

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: Vehicles, Driver Requirements

Page 1 of 5

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These policies apply to all drivers including all new and existing Grays Harbor College (GHC) faculty, staff, volunteers, contractors, and students who drive on behalf of GHC for official state business. They are adopted from the Office of Financial Management's (OFM) State Administrative and Accounting Manual (SAAM), Chapter 12 – Transportation, and establish statewide accountability for the safe and efficient operation of vehicles by state drivers.

State drivers authorized to drive state vehicles or privately owned vehicles (POV) on official state business are responsible to comply with all policies of Chapter 12 – Transportation. Failure to follow these policies may result in disciplinary action, including deductions from salaries or other allowances due, suspension without pay, or termination of employment (12.10.20.a).

I. ALL DRIVERS MUST:

1. Have in their possession a valid driver's license as recognized by the State of Washington. The Department of Licensing website provides information on valid licensing requirements at <http://www.dol.wa.gov/drivers.htm>. Drivers must also be 18 years or older and have two years of driving experience.
2. All drivers operating any GHC owned or leased van/vehicle must complete GHC vehicle safety training prior to the initial driving assignment. Van safety is covered in vehicle safety training. Vehicle safety training must be renewed every two years.
3. Operate the vehicle at all times in a professional and safe manner, and comply with Washington traffic laws, statewide policies, and GHC policies.
4. Present a valid driver's license when requested by the supervisor or designee (supervisor or designee will visually check the license).
5. Notify the supervisor by the end of the next business day upon notification by the applicable licensing agency that your driver's license has been suspended, revoked, or otherwise determined to be invalid.
6. Adjust driving speed and vehicle equipment due to changing weather conditions. Drivers are also encouraged to alter travel plans as needed for personal safety due to inclement weather or sudden illness.
7. Not drive while under the influence of intoxicating beverages or drugs (including prescription drugs) that may affect the driver's ability to operate motorized equipment.

8. Not transport alcohol/intoxicating substances in a state vehicle unless transporting such substance is within the scope of the driver's official state duties as determined and directed by GHC. Under such direction, all alcohol containers should be stored in the trunk or otherwise contained in accordance with state law regarding open containers as referenced in RCW 46.61.519.
9. Not transport firearms, weapons, or explosives (concealed or otherwise) unless the transportation of such devices is in accordance with performance of official state business as directed by GHC.
10. Properly wear and require passengers to wear the vehicle's safety belts at all times the vehicle is in operation. Also, ensure that authorized passengers under the age of 16 years of age are properly restrained in safety belts or car seats.
11. Do not use cell phones, blackberries or other hand held electronic equipment while driving. Use cell phones and other electronic equipment when the vehicle is safely stopped. Exception: Cell phone use when driving is permitted in emergency situations.
12. Avoid the use of ear phones/buds to minimize distraction and inability to hear emergency warnings.
13. Safely organize and store equipment/supplies in the vehicle so they are secure in the event of a sudden stop.
14. Not transport non-college enrolled high school or younger children in 15 or 12 passengers 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.
15. Follow GHC policies and procedures related to driving and vehicle use.

II. DRIVERS OF STATE OWNED OR LEASED VEHICLES:

1. Must comply with **ALL DRIVERS** requirements listed in Section I.
2. Vehicles may only be used for "Official State Business." This includes activities performed by a state employee, authorized volunteer or contractor, work experience program participant, and a student or employee of another governmental jurisdiction as directed by his or her supervisor and authorized by GHC to accomplish state programs or as required by the duties of his or her position or office. **Personal use of state-owned vehicles is not permitted.**
3. When a state-owned or leased passenger 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 supervisor. Unauthorized passengers can include, but are not limited to, family members, relatives, friends, and pets.
4. 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 will NOT be reimbursed or paid by the state.

5. Purchase gas, oil, and other items with a state credit card and acquire emergency repairs to passenger motor vehicles in accordance with applicable Department of General Administration motor vehicle policies.
6. Follow College policies for reporting vehicle mechanical problems and arranging for service repairs or maintenance (information is in the van books).
7. Be responsible for maintaining good appearance of the state vehicle.
8. Complete the State of Washington Vehicle Accident Report (SF 137) when an accident occurs, regardless of severity. Vehicle Accident/Incident Procedures and SF 137 forms are located in the van books.
9. Comply with state policies that prohibit smoking in state vehicles and facilities.
10. Not use radar or speed detecting devices in state vehicles.
11. Select well-lit, safe areas for parking state vehicles if possible. Place valuable equipment out of view and lock the vehicle when unattended.

III. DRIVERS OF PRIVATELY OWNED VEHICLES USED ON BEHALF OF GHC:

1. Must comply with **ALL DRIVERS** requirements listed in Section I above. Passenger requirements are covered in item number three below.
2. When driving privately owned vehicles (POV) on official state business, drivers are to comply with the state of Washington's liability insurance laws, chapters 46.29 and 46.30 RCW (proof of insurance and insurance coverage requirements). If an accident occurs the driver's personal automobile insurance is primary and will be utilized prior to any possible provision of the state's excess liability protection. Insurance deductibles and physical damage to the privately owned vehicle are the responsibility of the privately owned vehicle's driver or owner and are not reimbursable by the state. In the event the driver or owner's personal liability insurance coverage is exhausted, the state of Washington may provide excess liability insurance.
3. Transporting of "Unauthorized Passengers" per section II. 3., in privately owned vehicles while driving on official state business, is considered a personal decision. The state of Washington will not provide excess liability protection to any unauthorized passengers in the event of an accident.
4. The driver is to operate a privately owned vehicle at all times in a professional and safe manner, and comply with Washington traffic laws and regulations and all GHC policies pertaining to use of privately owned vehicles.
5. Safety is a priority when driving a privately owned vehicle on official state business.
6. Reimbursement for the use of a privately owned vehicle is paid at the state's established private vehicle mileage reimbursement rates.

IV. SPECIFIED DRIVERS:

1. "Specified Drivers" are those individuals who, while driving on behalf of GHC:
 - Operate vehicles more than 1,000 miles per month at least 6 months out of the year (need not be consecutive); and/or
 - Within a 24 month period have accumulated two or more at-fault accidents/incidents resulting in damage to state vehicle and/or property of another party; and/or
 - Within a 24 month period have accumulated one or more at-fault accidents resulting in bodily injury to driver, passenger or another party.
2. It is the responsibility of the supervisor to identify drivers who are "Specified Drivers" and to:
 - Review Chapter 12 Transportation, vehicle management (Sections 12.20); state driver requirements related to driving a state vehicle (Subsection 12.30.20); accident reporting (Subsection 12.30.30) and insurance coverage and requirements (Section 12.40).
 - Provide identified state driver with defensive driver/safe driving training.

V. PROCEDURES FOR REPORTING ACCIDENTS:

1. For all accidents resulting in property damages or injuries involving any motor vehicle in use for official state business, College drivers are to follow procedures below, as applicable:
 - a. Take whatever steps are necessary to protect yourself from further injury.
 - b. Assist any injured party, giving only the first aid you are qualified to provide.
 - c. Call 911 for medical assistance if needed.
 - d. Cooperate with local law enforcement. Provide facts only, limiting response to questions asked.
 - e. Provide information about yourself and the state vehicle to the other driver(s), e.g., name, GHC contact person and their phone number (see van book), vehicle identification number (VIN), etc.
 - f. Obtain needed information from other driver(s). Identify witnesses, obtain addresses and phone numbers. Forms are located in the van books and in the Campus Operations office.
 - g. 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.
 - h. Collect all required information necessary to complete the State of Washington Vehicle Accident Report (SF 137). A POV driver involved in an accident must also complete the SF 137 from (12.30.30.c). The SF 137 forms are located in the van books and the Campus Operations office.
 - i. Report the accident to your supervisor/coach and Campus Operations.

- j.** Have the state vehicle towed from the scene if not drivable. Information is located in the van books.
- k.** Complete the State of Washington Vehicle Accident Report (SF 137). The completed SF 137 must be mailed within two (2) working days to the Office of Financial Management (OFM) Risk Management Division. The Campus Operations office will mail the completed form to OFM and provide copies to the GHC Risk Manager and Director of Safety and Security.
- l.** 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, on-line at www.wsp.wa.gov/reports/collision.htm and in the van books. A copy of the report will be given to the Campus Operations office. The Campus Operations office will provide copies to the GHC Risk Manager and Director of Safety and Security.



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