



SAFETY CHECKLIST for STATE DRIVERS

This checklist is provided as a tool for use by **Drivers** to help comply with the state **Basic Driver Safety Program**. For more information, visit the [WWU Risk Management website](#).

Check each box to verify completion or acknowledgement:

1. **Driver's License:** Attach a photocopy of your driver's license to this checklist **OR** your supervisor must visually check your driver's license to determine that it is valid under Washington law. In either case, the supervisor must check that the driver's license: 1) has not expired; 2) photo matches the driver and name matches Western's records; and 3) birth date indicates the driver is a minimum of 18 years old (minimum 21 years old for 12-passenger vans). The [Department of Licensing website](#) provides information on valid licensing requirements.

[Click here](#) to check online whether a Washington State driver's license is valid.
2. **Experience:** I have driven for at least two (2) years. At least five (5) years for 12-passenger van drivers.
3. **Invalid Driver's License Procedures:** I understand that I must report to my supervisor by the end of the next business day upon notification by my applicable licensing agency that my driver's license has been revoked, suspended, or otherwise determined invalid.
4. **Access to State Policies:** I understand that I have access state policies in [SAAM Chapter 12-Transportation](#) online.
 - To help me comply with state regulations, I can review the document [As a DRIVER, how do the policies affect me?](#) at the Basic Driver Safety Program on the WWU Risk Management website.
 - I understand that I may only use a state vehicle for the **official state business** of Western.
 - To promote safety awareness, I can consider viewing the state's 12-minute video called "**Safe Driving Habits: A State of Mind.**" The video is [viewable online](#). Scroll down to title and click "Watch video".
5. **12-Passenger Van Requirements:** I understand that 12- passenger van drivers must comply with Western's large passenger van safety measures and training, which are in addition to these requirements. Information is available online on the WWU Risk Management website.

 I understand that Western has discontinued use of all **15-passenger vans** for passenger transportation.

If applicable, also complete the following forms:

1. **Specified Drivers:** I have reviewed the criteria of a "[Specified Driver](#)" as described online at the Basic Driver Safety Program on the WWU Risk Management website. At this time, I am not a "Specified Driver" who, *while driving on behalf of Western*, drives frequently or has been involved in accidents or incidents as described in the criteria. If my status should change, I will notify my supervisor or his/her designee and will comply with the state's additional requirements.
2. **Student Driver Agreement:** I will complete this form and give to my supervisor if I am a student and have been specifically directed by Western to use my own private vehicle for official business on behalf of Western. See the Basic Driver Safety Program at the [WWU Risk Management website for details and to download the form](#).

I have reviewed and I agree to comply with the state's driver and vehicle policies in SAAM Chapter 12 - Transportation. I agree to make safety a priority while driving on behalf of Western.

Driver Name (please print)	Signature	Date
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Instructions: Driver must take completed form to his/her supervisor for review and signature.

The driver and I have completed this safety checklist and I authorize this individual to drive on behalf of Western. This form remains on file with the supervisor's department.

Supervisor Name (please print)	Signature	Date
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