

Supervisor's Responsibilities for Drivers

1. In accordance with applicable state policies, authorize (i.e. to have knowledge and give approval to) drivers and passengers of:

- a) State or rental vehicles; and
- b) Privately owned vehicles used on official state business.

[SAAM Chapter 10 – Travel](#) and [Chapter 12 – Transportation](#) outline the parameters in which state, rental or privately owned vehicles can be authorized by a supervisor 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.

2. 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.

3. 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by the next business day upon notification by their applicable license-issuing agency that the driver's license has been revoked, suspended, or otherwise determined to be invalid.

4. Emphasize safe driving practices by implementing the [Basic Driver Safety Program](#) and, if applicable, additional requirements for [Specified Drivers](#) as described in the Risk Management website. The Basic Driver Safety Program must be completed for each new and existing driver (i.e. all faculty, staff, volunteers, and student drivers) who operate state, rental or privately owned vehicles on behalf of Western for official state business. The driver is only required to complete this program once in the individual's driving career at Western, unless the individual becomes a Specified Driver.

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

6. Establish procedures for your area for the prompt review and appropriate follow-up to citizen complaints regarding your drivers.

7. 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. Drivers must 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.

8. What other specific policies under [SAAM Chapter 10 – Travel](#) and [Chapter 12 – Transportation](#) may be of interest to the supervisor?

- a) Maintenance and repair of state owned or leased vehicles -SAAM 12.20.40
- b) Information that must be available in the state owned or leased vehicles - SAAM 12.20.45
- c) Insurance coverage and related requirements - SAAM 12.40
- d) When may a rental car be used - SAAM 10.50.35 & SAAM 12.50.30
- e) When may a privately owned vehicle be used - SAAM 10.50.20, SAAM 10.50.25 & SAAM12.30.30

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