety program requirements are applicable to all state drivers authorized by a state agency to operate a state or POV for use on official state business, regardless of frequency of driving. Programs should consist of the following at a minimum:

At the initial driving assignment and annually thereafter, agency managers/supervisors must:

1. Visually check that state drivers have in their possession a license valid under Washington State law. 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 (3) birth date indicates driver is at least 18 years of age. The Department of Licensing's website provides information on valid licensing requirements at: <http://www.dol.wa.gov/driverslicense/>.
2. Obtain verbal verification from the driver that he/she has at least two years of driving experience.
3. Inform state drivers about the requirements to report to the manager/supervisor anytime the applicable license-issuing authority notifies them their license is invalid.
4. Indicate how state drivers can access the Enterprise-Wide Transportation Policy and associated documents. Review all other policies, as needed, pertaining to the authorized, safe, and efficient operation of vehicles used on official state business. Agencies shall obtain written acknowledgement that the employee has read and will follow the policy.
5. If the employee/operator is assigned to drive a full size van, they must also comply with Procedure 3, Van Management.
6. To promote safety awareness, agencies are encouraged to require state drivers to take the WA-State Defensive Driving course on the Learning Management System.
7. Ensure drivers sign an acknowledgement form stating they have read and understand the Enterprise-Wide Transportation Policy.

Agency managers and supervisors should review the Enterprise-Wide Transportation Policy with associated procedures and standards and agency internal policies with certain drivers who conduct one of the following:

1. High mileage driving - Operates state vehicles 1,000 or more miles per month at least six months out of the year (need not be consecutive), regardless if the mileage is generated by local or long distance driving.
2. Frequent alleged state driver error accidents - Is involved in either, or both, of the following alleged state driver error outcomes, regardless of miles traveled or law enforcement action taken.
  - a. Two alleged state driver error accidents involving state or third party vehicle/property damage (other than damaged windshields) within a 24-month period.
  - b. One or more alleged state driver error accidents resulting in injuries to the state driver, passenger(s), or third party within a 24-month period.

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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 2:** State Driver Standards

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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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