



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

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April 16, 2007

**OFM DIRECTIVE 07A-01**

**TO:** Agency Directors and Policy Manual Users

**FROM:** /s/ Sadie Rodriguez-Hawkins, Senior Assistant Director  
Accounting Division

**SUBJECT: REVISIONS TO CHAPTER 12 - TRANSPORTATION**

We have revised Chapter 12 of the *State Administrative & Accounting Manual* (SAAM), and added a new section on van management. The changes become effective on **May 1, 2007**. Please replace the entire Chapter 12 in your policy manual.

**Key changes to Chapter 12 include:**

- Subsection 12.10.30 added special definitions for vans including 15-passenger full size, 12-passenger full size, cargo-full size, and mini-van.
- Subsection 12.20.25 was moved to Section 12.60.
- Subsection 12.30.20 modified language related to the use of seat belts, the prohibition of driving while under the influence, and the transportation of children.
- Section 12.50 added language regarding the phase-out of 15-passenger full size vans.
- Section 12.60 consolidated policies covering van management. Key elements in Section 12.60 include:
  - Restrictions on van purchase, use and rental
  - 15-Passenger full size van phase-out
  - Van driver requirements
  - Required safety education or training for drivers of full size vans

Questions regarding Chapter 12 content and proper interpretation should be directed to Jolene Bellows, OFM Risk Management Division, at [jolene.bellows@ofm.wa.gov](mailto:jolene.bellows@ofm.wa.gov); or to the OFM Accounting Consultant assigned to your agency. You can find your agency's OFM Accounting Consultant at <http://www.ofm.wa.gov/accounting/swa/swacontacts.asp>.

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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.

We encourage you to use the online version of SAAM. All OFM directives, policies, technical corrections, and superseded policies are available at: <http://www.ofm.wa.gov/policy/default.asp>.

Additional resources are also available on our Administrative and Accounting Resources web site at: <http://www.ofm.wa.gov/resources/default.asp>.

Attachments