SAFETY CHECKLIST for STATE DRIVERS

Check each box to verify completion or acknowledgement:

1. [ ] Driver’s License: Attach a photocopy of your driver’s license to this checklist OR your supervisor must visually check your driver’s license to determine that it is valid under Washington law. In either case, the supervisor must check that the driver’s license: 1) has not expired; 2) photo matches the driver and name matches Western’s records; and 3) birth date indicates the driver is a minimum of 18 years old (minimum 21 years old for 12-passenger vans). The Department of Licensing website provides information on valid licensing requirements.

2. [ ] Experience: I have been a fully licensed driver for at least two (2) years. At least five (5) years for 12-passenger van drivers.

3. [ ] Invalid Driver’s License Procedures: I understand that I must report to my supervisor by the end of the next business day upon notification by my applicable licensing agency that my driver’s license has been revoked, suspended, or otherwise determined invalid.

4. [ ] Access to State Policies: I understand that I have online access to state’s driver requirements in the Enterprise Wide Transportation Policy. To help me comply with state polices, I can also review the document As a DRIVER, how do state driver policies affect me? at the Basic Driver Safety Program on the WWU Risk Management website.

5. [ ] I understand that I may only use a state vehicle for the official state business of Western. Personal use is prohibited.

6. [ ] To promote safety awareness, I can consider viewing the state’s 12-minute video called “Safe Driving Habits: A State of Mind.”

If applicable, also complete the following:

1. [ ] Large Passenger Van Drivers: I understand that 12-passenger van drivers must comply with Western’s large passenger van safety measures and training, which are in addition to these requirements. I understand that Western and Washington State prohibit the use of all 15-passenger vans for passenger transportation. Consult the WWU Risk Management website for more information.

2. [ ] Student Drivers: If Western has directed that I use my own private vehicle for official University business, I will print and sign the Student Using a Privately Owned Vehicle on Behalf of Western form and give to my supervisor with this checklist.

3. [ ] High Mileage or Frequent At-Fault Accident Drivers: These drivers must comply with the state’s additional requirements for Specified Drivers. I will notify my supervisor.

I have reviewed and I agree to comply with the state’s driver requirements. I agree to make safety a priority while driving on behalf of Western.

__________________________  __________________________  __________________
Driver Name (please print)  Signature  Date

Instructions: Driver must take completed form(s) to his/her supervisor for review and signature.

I authorize this individual to drive on behalf of Western. This form remains on file with the supervisor’s department.

__________________________  __________________________  __________________
Supervisor Name (please print)  Signature  Date