

How to request a Motor Vehicle Waiver

Motor Vehicle Waiver Process

Policy

The [State Administrative and Accounting Manual](#) (SAAM) Subsection 12.20.30 addresses the conditions under which a state vehicle can be permanently assigned.

Per SAAM [12.20.32](#), if a vehicle does not meet the annual days of use and/or mileage requirements, the agency should review the vehicle use to determine the cause. The agency is allowed a three month grace period to demonstrate that the vehicle can meet the usage requirements. If the vehicle meets 25% of the annual use and/or mileage requirement during the three month grace period, continued permanent assignment is allowed. If the vehicle fails to meet 25% of the annual use and/or mileage requirements, the agency should:

1. Reassign the vehicle to another use within the agency that will meet the usage requirements, or
2. Return the vehicle to the State Motor Pool for reassignment, or
3. Request a waiver. Refer to SAAM [12.20.30.c](#).

Request a Waiver

What to include in a written motor vehicle waiver request:

1. Vehicle information:
 - a. License plate number
 - b. Make and model
 - c. Category of vehicle (refer to SAAM [12.20.30.c](#))
2. Nature of vehicle use, including justification to retain assignment of the vehicle. Include in the justification the number of vehicles at the location where the vehicle is assigned.
3. Number of miles driven and percentage days of use (for local area & campus/hatchery categories) in prior years and the anticipated use in the upcoming year.

Agencies are encouraged to email a draft of the waiver to [Bret Brodersen](#) prior to sending the final request to OFM Statewide Accounting.

Written requests should be addressed to:

Wendy Jarrett
Office of Financial Management
Statewide Accounting
P.O. Box 43113
Olympia, WA 98504-3113

Per SAAM [1.10.40](#) (and RCW 43.88.160(1)) waivers remain in force only for a biennium and copies are provided to appropriate legislative fiscal committees.

Questions

For questions about motor vehicle waivers, please contact [Bret Brodersen](#) at (360) 725-0229.