

## 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 policies in [SAAM Chapter 12 – Transportation](#) – which includes the following items:

### 1. ALL DRIVERS MUST:

- a) 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.
- b) Operate the vehicle at all times in a professional and safe manner, and comply with Washington and other applicable traffic laws and policies.
- c) Present a valid driver's license when requested by the supervisor.
- d) 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.
- e) 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.

The state has declared that **SAFETY IS A PRIORITY** and drivers shall:

- f) 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.
- g) Not transport alcohol/intoxicating substances in the passenger compartment of a vehicle unless transporting such substances is within the scope of the driver's official state duties.
- h) Not transport firearms, weapons, or explosives (concealed or otherwise) unless the transportation of such devices is in accordance with performance of official state business.
- i) 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. Use of 15-passenger vans for passenger transport is prohibited by WWU. Non-college enrolled high school and younger children may be transported in mini-vans and sedans.
- i) 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.
- k) Avoid the use of ear phones/buds to minimize distraction and inability to hear emergency warnings.
- l) Safely organize and store equipment/supplies in the vehicle so they are secure in the event of a sudden stop.

m) Follow University policies and procedures related to driving and vehicle use.

n) Not drive or park in bricked pedestrian areas of campus, unless such operation is pre-approved by the driver's supervisor, absolutely necessary to complete the driver's work and not merely for convenience. Emergency vehicles will have access at all times.

## 2. DRIVERS OF STATE OWNED OR LEASED VEHICLES:

a) Must comply with **ALL DRIVERS** requirements listed in section 1 above.

b) Vehicles may only be used 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.**

c) 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.

d) 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.

e) 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.

f) 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.

In accordance with RCW 46.61.667 and 46.61.668, except as noted below, 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. This prohibition does not apply to drivers of authorized emergency vehicles, tow trucks responding to disabled vehicles, or drivers using hearing aids.

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

h) Be responsible for maintaining good appearance of the state vehicle.

i) 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.

j) Not use tobacco products in state vehicles.

**k)** Not use radar or speed detecting devices in state vehicles.

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

### **3. DRIVERS OF PRIVATELY OWNED VEHICLES USED ON BEHALF OF WWU:**

**a)** Must comply with **ALL DRIVERS** requirements listed in section 1 above.

**b)** When driving privately owned vehicles 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 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.

**c)** Student's driving privately owned vehicles on behalf of Western must sign the Student Driver Agreement. The agreement is attached to the completed Safety Checklist for State Drivers and stays on file with the student's department.

**d)** Transporting of "Unauthorized Passengers", per 2(c) above, in a 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.

**e)** The driver is to operate a privately owned vehicle at all times in a professional and safe manner, and comply with Washington and other applicable traffic laws and regulations.

**f)** Privately owned vehicle drivers involved in an accident are to complete a State of Washington Vehicle Accident Report (SF137), regardless of severity. Vehicle Accident/Incident Procedures and SF 137 are available online on the Risk Management website.

**g)** The driver will make safety a priority when driving a privately owned vehicle on official state business.

**h)** Reimbursement for the use of a privately owned vehicle is not to exceed the state's private vehicle mileage reimbursement rates.

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