As a DRIVER, how do the state policies affect me?

Drivers include all new and existing University faculty, staff, students and volunteers who drive on behalf of Western for official state business. All drivers must comply with the applicable state policies in the Enterprise Wide Transportation Policies, which includes the following items:

Drivers Must Be Licensed:
All drivers must 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.

Drivers will:
1. Complete the Basic Driver Safety Program.
2. Complete the Large Passenger Van Training if they plan to use 12-passenger vans. Use of 15-passenger vans is prohibited.
3. Only use state or University vehicles for “Official State Business.” Western’s business is concurrent with Official State Business, which are activities performed by an official or state employee, authorized volunteer, or contractor, work experience program participant, student or employee of another governmental jurisdiction as directed by his or her supervisor in order to accomplish state programs or as required by the duties of his or her position or office. Personal use is not permitted.
4. Not transport “Unauthorized Passengers” in a state or University vehicle. “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.
5. Comply with the state of Washington's liability insurance laws, RCW 46.29 and 46.30 (proof of insurance and insurance coverage requirements) when driving privately owned vehicles on official state business. If an accident occurs, the driver’s personal automobile insurance is primary and will be exhausted prior to the application of state’s self-insurance liability program. Insurance deductibles and physical damage to the private owned vehicle are the responsibility of the privately owned vehicle’s driver or owner and are not reimbursable by the state.
6. Operate the vehicle at all times in a professional and safe manner, and comply with applicable traffic laws and regulations.
7. Properly use seat belts at all times as required by state law. Drivers should verbally remind passengers of their responsibility to use seat belts at all times the vehicle is in operation.
8. 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.
9. Present driver’s license when requested by the supervisor.

10. Notify the 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.

11. 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.

12. Purchase gas, oil, and other items with a state credit card and acquire emergency repairs to motor vehicles in accordance with applicable Department of Enterprise Services’ motor vehicle regulations.

13. Follow University policies for reporting vehicle mechanical problems and arranging for service repairs or maintenance.

14. Be responsible for maintaining good appearance of the motor vehicle

15. Complete the State of Washington Vehicle Accident Report (SF 137) when an accident results, regardless of severity.

To promote safety, all drivers will:

1. Make safety a priority.


3. Not drive while under the influence of intoxicating beverages, drugs, or any other impairing substances as advised by health professionals.

4. Not transport alcohol/intoxicating substances in state vehicles unless transporting such substances is within the scope of the driver’s official job duties.

5. Not transport firearms, weapons, or explosives (concealed or otherwise) unless the transportation of such devices is in accordance with performance of official state business.

6. Not use radar or speed detecting devices in state vehicles.

7. Not transport non-college enrolled high school or younger children in 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. **Use of 15-passenger vans for passenger transport is prohibited by the University.**

8. 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.

   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.

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

10. Safely organize and store equipment/supplies in the vehicle so they are secure in the event of a sudden stop.

11. Select well-lit, safe areas, for parking state vehicles, if possible. Place valuable equipment out of view and lock the vehicle when unattended.

Note: This is only a summary. Please consult the actual state policies for specific details.