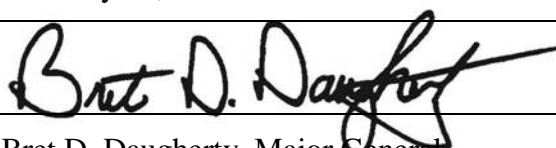




Department Policy No. SAF-602-11

Title:	Motor Vehicle Operators
References:	Title 4.92 RCW, Civil Procedures, Actions and Claims Against State Title 43.19 RCW, Department of General Administration Title 43.41 RCW, Office of Financial Management Title 46.20 RCW, Motor Vehicles – Drivers’ License State Administrative and Accounting Manual (SAAM), Chapter 12 - Transportation
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Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

This policy provides the requirements for using a motor vehicle to conduct state business or when driving on the grounds of Camp Murray.

Scope

This policy applies to all state employees and volunteers of the Washington Military Department (WMD). It does not apply to National Guard personnel on state active duty or to federal personnel to include Active Guard Reserves (AGRs), traditional guardsmen in a federal military status or military technicians.

Definitions

Official State Business consists of activities performed by a state employee or volunteer of the WMD as directed by the supervisor in order to accomplish the duties assigned.

Authorized Vehicle Operator is a state employee 18 years or older with a current license to drive a motor vehicle and two years of licensed driving experience. A volunteer must meet the same requirements and be given special authorization to drive on state business.

Authorized Passengers are state employees and non-state employees authorized by the agency head or designee to ride as passengers in a state vehicle to conduct official state business. Non-employee family, friends or others who are not conducting WMD official business are not authorized passengers.

Responsibilities

Vehicle Driver is responsible to comply with all policies, procedures, driving restrictions, and traffic regulations; utilize state vehicles only for conducting official state business; report all accidents and vehicle repair issues; and ensure the vehicle is in proper safe operating condition before driving. Drivers are required to provide verification of their driver's license. Employee drivers of 12 or 15 passenger and full size cargo vans must complete a self-declared certification of their driving history. Volunteers must also provide a copy of their driving abstract from the Department of Licensing; see the attached Department of Licensing Form DR 500-009.

Passengers are responsible to comply with all policies and procedures and not interfere with the safe operation of the vehicle.

Supervisor/Manager is responsible to ensure their staff and volunteers comply with this policy and verify that each driver has an appropriate driver's license for the vehicle that they will be operating.

Policy

WMD is responsible to ensure that state owned vehicles are utilized in compliance with the State Administrative and Accounting Manual (SAAM) and other applicable regulations. Employees are responsible to exercise maximum energy conservation practices in conducting official state business. Employees are to consolidate trips where possible, ensure assigned agency owned vehicles have adequate maintenance, and attend required vehicle safety training.

WMD has the responsibility to limit the use of state vehicles to conduct official state business. WMD requires adherence to all legal driving requirements, verification of valid driver's license and vehicle usage records, and may consider appropriate actions when a driver fails to comply with the laws, policy, and procedures. Personal use or misuse of state vehicles or violation of vehicle operations policies, procedures, or traffic safety laws may constitute grounds for disciplinary action.

A. Usage of State Vehicles

- State vehicles are to be used for official state business only.
- State vehicles will only carry employees and authorized passengers for conducting official business for the WMD.
- State vehicles will not be used to transport pets, alcohol, or illegal drugs.

- There is no smoking in a state vehicle.
- State vehicles will not transport firearms, weapons, or explosives unless the weapon is a requirement of the individual's official state business and is secured in accordance with associated regulations. An individual with a concealed weapon permit is not authorized to carry a personal weapon in a state vehicle per SAAM 12.80.20c.4.
- State vehicle drivers are to follow all legal and safety rules and no radar or speed-detecting device will be used or installed in a state vehicle.
- Written permission must be obtained prior to using a state vehicle outside the state of Washington utilizing an A40 Travel Authorization form.
- Vehicles will only be used for their designed purpose.
- State vehicles will not be used to commute to/from home. An employee may not take a state owned or leased vehicle home unless the employee will be in travel status at the beginning of the next business day or is responsible to represent the agency executive management during emergency operations. Prior consent must be obtained from the employee's supervisor to a state vehicle being taken home and it may only be used for official state business.
- State vehicles are not to be used to perform personal errands such as retrieve lunch, drive to the gym, attend medical appointments, or shop except for de minimis use during official business travel status.
- During travel status, vehicle usage will be limited to attending normal meals and de minimis usage to take care of immediate personal needs. Non-official business vehicle usage that could be viewed as inappropriate such as a winery, casino, shopping mall, or extended personal mileage away from business requirements is not authorized.
- Drivers of full size vans or specialty vehicles (i.e. street sweeper, dump truck, etc.) will comply with any special training and operational requirements.

Procedure

This procedure establishes the requirements for drivers to operate vehicles utilized in the course of state business or while driving on state property on Camp Murray in accordance with applicable state and federal laws, sound safety and prudent management practices.

A. State Vehicle Operating Practices, Expectations and Requirements

- Driver will adhere to speed limits and traffic regulations. WMD will not pay for any traffic and/or parking infractions; the driver will be personally responsible for traffic fines or civil penalties.
- Any charge for vehicle service calls caused by the negligence of the traveler such as service charges for the delivery of fuel, retrieval of keys from locked vehicles, jump starting vehicles when the lights have been left on, etc. will not qualify for reimbursement or state credit card usage.
- All vehicle occupants will use appropriate seat belts/shoulder restraints.
- Driver will make reasonable efforts to drive defensively by adjusting driving speeds and driving at a safe distance to the traffic flow and conditions. Driver will also maintain safe driving procedures in the presence of road hazards such as construction, traffic congestion,

rain, snow, fog or other conditions that affect visibility, stopping distance, or general safe handling of the vehicle.

- A “hands-free” device is required to use a cell phone while driving. Cell phone conversations can be distracting and should be avoided. **NO TEXTING** while driving.
- Distracting electronic devices such as a blackberry, I-Pad, video/television screen, music headsets, or any devices requiring keyed data are not allowed while driving.
- Proper loading of passengers, cargo and equipment to avoid interference with the operation of the vehicle. Never drive with cargo secured to the roof of a passenger vehicle.
- Make reasonable efforts to minimize driver fatigue on long trips. This should include that the drive begin rested, take appropriate stretch/rest breaks, and/or share driving with other authorized drivers when possible.
- Do not drive under the influence of alcohol or drugs. This restriction includes any consumption of alcohol before driving, use of prescription or over-the-counter drug that interferes with driving abilities, and use of any illegal drugs.
- No alcohol, pets, illegal drugs or personal weapons will be transported in a state-owned vehicle.
- Work issued weapons may be authorized for transport, but must be properly secured.
- Transport only authorized passengers. (Do not transport others such as family, friend or non-employees who are not conducting WMD official business.)

B. License Requirement and Verification

- Must have a current valid WA Driver’s License on his/her person for the type of vehicle operated.
- Any employee or volunteer that drives a state vehicle or personal vehicle for state business is required to complete a driver’s license verification form, WMD Form 6003-11, Driver’s License Verification. All drivers are required to provide their valid driver’s license to a supervisor, manager, or human resources staff member and complete the verification form. The license will be verified utilizing available resources with the State Department of Licensing. Any driver who does not have a valid license must immediately cease driving any vehicles for state business. The supervisor will coordinate with the Human Resources Office to discuss any impact on the employee’s ability to perform their job duties.
- State employees driving a 12-15 passenger or full size cargo van must complete a self-declared certification of driving history; see WMD Form 6003-11 Vehicle Safety and Driver’s License Verification Statement. Per SAAM 12.60.30.b, drivers that do not have the following driving actions will be authorized to operate a 12-15 passenger or full size cargo van.
 - Within the past three (3) years, any suspension/revocation of license for reckless driving, hit and run, leaving an accident scene, failure to appear, DUI, or other vehicle-related felony;
 - Multiple traffic offenses (4 moving violations/infractions in 12 months/5 moving violations/infractions in 24 months) resulting in a Conditional Status driving record or subsequent suspension/revocation of license; or
 - 6 or more moving violations within a 12-month period resulting in license suspension.

- Volunteers will provide a copy of their driving abstract to the Risk Manager prior to authorization to drive a state vehicle or a personal vehicle on state business. Criteria for restricting a volunteer from driving for official state business:
 - Must be age 18 or older with two years of unrestricted driving experience.
 - Within the past three (3) years, any suspension/revocation of license for reckless driving, hit and run, leaving an accident scene, failure to appear, DUI, or other vehicle-related felony;
 - Multiple traffic offenses (4 moving violations/infractions in 12 months/5 moving violations/infractions in 24 months) resulting in a Conditional Status driving record or subsequent suspension/revocation of license; or
 - 6 or more moving violations within a 12-month period resulting in license suspension.

C. Accident/Driving Citation/Safety Violation

- Agency Owned Vehicles Assigned to a Division - Each division is responsible for placing instructions in the vehicle binder (located within each vehicle) that provides guidance for an employee in case of accidents, emergencies, or vehicle breakdowns. The instructions must comply with the SAAM sections 70.40.35 and 70.30.50 and this policy.
- Accident Event - An employee or volunteer involved in a motor vehicle accident while conducting state business will complete an SF 137, Vehicle Accident report, and send to the agency Risk Manager within 24 hours of the accident or next business day. See attached form SF 137.
- Non-Authorized Usage - Any personal use, misuse of state vehicle, or violation of vehicle operations policies, procedures or traffic safety laws while conducting state business may constitute grounds for disciplinary action.
- Citations - Any driving citation, electronic ticket, and parking tickets associated with a state vehicle or personally owned vehicle used for state business is the driver's sole responsibility. Passengers ticketed for illegal behavior such as not wearing a seatbelt will be financially responsible for their own citations. Any electronic/photographic, parking, or other ticket received at the agency will have the driver identified and that information will be reported to the ticketing agency and that violation will be the driver's responsibility.
- Driver's Safety Retraining Requirement - A state employee who has an "at fault accident" or receives two or more moving traffic citations (parking tickets not included) must attend driver's safety training and have their Division Director's approval to continue to use a state vehicle.

D. Special Requirements for Full Size Vans

- Training: The van driver will read and observe the safe driving procedures found on the vehicles "Reducing the Risk of Rollover Crashes in 15-Passenger Vans." The required "NSTHA Hang tag" will be placed in each full size 15 and 12 passenger van.
- Drivers are required to complete additional documentation to drive 15 and 12 passenger full size and cargo vans that includes the Full Size Van Safe Driving Statement and Driving Record Disclosure on WMD Form 6003-11 Vehicle Safety and Driver's License Verification Statement.

- Transportation of children is not permitted (non-college enrolled below age 18) in 15 or 12 passenger vans or other specialty vehicles that do not comply with state and federal school bus standards. Non-college enrolled children may be transported in mini-vans, buses and sedans only. (Refer to SAAM 12.60.10.g.)
- Van drivers will ensure loads are distributed evenly to prevent the vehicle from leaning. Loads need to be secured to avoid sudden shifts in transport. No loads are permitted on top of the vehicle unless there is a special load rack system on the vehicle. Any load extending from the back of a vehicle will be secured in accordance with the loose load laws and will be “red flagged” to ensure that other drivers are made aware of the hazard.

E. Personally Owned Vehicles Used for State Business/Driving on Camp Murray

- Privately owned vehicles (POV) may be used for business when a state vehicle is not available or with supervisor’s authorization. POV driver will comply with the same driver’s responsibility rules and safe driving rules as if driving a state vehicle. Driving your POV on Camp Murray is a privilege, not a right. Failure to follow base access measures or cooperate in random access inspections, or driving in an unsafe or negligent manner, can result in temporary or permanent restriction of driving privileges in addition to corrective or disciplinary action. Driver must have liability insurance for the vehicle they are driving. It is the driver’s responsibility to ensure that their insurance coverage includes this usage, as each insurance company has different requirements and policy exclusions. Washington liability insurance 46.29 and 46.30 RCW.
- In the event of an accident the driver’s POV insurance will be primary coverage. The state self-insurance program is limited for a POV as a secondary coverage.
- The self-insurance program will:
 - Not reimburse any associated insurance rate changes and/or deductible costs resulting from an insurance claim or vehicle usage;
 - Not replace or pay for denied coverage by the POV insurance for those costs associated with the mandatory liability insurance requirements;
 - Only provide coverage if the driver’s insurance liability limits are exceeded due to severity of the accident;
 - Not provide coverage for loss claims made by passengers unauthorized to ride in a state vehicle;
 - Decline coverage for accidents caused by a felony or criminal action by a state driver; and
 - Not provide coverage to repair vehicle damage to the driver’s POV whether owned or borrowed.
- The driver must have a completed valid driver’s license verification on file. If a driver cannot drive a state vehicle due to lack of a valid driver’s license, they are not authorized to conduct state business utilizing a POV.