Supervisor’s Responsibilities for Drivers

Supervisors of drivers will:

1. Become familiar with the contents of SAAM Chapter 10 – Travel and Enterprise Wide Transportation Policies as these policies pertain to the use of vehicles on behalf of Western.

2. Authorize (i.e. to have knowledge and give approval to) both drivers and passengers of:
   a. State (University) owned or rental vehicles; and
   b. Privately owned vehicles used on official state business.

3. Understand the parameters in which state (University), rental or privately owned vehicles can be authorized for use on “Official State Business.” Western’s business is concurrent with official state business, which means the use of a state, rental or private vehicles by faculty, staff, student or volunteer drivers 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.

4. Advise drivers that payment of fines, tickets or citations is solely the personal obligation and responsibility of the driver, and is NOT a qualified reimbursable obligation of Western.

5. Inform drivers that:
   a. State law and policies require all authorized drivers operating any vehicle on official state business, to have in their possession a license that is valid under Washington state law.
   b. All authorized drivers assigned driving duties are to report to their supervisor by the next business day upon notification by their applicable license-issuing agency that the driver’s license has been revoked, suspended, or otherwise determined to be invalid.

6. Emphasize safe driving practices by implementing the Basic Driver Safety Program and, if applicable, Large Passenger Van Training for the use of 12-passenger vans as described in the Risk Management website.

7. Implement the additional requirements for Specified Drivers for drivers that meet the state’s high mileage or frequent at-fault accident criteria.

8. Advise drivers of policies addressing disciplinary action for inappropriate or unsafe use of state vehicles.

9. Establish procedures for your area for the prompt review and appropriate follow-up to citizen complaints regarding your drivers.
10. Inform drivers to direct any third party drivers/vehicle owners who wish to file a claim for damages allegedly sustained as a result of an accident involving a state vehicle to WWU Risk Management.

11. Require drivers to complete the State of Washington Vehicle Accident Report (SF 137) when an accident results, regardless of severity. Vehicle Accident/Incident Procedures and SF 137 form are available online at the Risk Management website.

12. Inform drivers of their privately owned vehicles on official state business that they must comply with the state of Washington's liability insurance laws, RCW 46.29 and 46.30 (proof of insurance and insurance coverage requirements). Inform drivers that 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.

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