

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: Vehicles, Driver Requirements

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Administrative Procedure Number: 502.05

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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. –

State drivers authorized to drive state vehicles or privately owned vehicles (POV) on official state business are responsible to comply with OFM Policy 10-Travel.. 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

COLLEGE OWNED AND LEASED VEHICLES

1. State vehicles owned or leased by Grays Harbor College shall be used for official state business only, except that reasonable and prudent private use (i.e., to seek meals) within the vicinity of the destination shall be allowed.
2. Under normal circumstances, only employees, students or trustees of Grays Harbor College and other state employees may operate or be passengers in state-owned vehicles. All operators must have valid driver's licenses.
3. Operators and passengers of college-owned or leased vehicles shall exercise prudent and reasonable care to protect the vehicles when they are in their custody and use. Drivers shall operate the vehicles in a legal and safe manner.
4. College vehicles may not be leased, loaned or rented to any persons or groups outside of Grays Harbor College or its affiliated organizations, groups or persons.
5. The president of Grays Harbor College or designee may purchase, lease, rent, exchange or dispose of vehicles on behalf of Grays Harbor College by following the applicable procedures established by proper regulatory agencies and bodies of the State of Washington.
6. Violation of these policies, student conduct codes or the related administrative guidelines may result in the withdrawal of the right to use state-owned or leased vehicles.
7. Vehicles may be permanently assigned to individual employees only by the specific action of the Board of Trustees according to statutes, rules and regulations of appropriate agencies of the state of Washington.

I. ALL DRIVERS MUST:

1. Have in their possession a valid driver's license as recognized by the State of Washington. Drivers must be 18 years or older and have two years of driving experience.
2. Complete GHC vehicle safety training prior to the initial driving assignment. 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. A copy of the driver's license will be kept on file in Campus Operations.
5. Notify Campus Operations and 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. Do not drive while under the influence of intoxicating beverages or drugs (including prescription or OTC drugs) that may affect the driver's ability to operate motorized equipment.
8. Do 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. Do 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 all passengers to wear the vehicle's safety belts at all times the vehicle is in operation.
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. RCW 46.61.672
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. Do 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.
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. The use of fuel cards must in accordance with applicable Department of Enterprise Services policies and GHC policies and procedures.
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. Do 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 RCW 46.29 and 46.30 Financial Responsibility and Mandatory Liability Insurance. 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 (GHC Procedure 502.02)

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."
3. Drivers with suspended or revoked licenses may not drive GHC vehicles.

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
- 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