



## 12.30 State Motor Vehicle Driver Requirements

### 12.30.10

May 1, 2007

#### State drivers must have valid driver's license

When driving on official state business, all state drivers are to have a driver's license recognized as valid under Washington state law. **This license must be in the driver's possession while operating any motor vehicle used for official state business purposes.** The Department of Licensing's website provides information on valid licensing requirements at: <http://www.dol.wa.gov/driverslicense/>.

Refer to Subsection 12.30.20.b (5) regarding reporting requirements if license is suspended, revoked, or otherwise determined to be invalid.

### 12.30.20

October 1, 2008

#### State driver responsibilities – state-owned or leased motor vehicles

##### 12.30.20.a

Except as otherwise provided by law or by regulations of the Office of Financial Management, state-owned or leased motor vehicles are to be used only for official state business. When a state-owned or leased motor vehicle is being operated, any person exercising control over and/or operating the vehicle is expressly prohibited from engaging in the transportation of unauthorized passengers. Unauthorized passengers are those passengers not engaged in performing official state business and/or not specifically authorized by the agency head or authorized designee. Unauthorized passengers can include, but are not limited to, family members, relatives, friends, and pets. Refer to Subsection 12.10.30 for a definition of authorized passengers.

##### 12.30.20.b

The driver is to:

1. Operate the vehicle at all times in a professional and safe manner, and comply with applicable traffic laws and regulations.
2. Properly use seat belts as required by state law (RCW 46.61.688). Drivers should verbally remind passengers of their responsibility to use seat belts at all times the vehicle is in operation.

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3. Promptly pay fines to the appropriate jurisdiction for all parking tickets, citations or infractions received while operating a state vehicle. Payment of fines and citations under these circumstances is the **sole obligation and responsibility of the driver** and is NOT to be reimbursed or paid by the state. Refer to Subsection 10.20.20.
4. Hold a valid driver's license and present it when requested by the manager/supervisor.
5. Notify the manager/supervisor by the end of the next business day upon notification by the applicable licensing agency that his/her driver's license has been suspended, revoked, or otherwise determined to be invalid.
6. Adjust driving speed and vehicle equipment (i.e., use of lights, tire pressure, etc.) to changing weather conditions. Additionally, the driver is to alter travel plans as needed for personal safety due to inclement weather or sudden illness. Refer to Subsection 10.10.35 for per diem travel expense allowances for these situations.
7. Purchase gas, oil, and other items with a state credit card and acquire emergency repairs to motor vehicles in accordance with applicable Department of General Administration motor vehicle regulations. For more information, visit: <http://www.ga.wa.gov/mp/services.htm>.
8. Follow agency policies for reporting vehicle mechanical problems and arranging for service repairs or maintenance.
9. Be responsible for maintaining good appearance of the motor vehicle.
10. Complete the State of Washington Vehicle Accident Report (SF 137) or other OFM-approved vehicle accident report form when an accident results in either, or both, of the following:
  - a. Injuries to a state driver, authorized passenger(s), and/or others.
  - b. Damages to a state vehicle, POV, and/or other vehicle.

The completed SF 137 must be mailed within two working days to the Office of Financial Management's (OFM) Risk Management Division (RMD) and the Safety and/or Risk Management Office of the reporting agency. The SF 137 may be found in the glove compartment of the motor vehicle and/or is available on OFM's RMD website at: <http://www.ofm.wa.gov/rmd/vehicles/default.asp>.

12.30.20.c

Safety is a priority when driving a state vehicle on official state business. To promote safety, all state drivers shall:

1. Not use tobacco products in state vehicles.
2. Not drive while under the influence of intoxicating beverages, drugs, or any other impairing substances as advised by health professionals.
3. Not transport alcohol/intoxicating substances in state vehicles unless transporting such substances is within the scope of the driver's official job duties.
4. Not transport firearms, weapons, or explosives (concealed or otherwise) unless the transportation of such devices is in accordance with performance of official state business.
5. Not use radar or speed detecting devices in state vehicles.
6. Not transport non-college enrolled high school or younger children in 15 or 12-passenger full size vans or other specialty vehicles not meeting state and federal school bus standards. Non-college enrolled high school and younger children may be transported in mini-vans and sedans. Refer to Subsection 12.60.10.g.
7. As much as possible, avoid the use of electronic devices while operating a state vehicle. Electronic devices include but are not limited to cell phones, blackberries, and portable video/music players.

In accordance with RCW 46.61.667 and 46.61.668, except as noted below, drivers operating moving motor vehicles are prohibited from using hand held wireless communication devices held to their ear; and from reading, writing or sending text messages while driving, except to report illegal activity, summon emergency help, or to prevent injury to persons or property.

**Exception:** The prohibition does not apply to drivers of authorized emergency vehicles, tow trucks responding to disabled vehicles, or drivers using hearing aids.

8. Avoid the use of ear phones/buds to minimize distraction and inability to hear emergency warnings.

9. Safely organize and store equipment/supplies in the vehicle so they are secure in the event of a sudden stop.
10. Select well-lit, safe areas, for parking state vehicles, if possible. Place valuable equipment out of view and lock the vehicle when unattended.

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**12.30.30**

May 1, 2007

**What are the driver responsibilities and insurance requirements when using privately owned vehicles for official state business?**

- 12.30.30.a When driving privately owned vehicles (POVs) on official state business, state drivers are to comply with the state of Washington's liability insurance laws, chapters 46.29 and 46.30 RCW. If an accident occurs when the state driver is operating a POV, the state driver's personal automobile insurance is primary and will be exhausted prior to application of the state's self-insurance coverage. **Insurance deductibles are the responsibility of the POV driver and are not reimbursable by the state.**
- 12.30.30.b The driver is to operate a POV in a professional and safe manner, and comply with all Washington traffic laws and regulations.
- 12.30.30.c A POV driver involved in an accident is to complete a State of Washington Vehicle Accident Report (SF137) as outlined in Subsection 12.30.20.b (10) and follow the procedures in Subsection 12.30.40.
- 12.30.30.d The driver is to comply with Subsection 12.30.20.c related to making safety a priority when driving a POV on official state business.
- 12.30.30.e Reimbursement for the use of a POV is not to exceed the private vehicle mileage reimbursement rate specified in Subsection 10.90.20 as authorized by RCW 43.03.060.

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**12.30.40**

July 1, 2006

**Procedures for reporting accidents**

For all accidents resulting in property damage or injuries involving any motor vehicle in use for official state business, state drivers are to follow procedures below, as applicable:

1. Take whatever steps are necessary to protect yourself from further injury.
2. Assist any injured party, giving only the first aid you are qualified to provide.
3. Call 911 for medical assistance if needed.
4. Cooperate with local law enforcement. Provide factual information, limiting responses to questions asked.
5. Provide factual information about yourself and the state vehicle to the other driver(s), e.g., name, agency, phone number, vehicle identification number (VIN), etc.
6. Obtain needed information from other driver(s). Identify witnesses and obtain addresses and phone numbers.
7. Do not discuss your actions with parties other than law enforcement. **Do not admit fault** to other parties or make any statements about the State's response to the accident, financial or otherwise.
8. Collect all required information necessary to complete the State of Washington Vehicle Accident Report (SF 137) located in the vehicle's glove box or other information needed for agency accident reporting purposes.
9. Contact the Accident Management Service, CEI, if your agency has contracted for their vehicle repair services. Report accidents or state vehicle damage to CEI (consult pamphlet in the vehicle's glove box for CEI phone number.) Contact your agency's transportation officer if unsure whether CEI is a contracted service.

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10. Contact GA Motor Pool if you have a State Motor Pool vehicle. Report accidents to them at (360) 459-6378 (reporting information is in the vehicle glove box.) Motor Pool staff will report the accident to CEI if appropriate.
11. Report the accident to your manager/supervisor.
12. Have the state vehicle towed from the scene if not drivable.
13. Complete the State of Washington Vehicle Accident Report (SF137) and any other *agency*-required accident report forms or procedures. The completed SF 137 must be mailed within two working days to the Office of Financial Management's Risk Management Division and the Safety and/or Risk Management Office of the reporting agency.
14. Complete a Vehicle Collision Report if any injuries are sustained as a result of the accident or if damages to vehicles/property exceed \$700. This form is available from local law enforcement offices.