



## 12.20

# Agency Motor Vehicle Management

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### 12.20.05

April 15, 2004

### A state vehicle may only be used for official state business

A state vehicle is to be used only for official state business of state agencies (refer to Subsection 12.30.20.a).

### 12.20.10

July 1, 2007

### Agency requirements related to motor vehicle management

Every state agency having jurisdiction and control of motor vehicles shall:

1. Authorize state drivers and passengers for:
  - a. State-owned and leased motor vehicles (including commercially rented vehicles as required by most rental contract provisions).
  - b. Privately owned vehicles (POVs) used on official state business in accordance with applicable policies.
2. Manage and control the use of all state-owned vehicles. Agencies should consult Internal Revenue Service (IRS) regulations regarding the nature of record keeping required by the IRS to meet the "Safe Harbor" substantiation rules. Agencies should also track accident data for statistical and vehicle loss control purposes.
3. Be financially accountable for all costs resulting from the authorization and use of state-owned or leased motor vehicles, including costs for damage to state-owned vehicles and property, and costs charged through the Washington Self-Insurance Liability Program for third-party injuries and vehicle damage.
4. Refer to Section 12.60 for policies pertaining to van management. It includes van purchase, use, rental, and phase-out as well as van and van driver requirements for 15 and 12-passenger full size vans, cargo and maintenance vans and mini-vans as defined in Subsection 12.10.30.
5. Continuously review staffing assignments and field operations with the objective of minimizing travel.

6. Establish policies and procedures designed to operate these vehicles at the lowest effect cost per mile for the life of the vehicle.
7. Exercise maximum energy conservation practices in conducting official state business. All agencies are to consolidate trips where possible, ensure adequate maintenance of assigned vehicles, provide employee orientation on the necessity for driving within legal speed limits, and employ other means as necessary to achieve energy conservation.
8. Establish procedures to ensure prompt payment of citations, tickets or fines generated by drivers authorized to operate state vehicles. Under these circumstances, payment of fines or citations is solely the personal obligation and responsibility of the driver, and is NOT a qualified reimbursable obligation of the employing agency. Refer to Subsections 10.20.20 and 12.30.20.c.
9. Inform all state drivers that:
  - a. Subsection 12.30.10 requires all authorized state drivers operating state vehicles, or POVs on official state business, to have in their possession a license that is valid under Washington state law.
  - b. All authorized state drivers assigned driving duties are to report to their manager or supervisor by the next business day any time the applicable license-issuing agency notifies that driver their driver's license has been revoked, suspended, or otherwise determined to be invalid.
10. Emphasize safe driving practices by establishing a driving safety program. Refer to Subsections 12.20.15 and 12.20.20, and Section 12.60.
11. Advise employees of state and agency policies addressing disciplinary action for inappropriate or unsafe use of state vehicles.
12. Establish procedures for prompt review and appropriate follow-up to all citizen complaints regarding agency drivers.
13. Establish and maintain a preventive maintenance program for all agency owned vehicles.

14. Inform state employees to direct any third party drivers/vehicle owners who wish to file a claim for damages allegedly sustained as a result of a vehicle collision involving a state vehicle to the Department of Transportation, Risk Management Office (WSDOT-RMO) at 1-800-737-0615 or (360) 704-6355. Indicate that WSDOT will respond directly to their questions or concerns, and provide a claim form if necessary.

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**12.20.15**

May 1, 2007

**Basic driving safety program requirements**

The basic driving safety program requirements are applicable to all state drivers authorized by the agency to operate a state or POV for use on official state business, regardless of frequency of driving.

The basic driving safety program as described below must be implemented no later than one year from the effective date of this subsection and consists of the following:

**At the initial driving assignment and prior to vehicle operation, agency managers/supervisors must:**

1. Visually check that state drivers have in their possession a license valid under Washington State laws per requirements of Subsection 12.30.10. The visual check is to verify that the driver's license (1) has not expired; (2) photo matches employee/operator and name matches agency records; and (3) birth date indicates driver is at least 18 years of age. (The Department of Licensing website provides information on valid licensing requirements at: <http://www.dol.wa.gov/driverslicense/>)
2. Obtain verbal verification from the driver that he/she has two years of driving experience, particularly if he/she is 18 years of age.
3. Inform state drivers about the policy to report to the manager/supervisor anytime the applicable license-issuing authority notifies them of invalid license status as outlined in Subsection 12.30.20.b (4).
4. Indicate how state drivers can access Chapter 12 Transportation of the *State Administrative and Accounting Manual* (SAAM) online at: <http://www.ofm.wa.gov/policy/default.asp> to review all other policies, as needed, pertaining to the authorized, safe, and efficient operation of vehicles used on official state business.

5. If the employee/operator is assigned to drive a 15 or 12-passenger full size van, he/she must also comply with Section 12.60 Van Management.

To promote safety awareness, agencies should consider having state drivers view the Risk Management Division 12-minute video, "*Safe Driving Habits: A State of Mind*," as part of new employee/operator orientation. The video is available online at:

<http://www.ofm.wa.gov/rmd/loss/videos.asp>.

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**12.20.20**  
April 15, 2004

### **Driving safety program requirements for specified drivers**

Requirements of the driving safety program for specified drivers apply only to state drivers who (1) are state employees; (2) operate state vehicles, and (3) meet the high mileage driving OR frequent alleged state driver error accidents criteria described below. (Washington State Patrol troopers are exempt from this requirement.)

The driving safety program for specified drivers should be completed no later than one year from the effective date of this subsection or within the first year the employee meets the following criteria:

1. **High mileage driving**

Operates state vehicles 1,000 or more miles per month at least six months out of the year (need not be consecutive), regardless if the mileage is generated by local or long distance driving, **OR**

2. **Frequent alleged state driver error accidents**

Is involved in either, or both, of the following alleged state driver error outcomes, regardless of miles traveled or law enforcement action taken.

- a. Two alleged state driver error accidents involving state or third party vehicle/property damage (other than damaged windshields) within a 24-month period.
- b. One or more alleged state driver error accidents resulting in injuries to the state driver, passenger(s), or third party within a 24-month period.

## 12 Transportation

It is the responsibility of the manager/supervisor to identify drivers meeting the above criteria, and to:

1. Provide identified state employee drivers with a review of Chapter 12 Transportation policies that includes at a minimum:
  - a. Agency motor vehicle management (Section 12.20).
  - b. State driver requirements related to driving a state vehicle (Subsection 12.30.20) and accident reporting (Subsection 12.30.40).
  - c. Insurance coverage and requirements (Section 12.40).

A sample state driver checklist for manager/supervisors is available on the Administrative and Accounting Resources website at:

<http://www.ofm.wa.gov/resources/default.asp>. This checklist is not mandatory and can be adapted and used as desired.

2. Provide identified state driver defensive driver/safe driving training. Training curriculum, method of delivery, duration, renewal intervals, and attendance documentation are at agency discretion. (The Department of Personnel's Training and Development Services is one source for defensive driving training, with information and training schedules at: <http://hr.dop.wa.gov/training/default.htm>.)

To promote safety awareness, it is recommended that drivers view the Risk Management Division 12-minute video, "*Safe Driving Habits: A State of Mind*." The video is available online at:

<http://www.ofm.wa.gov/rmd/loss/videos.asp>.

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**12.20.30**

July 1, 2006

**When may an agency permanently assign a state motor vehicle?**

12.20.30.a

**At least one** of the following conditions is to exist prior to each assignment of a motor vehicle on a permanent status to an individual or agency/office:

1. The agency can demonstrate, or reasonably estimate:
  - a. For vehicles less than five years old or with less than 75,000 miles, the travel requirements average at least 1,000 miles per month.
  - b. For vehicles greater than five years old or with more than 75,000 miles, the travel requirements average at least 500 miles per month.
  - c. This mileage is not to include any travel by the assignee between home and duty station. Those permanently assigned motor vehicles that do not maintain these mileage minimums over a twelve-month period must be returned to the supporting motor pool.
2. Individuals requiring the vehicle are on 24-hour call and **all** of the following conditions exist:
  - a. A state-owned or leased motor vehicle is not available on a 24-hour trip dispatch basis.
  - b. It is not practical to provide for such transportation by the use of other agency vehicles.
  - c. The frequency of such travel on call is greater than would justify requiring the person to use such individual's own personal vehicle. Frequency of calls established under this paragraph is to be submitted by each agency to the Director of the Office of Financial Management.
3. A need exists for a specially equipped or special purpose motor vehicle which limits the use or which is essential to a particular agency, program, individual, or purpose.
4. The motor vehicle is used by a statewide elected official in the Executive Branch of state government.

- 12.20.30.b The permanent assignment of a motor vehicle for any purpose other than those listed above is to be done only after justification for such assignment has been approved by the Director of the Office of Financial Management. The permanent assignment of a vehicle to an employee for use on official state business is not in itself sufficient justification to utilize that vehicle for travel between duty station and home.

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**12.20.35**

July 1, 2006

**When may an agency permit an employee to use a state-owned or leased vehicle between duty station and home?**

- 12.20.35.a Travel between the duty station and official residence may be approved by the agency head or authorized designee for **any one** of the following reasons:
1. When storing the vehicle at an employee's residence is more advantageous or economical to the state than the purchase, lease, or rental of a commercial garage or other parking facility. The security and safety of state property is to be considered in determining the storage location of state-owned or leased vehicles.
  2. When an employee's home is also the official station.
  3. When an individual commences a trip prior to the opening time of a motor pool or when the individual returns from or completes a trip later than the closing time of the state or agency motor pool.
  4. When, because of darkness, late hour, isolated location, the area has a record of crime, there is a threat to the personal security of the employee, or there is a reasonable basis for fear or uneasiness of personal safety in returning a motor vehicle to a motor pool or to its customary storage area.
  5. When it is economical or advantageous to the state to allow such incidental travel in a state-owned or leased motor vehicle, or as part of a commute trip reduction program as required by RCW 70.94.551. (Also refer to RCW 43.41.140).

- 12.20.35.b The following situations of travel between duty station and official residence are in the best interests of the state and are exempt from the provisions of Subsection 12.20.35.a above:
1. Use of motor vehicles by statewide elected officials in the Executive Branch of State Government.
  2. Use by commissioned Washington State Patrol personnel who regularly enforce traffic regulations on the public highways and other state employees whose primary assignment is to provide law enforcement.
  3. Use by other law enforcement or investigative employees or emergency highway maintenance employees who are on 24-hour call and whose duties require use of assigned motor vehicles during what would be classified as other than scheduled working hours. In this situation actual off-duty calls requiring use of the motor vehicle must average a minimum of 10 times per month per calendar quarter.
- 12.20.35.c Requests for exceptions to the above criteria are to be submitted to the Director of the Office of Financial Management, with justification for each such exception. Refer to Subsection 1.10.40 for information on how to request a waiver.
- 12.20.35.d Agencies should review current Internal Revenue Service (IRS) Publication 15B fringe benefit rules regarding the reporting, taxability, and value of operating a state motor vehicle between the employee's official duty station and official residence. Agencies should also review IRS regulation 1.274-5t(e) regarding special commuting rules for "control employees," as defined by the IRS.

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**12.20.40**  
July 1, 2006

**Maintenance and repair of state-owned or leased motor vehicles**

- 12.20.40.a All state agencies having jurisdiction and control of state-owned or leased motor vehicles must establish and maintain a preventive maintenance program.
- 12.20.40.b Agencies are to ensure all maintenance and repair of state-owned or leased motor vehicles is performed at a state facility whenever possible. When the repairs to be done are beyond the capabilities of state facilities, the operator/agency is to receive authority from the vehicle-issuing agency to have the repairs accomplished at a local contract facility.



Procedures for having contract or repair work performed may be obtained through the Department of General Administration. For more information about maintenance services, including emergency roadside assistance, visit the State Motor Pool website at: <http://www.ga.wa.gov/mp/services.htm>.

- 12.20.40.c Within 48 hours of a vehicle accident that results in damage to a state vehicle, the owning agency must forward a copy of the State of Washington Vehicle Accident Report (SF137) completed by the state driver to the Office of Financial Management, Risk Management Division. The form is available at: <http://www.ofm.wa.gov/rmd/vehicles/default.asp>.
- 12.20.40.d Agencies are to contact the Department of Transportation Risk Management Office when repair is needed for vehicle damage resulting from an accident. The owning agency should work with staff to determine whether any other party has liability for the agency's damages before proceeding with repairs. If recovery of some or all of the cost of repairs can be allocated to the liability of other parties, claims should be filed against those parties and authorization to proceed with repairs obtained before repairs are made. If a fleet vehicle is damaged, also contact the appropriate motor pool.

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**12.20.45**  
May 1, 2007

**Agencies must ensure information is available in the motor vehicle**

Agencies must ensure the following information is available in every state-owned or leased motor vehicle not used in undercover work:

1. Information regarding state repair and servicing facilities of state owned or leased motor vehicles.
2. Statement of operator's responsibilities.
3. Accident and insurance report forms with instructions as to their preparation and disposition.
4. Instructions for use of agency credit card.
5. Emergency instructions.
6. A copy of the State of Washington "Proof of Liability Insurance Washington State Agency Vehicle" card. This card provides a brief review of liability coverage provisions for state vehicles, and is available at: <http://www.ofm.wa.gov/rmd/vehicles/default.asp>.
7. All documents for 15 or 12-passenger vans as outlined in Subsection 12.60.30.a of this manual.

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**12.20.50**  
July 1, 2006

**What are the restrictions and responsibilities for using privately owned vehicles for official state business?**

- 12.20.50.a The agency head, or authorized designee, may authorize the use of a POV in the conduct of official state business when it is more advantageous or economical to the state that a person travel by a POV rather than a common carrier or a state-owned or leased motor vehicle. The state motor pool may provide cost comparison data to agencies as one guideline for assisting in making such a determination. Agencies, as part of their required, positive system of control over travel, may adopt and use other guidelines for satisfying the "more advantageous or economical" (refer to Subsection 10.10.20) criteria contained in RCW 43.03.060.
- 12.20.50.b The agency will not reimburse for out-of-pocket costs for parking tickets, moving violations, or damages and insurance deductibles relating to POVs used on official state business (refer to Subsection 10.20.20 for additional non-reimbursable costs).

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**12.20.55**  
July 1, 2007

**Commute trip reduction**

State agencies may, subject to appropriation and under the Internal Revenue Service (IRS) rules, use public funds to financially assist *agency-*approved incentives for alternative commute modes if the financial assistance is an element of the agency's commute trip reduction program as required under RCW 70.94.521 through 70.94.551. Refer to RCW 43.01.230. Alternatives may, include, but are not limited to carpools, vanpools, purchase of transit and ferry passes, and emergency ride home programs. This policy does not permit any payment for the use of state-owned vehicles for commuter ride-sharing (refer to Subsection 12.20.60). Agencies should consult IRS regulations regarding the taxation of these benefits.

Under the following conditions, state-owned vehicles may be used for emergency ride home programs:

- A state-owned vehicle is available and the employee is able to return the vehicle before it is needed by the agency, and
- The employee is physically able to drive and possesses a valid driver's license.

For further information about the emergency ride home program, refer to Interagency Commute Trip Reduction Board Guide at:  
<http://www.ga.wa.gov/CTR/Guide.htm>.

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**12.20.60**

July 1, 2007

**When may an agency allow a state-owned motor vehicle to be used for commuter ride-sharing?**

Agencies may allow for the use of state-owned motor vehicles for commuter ride-sharing so long as the pro-rata share of **all** capital depreciation and operational expense associated with the commuter ride-sharing arrangement is paid by the commuters, and does not infringe upon the use of the vehicle for other official state business. Refer to RCW 43.41.130.

Under certain circumstances, agencies may also allow for the use of state owned motor vehicles for emergency ride home programs. Refer to Subsection 12.20.50.

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**12.20.70**

July 1, 2007

**State vehicle use of *Good to Go!* transponders**

Agencies should use *Good to Go!* transponders on state vehicles, when it makes good business sense to do so. Factors that should be considered include:

- Frequency of travel of a vehicle over tolled bridges and/or roadways;
- Costs associated with non use of transponders-increased employee travel time, and higher tolls; and
- Costs associated with use of transponders including the purchase costs of the transponders, reduced employee travel time, and lower tolls.

Agencies should actively manage/monitor their *Good to Go!* account. When replenishing the account, agencies should not exceed one month's estimated usage. To avoid a violation and the associated fines, agencies should maintain a positive balance in their *Good to Go!* account.

Until such time as the *Good to Go!* is able to accept an IAP, agencies should make payment to *Good to Go!* by warrant or local check.

For further information about *Good to Go!*, refer to WSDOT's website at: <http://www.wsdot.wa.gov/GoodToGo/default.htm>.