As a DRIVER, how do the state policies affect me?

Drivers include all new and existing University faculty, staff, students and volunteers who drive on behalf of Western for official state business. All drivers must comply with the applicable state policies in the Enterprise Wide Transportation Policies, which includes the following items:

Drivers Must Be Licensed:
All drivers must have in their possession a valid driver’s license as recognized by the State of Washington. The Department of Licensing website provides information on valid licensing requirements. Drivers must present it when requested by the manager or supervisor for verification, and notify the manager or supervisor by the end of the next business day upon notification by the applicable licensing agency that the driver’s license has been suspended, revoked, or otherwise determined to be invalid.

Drivers will:
1. Complete the Basic Driver Safety Program. Drivers must be at least age 18, have 2 years driving experience, and complete this state program once during their driving career at Western.

2. Complete the Large Passenger Van Training if they plan to use 12-passenger vans. Van drivers must be at least age 21, have 5 years driving experience, and complete this state program every two years. Use of 15-passenger vans is prohibited.

3. Only use state or University vehicles for “Official State Business.” Western’s business is concurrent with Official State Business, which are activities performed by an official or state employee, authorized volunteer, or contractor, work experience program participant, student or employee of another governmental jurisdiction as directed by his or her supervisor in order to accomplish state programs or as required by the duties of his or her position or office. Personal use is not permitted.

4. Promptly pay fines to the appropriate jurisdiction for all parking tickets, citations or infractions received while operating a state vehicle. Payment of fines and citations under these circumstances is the sole obligation and responsibility of the driver and will NOT be reimbursed or paid by the state. Refer to SAAM Chapter 10, subsection 10.20.20.

5. Purchase gas, oil, and other items with a state credit card and acquire emergency repairs to motor vehicles in accordance with applicable Department of Enterprise Services’ motor vehicle regulations.

6. Follow agency procedures for reporting vehicle mechanical problems or accidents and arranging for service repairs or maintenance.

To promote safety, drivers will:
1. Adjust driving speed and vehicle equipment (i.e., use of lights, tire pressure, etc.) to changing weather conditions. Additionally, the driver is to alter travel plans as needed for personal safety due to inclement weather or sudden illness. Refer to SAAM Subsection 10.10.35 for per diem travel expense allowances for these situations.
2. Operate the vehicle at all times in a professional and safe manner, and comply with applicable traffic laws and regulations.

3. Properly use seat belts at all times as required by state law. Drivers should verbally remind passengers of their responsibility to use seat belts at all times the vehicle is in operation.

4. Not transport non-college enrolled high school or younger children in 12-passenger full size vans or other specialty vehicles not meeting state and federal school bus standards. Non-college enrolled high school and younger children may be transported in mini-vans and sedans. **Use of 15-passenger vans for passenger transport is prohibited by the State and University.**

5. Avoid the use of ear phones/buds to minimize distraction and inability to hear emergency warnings.

6. Safely organize and store equipment/supplies in the vehicle so they are secure in the event of a sudden stop.

7. Select well-lit, safe areas, for parking state vehicles, if possible. Place valuable equipment out of view and lock the vehicle when unattended.

8. Complete the State of Washington [Vehicle Accident Report (SF 137)](SF 137) when an accident results, regardless of severity.

**Drivers will not:**

1. Transport “Unauthorized Passengers” in a state or University vehicle. “Unauthorized passengers” are those passengers not engaged in performing official state business and/or not specifically authorized by the driver’s supervisor. Unauthorized passengers can include, but are not limited to, family members, relatives, friends, and pets.

2. Use tobacco products in state vehicles, including vaporizer pens. For further clarification on tobacco products, refer to the United States Food and Drug Administration definition and listing of products.

3. Drive while under the influence of intoxicating beverages, cannabis, drugs, or any other impairing substances as advised by health professionals.

4. Transport alcohol, cannabis products, or any other intoxicating substances in state vehicles unless transporting such substances is within the scope of the driver’s official job duties.

5. Transport firearms, weapons, or explosives (concealed or otherwise) unless the transportation of such devices is in accordance with performance of official state business.

6. Use radar detecting or speed detecting devices in state vehicles for the purpose of avoiding law enforcement.

7. Use handheld wireless communications devices (such as cellular phones); the use of hands-free devices is restricted to a single touch. Exception: The prohibition does not apply to drivers of authorized emergency vehicles or transit vehicles. Drivers are also authorized to use a hand-held cell phone to contact emergency services.
Drivers of their own privately owned vehicles (POV):

1. When driving privately owned vehicles (POVs) on official state business, state drivers are to comply with the state of Washington's liability insurance laws, RCW Chapters 46.29 and 46.30 (proof of insurance and insurance coverage requirements).

2. If an accident occurs when the state driver is operating a POV, and the state driver is at-fault, the state driver’s personal automobile insurance is primary and will be exhausted prior to application of the state’s self-insurance liability program (SILP). Insurance deductibles and uninsured physical damage to POV are the responsibility of the driver and are not reimbursable by the state. The SILP may act as an “excess policy” in the event limits of the private insurance policy are exhausted. Under certain circumstances, the state may assist in the defense and settlement of claims, including possible lawsuit defense, if warranted.

   If an accident occurs when the state driver is operating a POV, and the state driver is NOT at-fault, the at-fault driver’s insurance is the only available coverage. The state’s self-insurance account does not provide coverage if the at-fault driver is uninsured or is underinsured.

3. The driver is to operate a POV in a professional and safe manner, and comply with all Washington traffic laws and regulations.

4. A POV driver involved in an accident is to complete the online State of Washington Vehicle Accident Report (SF 137).

Note: This is only a summary. Please consult the actual state polices for specific details.