



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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March 11, 2003

OFM DIRECTIVE 03A-01

TO: Agency Directors and Policy Manual Holders

FROM: Sadie Rodriguez-Hawkins, Assistant Director
Accounting Division

**SUBJECT: REVISIONS TO CHAPTER 70, OTHER ADMINISTRATIVE
REGULATIONS**

We are adding a new subsection to the state of Washington's *State Administrative and Accounting Manual* (SAAM), issued by the Office of Financial Management (OFM). The effective date of these revisions is March 15, 2003. Please replace the applicable section in your manual with this revision.

Key changes to the policies include:

Subsection 70.40.32 Washington State Loss Prevention Requirements for Operation of 15-Passenger Vans

(<http://www.ofm.wa.gov/policy/70.40.htm>)

New statewide requirements aimed at mitigating the risk of 15-passenger van rollover accidents. These safety strategies focus on both the vehicle and the driver. The key changes include:

- ◆ All 15-passenger van drivers must be a minimum of 18 years old.
- ◆ Two new required documents for Driver Signature.
- ◆ Documentation of required safety education and training.

Questions regarding policy content and proper interpretation should be addressed to Jolene Bellows of the OFM Risk Management Division at jolene.bellows@ofm.wa.gov or (360) 902-7321.

Agency Directors and Policy Manual Holders
March 11, 2003
Page 2 of 2

The policies and procedures prescribed in SAAM are the minimum requirements that state agencies must meet. An agency may adopt more restrictive or detailed policies as long as the agency meets the required minimum standards.

All OFM directives and policies are available on our web site at <http://www.ofm.wa.gov/policies.htm>. We encourage you to use the on-line version of SAAM, as it includes all technical corrections made between formal policy updates, which are published under directives. The superseded policies and additional resources are also available on our Administrative and Accounting Resources web site at <http://www.ofm.wa.gov/policy/resource.htm>.

Unless noted otherwise in this memo, questions regarding manual content and proper interpretation should be directed to the OFM Accounting Consultant assigned to your agency.

Attachments