

Chapter 9

MOTORIZED VEHICLES AND EQUIPMENT

A. References:

1. [BPPM 90.01 University Records-Retention and Disposition](#)
2. [BPPM 95.03 University Travel Charge Card](#)
3. [BPPM 95.11 Privately-Owned Motor Vehicles](#)
4. [BPPM 95.12 Rental Cars](#)
5. [BPPM 95.35 Motor Pool](#)
6. [BPPM Contents of Chapter 95: Travel](#)
7. [DES Authorized Driver Acknowledgement Form](#)
8. [DES Driving Safety Program](#)
9. [DES Enterprise-Wide Transportation Policy](#)
10. [DES Loss Prevention Requirements for Van Safety](#)
11. [DES Safe Van Driving Practices Acknowledgement Statement](#)
12. [DES State Driver Standards](#)
13. [DES Valid License to Drive and Driving Experience Statement](#)
14. [DES Vehicle Accident Reporting](#)
15. [DES Washington State](#)
16. [Human Resource Services](#)
17. [NHTSA Risky Driving](#)
18. [Proof of Liability - State of Washington](#)
19. [RCW 46.09.455 Authorized and prohibited uses for wheeled all-terrain vehicles](#)
20. [RCW 46.29 Financial Responsibility](#)
21. [RCW 46.30 Mandatory Liability Insurance](#)
22. [RCW 46.37.020 When lighted lamps and signaling devices are required](#)
23. [RCW 46.61.667 Using a wireless communication device while driving](#)
24. [RCW 46.61.687 Child Restraint System](#)
25. [RCW 46.61.688 Safety Belts](#)
26. [Risk Management Services](#)
27. [SPPM 2.24 Reporting Accidental Injuries and Work-Related Illnesses](#)
28. [SPPM 2.30 Worker's Compensation](#)
29. [SPPM 7.10 Motor Vehicle Safety](#)
30. [SPPM 7.20 Motor Vehicle Accidents](#)
31. [WAC 296.800.11005 Provide a Workplace Free from Recognized Hazards](#)
32. [Washington State Department of Licensing's Driver's License](#)
33. [WSU Travel Services](#)

B. Purpose and Scope: This chapter establishes operating requirements for motorized vehicles and equipment. CAHNRS employees must understand this chapter's contents, and the

University's policies and procedures for operating motorized vehicles before operating University vehicles.

C. Responsibilities:

Supervisors are responsible for:

- Ensuring only employees meeting the qualifications below operate vehicles on official University business.
- Ensuring employees are trained upon this chapter's requirements and the BPPM and SPPM chapters listed in the above reference section; and,
- Adhering to the qualifications and requirements listed herein when operating vehicles on official University business.

Employees are responsible for:

- Understanding this chapter's requirements and the BPPM and SPPM chapters listed in the above reference section.
- Adhering to the qualifications and requirements listed herein when operating vehicles on official University business.

Employees not adhering to this chapter's qualifications and requirements may be subject to disciplinary action including deductions from salaries or other allowances due, suspension without pay, or termination of employment.

D. Training: For specialized motorized vehicles and equipment (e.g., passenger vans, vehicles with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more, trailers with a GVWR of 10,001 pounds etc.), employees are required to participate in additional training and/or obtain additional (e.g., commercial) licensing.

E. Qualifications:

1. Only approved WSU employees, students or designated volunteers may drive state or personal vehicles on official University business.
2. Drivers must possess a valid driver's license.
3. Drivers must verify at least 2 years driving experience.
4. State law prohibits individuals under 18 years of age from performing jobs requiring motor vehicle operation.
5. WSU drivers may only transport individuals traveling on official state or University business. EXCEPTION: Drivers who use privately-owned vehicles for official University business may provide rides for nonofficial passengers, provided that the drivers have private insurance that covers the passengers.
6. Drivers may not transport non-college-enrolled high school or younger children in full-size passenger vans or other specialty vehicles not meeting state and federal school bus standards.
7. See additional BPPM 7.10 qualifications and requirements to operate a full-size passenger van.
8. Total combined driving time for all drivers in a vehicle must not exceed 10 hours in a single day.

F. Requirements:

1. Always inspect your vehicle or equipment before and after daily use.
 2. Do not drive or ride motorized vehicles or equipment outside of a proper seat (unless vehicles are designed for standing).
 3. Always wear seat belts.
 4. Drive or ride seated at all times (unless vehicles are designed for standing).
 5. Watch for pedestrians and give them the right-of-way.
 6. Do not operate vehicles or equipment unless you are specifically licensed, certified and/or trained.
 7. Obey all traffic regulations including RCW 46.61 rules concerning use of handheld devices.
 8. Drivers are responsible for all citations or infractions received while operating vehicles on University business.
 9. Never mount or dismount moving vehicles or equipment.
 10. Do not dismount any vehicle without first shutting down the engine and setting the parking brake.
 11. Drivers/equipment operators and spotters must agree upon and mutually understand hand signals.
 12. Operators are responsible for the stability and security of his/her load.
 13. Report motorized vehicle accidents per [SPPM 7.20 Motor Vehicle Accidents](#). This includes accidents involving personal vehicles if used for University business.
 - Note: A University traveler involved in an accident while driving a privately-owned vehicle on University business is not reimbursed for deductibles and the traveler's insurance is considered primary.
 14. Employers must maintain conditions within the workplace that will not endanger the health, safety or welfare of employees as determined by [WAC 296.800.11005 Provide a Workplace Free from Recognized Hazards](#).
 15. State law requires vehicle lights to be on a half hour after sunset to a half hour before sunrise as per [RCW 46.37.020 When lighted lamps and signaling devices are required](#).
 16. For specific county traffic and vehicle ordinances that restrict off-road motorized vehicles, including UTVs, from driving upon county roads please refer to [RCW 46.09.455 Authorized and prohibited uses for wheeled all-terrain vehicles](#).
- **15-PASSENGER FULL-SIZE VAN (12-15 SEATS)**
 - A 15-passenger full-size van is defined as an extended version of a full-size van that is *designed to accommodate up to 15 seats*.
 - Except for the commuter ride-sharing program, *WSU prohibited use of these vans for transporting passengers effective January 1, 2008*.
 - **12-PASSENGER FULL-SIZE VAN (8-12 SEATS)**
 - A 12-passenger full-size van is defined as a van with a *maximum seating capacity of 12*. It should not be confused with the longer 15-passenger full-size van that is configured with 12 seats or less.
 - **MINI-VAN (UP TO 8 SEATS)**
 - A minivan is defined as a passenger vehicle with a *maximum seating capacity of six to eight*. It is smaller in size than the 15- or 12-passenger full-size van and is commonly referred to as a "mini-van" by automobile manufacturers.

- **CARGO OR MAINTENANCE FULL-SIZE VAN**
 - A cargo or maintenance full-size van is defined as a full-size van (12- or 15-seat capacity) which is designed or converted to be used for cargo or maintenance purposes only.
- **OFFICIAL UNIVERSITY BUSINESS**
 - Official University business is defined as activities performed by an official or University employee, registered volunteer, or student as directed by their supervisor to accomplish University programs or as required by the duties of their position or office.
- **UNIVERSITY VEHICLE**
 - A University vehicle is defined as a motor vehicle owned, rented, leased, or otherwise under the possession and control of the University.
 - If a duly authorized employee rents a vehicle at University cost and uses the vehicle solely for official University business, the rental vehicle is considered to be a University vehicle.
- **Requirements for Use of All Vehicles**
 - The following requirements apply to the use of any vehicle that is driven for official University business.
- **COMPLYING WITH POLICIES**
 - University departments that operate motor vehicles must comply with the following policies:
 - BPPM [Chapter 95: Travel](#)
 - Washington State Department of Enterprise Services (DES), [Enterprise Wide Transportation Policy](#), including:
 - [State Driver Standards](#)
 - [Driving Safety Program](#)
- **Prior to Vehicle Operation**
 - At the initial driving assignment and prior to vehicle operation, department managers, supervisors, or assigned personnel must:
 - Visually check that each driver has in their possession a license valid under Washington State laws. The visual check is to verify that the driver's license:
 - Has not expired.
 - Photo matches the employee/operator.
 - Name matches University records.
 - Birth date indicates driver is at least 18 years of age.
 - Obtain written verification from the driver on a [DES Authorized Driver Acknowledgement Form](#) that they will adhere to State Driver Responsibilities and Standards.
 - Obtain verbal verification from the driver that they have at least two years of driving experience. There is no requirement to document this verification.

- Inform the driver that they must report to the manager/ supervisor anytime the applicable license-issuing authority notifies the driver of invalid or suspended license status.
- Provide the driver with online access to state and University policies pertaining to the authorized, safe, and efficient operation of vehicles used on official University business.
- Complete Driver Safety Training. This training is available for employees through the HRS [Learning and Organizational Development](#) website.
- **Specified Drivers**
 - Requirements of the driving safety program for specified drivers apply only to University drivers who meet the high mileage driving criteria or are involved in frequent accidents due to alleged driver error as described below.
 - Department managers, supervisors, or assigned personnel are required to notify Risk Management Services when drivers meet the following criteria:
 - **High mileage driving:** Operates state vehicles 1,000 or more miles per month at least six months out of the year (need not be consecutive), regardless of whether the mileage is generated by local or long-distance driving.
 - **Frequent accidents due to alleged state driver error:** Is involved in either, or both, of the following outcomes due to alleged state driver error, regardless of miles traveled or law enforcement actions taken:
 - Two accidents due to alleged state driver error involving state or third-party vehicle/property damage (other than damaged windshields) within a 24-month period.
 - One or more accidents due to alleged state driver error resulting in injuries to the state driver, passenger(s), or third party within a 24-month period.
- **REQUIREMENTS FOR ALL DRIVERS**
 - Any person driving a WSU motor vehicle must:
 - Be on official WSU business.
 - Be at least 18 years of age.
 - Have at least two years of driving experience.
 - Possess a valid driver's license and any insurance as required by appropriate laws, rules, and/or regulations.
 - The license must be in the operator's possession while he or she is driving a WSU vehicle.
 - The license must be valid for the type of vehicle driven. Anyone driving one of the following vehicles must have a commercial driver's license:
 - Vehicles weighing 26,001 pounds or more.
 - Vehicles hauling trailers weighing 10,001 pounds or more.
 - Vehicles transporting 16 or more people, including the driver.

- Vehicles carrying placarded amounts of hazardous materials.
- For further information on valid licensing requirements, refer to the [Washington State Department of Licensing's Driver's License](#) website.
- Comply with and report any legal prohibition and/or restrictions against driving to the authorizing department chair or administrator. Drivers must comply with corrective lens requirements but are not required to report the use of corrective lenses.
 - Legal prohibitions and/or restrictions include, but are not limited to, revoked or suspended license, court-imposed restrictions, restriction to drive a particular type of vehicle or equipment, and other Department of Licensing restrictions.
- Comply with all driving safety requirements in this section.
- **Operator's Responsibilities**
 - WSU drivers authorized to drive state vehicles on official University business are responsible for adhering to the following requirements.
- **Policies**
 - Drivers must comply with state, University, and departmental policies. Failure to follow these policies may result in disciplinary action, including deductions from salaries or other allowances due, suspension without pay, or termination of employment.
 - *Privately-Owned Vehicles (POVs)*
Drivers using privately-owned vehicles (POVs) on official University business are responsible for complying with all policies in the Safety Policies and Procedures Manual (SPPM) and with [BPPM 95.11](#).
 - NOTE: Several policies include exceptions for drivers using privately-owned vehicles on official University business. Such exceptions are identified below.
- **License Restrictions**
 - A driver must notify the department manager, supervisor, or assigned staff person by the end of the next business day upon notification by the applicable licensing agency that their driver's license has been suspended, revoked, or otherwise determined to be invalid.
- **Safe Operation**
 - Drivers must operate vehicles at all times in a professional and safe manner and comply with applicable traffic laws and regulations.
- **Passengers**
 - A WSU driver may transport individuals, e.g., students, volunteers, contractors, clients, and private citizens, traveling on official state or University business only.
 - Personnel employed by other public entities who are traveling on official public business may accompany a WSU driver if the use is for official WSU purposes.
 - WSU drivers are **not** to provide rides for any nonofficial passengers, including family members, relatives, friends, and pets.

- EXCEPTION: Drivers who use privately-owned vehicles for official University business may provide rides for nonofficial passengers, provided that the drivers have private insurance that covers the passengers.
- *Children*
University drivers may not transport non-college-enrolled high school or younger children in full-size passenger vans or other specialty vehicles not meeting state and federal school bus standards. Drivers may transport non-college-enrolled high school or younger children in mini-vans and sedans. Transportation of children must meet the definition of official University business.
- Hourly employees and students may not operate any van carrying non-college-enrolled high school or younger passengers. Qualified faculty, adult volunteers, or staff drivers must operate vans transporting non-college-enrolled high school or younger passengers.
- **Seat Belts**
 - Drivers must properly use seat belts as required by state law. ([RCW 46.61.688](#))
 - Drivers should verbally remind passengers of their responsibility to use seat belts at all times the vehicle is in operation. Also, drivers must ensure that authorized passengers under 16 years of age are properly restrained in safety belts or car seats, as appropriate. ([RCW 46.61.687](#))
- **Fines**
 - Drivers must adjudicate or handle all parking tickets, citations, or infractions received while operating a University vehicle in accordance with the procedures outlined on the ticket, citation, or infraction documents. Payment of fines and citations under such circumstances is the *sole obligation and responsibility of the driver* and is *not* to be reimbursed or paid by the University.
- **Weather Conditions**
 - Drivers must adjust driving speed and vehicle equipment (e.g., use of lights, tire pressure) to changing weather conditions. Additionally, the driver must alter travel plans as needed for safety due to inclement weather or sudden illness.
- **Road Conditions**
 - University owned vehicles are to be driven on maintained roads whenever possible. When official University business requires that vehicles be used off-road, the following process must be followed:
 - Departments ensure their employees, students, and volunteers are authorized before driving University owned vehicles off-road.
 - Departments notify Risk Management Services which of their vehicles insured with the Vehicle Accident Loss Reserve Fund are authorized to be driven off-road.
 - Risk Management Services may charge an additional premium or deductible for the Vehicle Accident Loss Reserve Fund for vehicles that are used off-road, depending on vehicle type and loss history.
 - Departments renting motor pool vehicles must authorize the driver to go off-road for University business and notify Motor Pool that the rented vehicle is

being used off-road. Off-road use incurs an additional surcharge added to the rental rate to include off-road insurance.

- If departments fail to authorize and notify motor pool that the University vehicle is being used off-road, they are responsible for paying all fees and damages to repair the vehicle that is not authorized for off-road use.
- Damage investigations and final assessment of damages for off-road use of motor pool vehicles are made by Risk Management Services and Motor Pool.
- **Problems/Repairs**
 - Drivers must follow department or Motor Pool policies for reporting vehicle mechanical problems and arranging for service repairs or maintenance. See [BPPM 95.35](#) for Motor Pool policies.
- **Vehicle Appearance**
 - Drivers must maintain the cleanliness and good appearance of motor vehicles.
- **ADDITIONAL SAFETY REQUIREMENTS**
 - Safety is a priority when driving a University-owned, privately- owned, or commercially-leased/rented vehicle. To promote safety, all drivers must comply with the following requirements.
- **Tobacco Products**
 - Drivers must not use tobacco products in University vehicles. EXCEPTION: Drivers may use tobacco products in privately-owned vehicles used on official University business if otherwise lawful.
- **Intoxicating Substances**
 - Drivers must not drive while under the influence of intoxicating beverages, drugs, or any other impairing substances.
 - Drivers must not transport alcohol/intoxicating substances in University vehicles unless transporting such substances is within the scope of the driver's official job duties.
 - EXCEPTION: Drivers may transport alcohol/intoxicating substances in privately-owned vehicles used on official University business if otherwise lawful.
- **Firearms, Weapons, or Explosives**
 - Drivers must not transport firearms, weapons, or explosives (concealed or otherwise) unless the transportation of such devices is in accordance with performance of official University business.
 - EXCEPTION: Drivers may transport firearms, weapons, or explosives in privately-owned vehicles used on official University business if otherwise lawful.
- **Radar or Speed Detecting Devices**
 - Drivers must not use radar or speed detecting devices in University vehicles.
 - EXCEPTION: Drivers may use radar or speed detecting devices in privately-owned vehicles used on official University business if otherwise lawful.

- **Hand-Held Electronic and Communication Devices**
 - Subject to the limitations below, a driver is to avoid the use of electronic devices while operating a University vehicle. Electronic devices include but are not limited to cellular telephones, portable video/music players, and GPS navigation devices.
 - Except as provided below, drivers are prohibited from operating a moving motor vehicle while holding a wireless communication device to their ear. ([RCW 46.61.667](#))
 - Drivers must not send, read, or write text messages while driving. ([RCW 46.61.668](#))
 - Drivers may use electronic and hand-held communication devices in hands-free mode. Hands-free mode is defined as the use of a hand-held communication device with a speaker phone, headset, or earpiece. ([RCW 46.61.667](#))
 - Except for occasional use with a communication device in hands-free mode, drivers must avoid the use of ear- phones/buds. Such use could prevent drivers from hearing warnings of hazardous situations.
- **Exceptions**
 - Drivers may operate moving motor vehicles while using hearing aid devices. ([RCW 46.61.667\(2\)\(d\)](#))
 - Drivers may use hand-held communication devices while driving under the following circumstances *only*:
 - When operating an authorized emergency vehicle or tow truck responding to a disabled vehicle.
 - To report illegal activity.
 - To summon medical or other emergency help.
 - To prevent injury to a person or property.
 - ([RCW 46.61.667](#), [RCW 46.61.668](#), [Enterprise Wide Transportation Policy](#))
- **Equipment/Supplies**
 - Drivers must safely organize and store equipment/supplies in the vehicle, so they are secure in the event of a sudden stop.
- **Parking**
 - Drivers must select well-lit, safe areas, for parking University vehicles, if possible. Place valuable equipment out of view and lock the vehicle when unattended.
- **Minimize Driver Fatigue**
 - Drivers must minimize driver fatigue on long trips by taking appropriate breaks and/or sharing driving with other authorized drivers.
- **Overnight or Outside Local Area**
 - It is recommended that travelers engage at least two authorized drivers for overnight trips or trips out of the local area. Local area is defined as the area within a 150-mile radius of the work location.
- **Hours of the Day**
 - Drivers should limit driving and travel to the hours between 6:00 a.m. and 12:00 midnight.
- **Total Driving Time**
 - Total combined driving time for all drivers in a vehicle in a single day must not exceed ten hours.

- **Maximum Passenger Capacity**
 - Drivers must not exceed the maximum passenger capacity for which the vehicle was originally manufactured.
- **Speed Limits**
 - Drivers must adhere to posted speed limits.
- **DEPARTMENTAL VEHICLES**
 - **Preventive Maintenance**
 - Each University department with one or more assigned or owned vehicles must establish a preventive maintenance program for each vehicle.
 - **WSU Pullman Vehicles**
 - All departmental vehicles at the Pullman campus must be delivered to Motor Pool for preventive maintenance services and emission control inspections. WSU Pullman departments must also have emissions testing and annual safety inspections conducted by Motor Pool for each vehicle. See [BPPM 95.35](#) for more information.
 - **Required Items in All Vehicles**
 - Departments must maintain the items listed below in each vehicle's glove compartment:
 - Vehicle Registration
 - Motor vehicle accident procedures
 - Operator's Responsibilities handout
 - Emergency and Post-Accident Guidelines handout
 - State of Washington Employee Vehicle Collision Report (SF-137)
 - Obtain the form (SF-137) from the [Washington State DES](#) website.
 - Click on the **State Driver Vehicle Collision Report** link.
 - Proof of Liability Insurance Certificate for State Vehicles
 - Obtain the [proof of liability](#) from the Washington State DES website.
 - **Driving Program Sticker**
 - Departments must affix a "WSU How's My Driving?" program sticker to the left rear of each University-owned vehicle. Stickers are available from Risk Management Services.
- **INSURANCE COVERAGE REQUIREMENTS**
 - **University Vehicles**
 - **Internal Self-Insurance for Vehicle Repairs**
 - WSU maintains an internal self-insurance fund, the Vehicle Accident Loss Reserve Fund, for repair of University vehicles for which departments pay premiums.
 - The department that owns the vehicle pays the annual premiums. Risk Management Services collects, and deposits annual premiums submitted by departments into the fund.
 - Money from the fund is used to pay for repairs to covered University vehicles damaged in accidents and the administrative costs of processing vehicle-related claims. Coverage includes department reimbursement for towing or recovery involving distances up to 100

miles for University vehicles damaged in accidents. The fund does not pay for vehicle damage resulting from maintenance or related repairs, gross negligence, abuse, or neglect.

- Contact Risk Management Services for the current self-insurance premiums. Risk Management Services periodically reviews and adjusts the premium as required.

- **Self-Insurance Liability Program (SILP) for Vehicle Tort Claims**

- The states DES, Office of Risk Management Division (ORM) administers the Self-Insurance Liability Fund (SILP). The SILP covers liability claims against state employees who are operating vehicles in good faith in performance of their official state duties. The state ORM:

- Assigns claims for investigation, coordinates their defense, approves settlements, and pays covered state agency tort claims from the Self-Insurance Liability Fund.
- Administers the Washington Self-Insurance Liability Program fund.
- Provides auto liability coverage for state owned and rented vehicles driven on state business in the United States and Canada.
- Provides excess liability insurance coverage on behalf of state for employees who drive personally owned vehicles on state business whose private auto insurance liability coverage is insufficient to cover damages paid to third parties.
- Assigns most vehicle claims for investigation and resolution to the ORM or to the Tort Claims Division of the Attorney General's Office.
- Makes all tort claim payments for third party injuries and damages.
 - The Self-Insurance Liability Fund (SILP) does not provide uninsured or underinsured coverage for a state employee who is injured while in a state vehicle. The SILP does not pay for insurance deductibles or damage to a state employee's personal vehicle.

- **Rental Vehicles**

- See [BPPM 95.12](#) for more information regarding the University's rental car policies and procedures.

- **State Contract Rentals**

- Travel Services administers the state rental car contracts for WSU.
- State rental car contracts generally provide liability and loss damage waiver insurance coverage under the contract base rate. Loss damage waiver (LDW) coverage provided under the base rate includes:

- Third party liability insurance coverage for payments made to other parties who sustain injury or property damage because of an accident caused by a state driver authorized to operate a rental vehicle.
- Repair costs for the rental vehicle.
 - Consult the rental contract agreements for any restrictions (i.e., age, in the case of student drivers).
- **Non-State Contract Rentals**
 - Departments may obtain loss damage waiver (LDW) coverage for non-contract rental cars by placing the vehicle rentals on a University Travel Charge Card (see [BPPM 95.03](#)).
 - For more information, see the [Travel Services](#) website.
 - The department determines whether to purchase loss damage waiver coverage when renting a vehicle that is not included under the state's rental contract.
 - If the department does not obtain liability coverage for a rental vehicle, the Washington Self-Insurance Liability Fund provides excess coverage for third party liability claims but will not cover damage to the vehicle. The department is responsible for all repair costs for a rental vehicle if loss damage waiver coverage is not acquired on the vehicle.
- **Privately-Owned Vehicles (POVs)**
 - Authorized drivers of privately-owned vehicles (POVs) used for official University business are required to comply with the State of Washington mandatory liability insurance requirements as defined in [RCW 46.29](#) and [RCW 46.30](#). See also [BPPM 95.11](#).
 - A driver of a privately-owned vehicle involved in an accident while on official University business may be covered by their private insurance policy. This insurance policy is considered "primary" for payment of all losses and/or recoveries arising from an accident while driving a privately-owned vehicle. The cost of insurance is covered by state's mileage reimbursement rate. NOTE: The state does not reimburse state drivers for insurance deductibles.
 - The Washington Self-Insurance Liability Fund acts as an "excess policy" in the event third party liability limits of the private insurance policy are exhausted. The Fund does not pay for damage to a privately-owned vehicle. Under certain circumstances, the state may assist in the defense and settlement of liability claims, including possible lawsuit defense, if warranted and allowed under law.
- **Legal Assistance**
 - The Office of the Attorney General may represent the University driver if a lawsuit is filed against a University driver who was in good faith operating the vehicle in the performance of their official duties.
- **Additional Requirements for Use of Full-Size Vans**
 - In addition to the requirements for the use of all vehicles driven for official University business, the following requirements apply to the use of full-size passenger vans and the use of minivans obtained from WSU Pullman Motor Pool.
- **RESTRICTING SEATING**
 - Reduce seating in University-owned full-size passenger vans to eight passenger seat positions. Restrict commercially leased or rented vans to eight passengers.

- NOTE: WSU Pullman Motor Pool includes minivans in the following van use requirements. Other minivans are excluded from the following van requirements.
- **Commuter Ride-Sharing Program**
 - The commuter ride-sharing program (van pool program) is permitted to use 12- and 15-passenger full-size vans with the original number of seats. The commuters must pay the program's prorated capital depreciation and operational expenses, including a business auto liability policy.
- **PRIOR TO VAN OPERATION**
 - At the initial driving assignment and prior to van operation, department managers, supervisors, or assigned staff personnel must complete the steps below:
 - Review the driver's driving abstract against the minimum driving record standard for items that prohibit a prospective driver from driving a van.
 - The department manager, supervisor, or assigned staff person must attach the most current driving abstract and proof of insurance to the Full-Size Van Driver Valid License to Drive and Driving Experience Statement.
 - Visually verify that the birth date on the license indicates that the driver is at least 21 years of age.
 - Obtain verbal verification from the driver that they have at least five years of driving experience.
 - Inform the driver that policy requires them to notify manager or supervisor the following business day after any existing or new conviction, revocation, suspension, or moving violation as set forth in the minimum driving record standard.
 - Require the driver to review all van safety education information prior to their initial van assignment.
 - Require the driver to review all van safety education information **every two years**.
- **Van Driver Required Documentation**
 - The department manager, supervisor, or assigned staff person must have each University full-size van driver sign the following documents at the time of their initial passenger van driving assignment.
 - [DES Authorized Driver Acknowledgement Form](#)
 - [DES Safe Van Driving Practices Acknowledgement Statement](#)
 - [DES Valid License to Drive and Driving Experience Statement](#)
 - The department manager, supervisor, or assigned staff person must sign the manager/supervisor responsibilities checklist portion of the Full-Size Van Driver Valid License to Drive and Driving Experience Statement form.
 - Risk Management Services recommends that the department print these documents back-to-back on a single sheet. The department is to retain these documents in accordance with applicable records retention requirements (see [BPPM 90.01](#)).
- **Commuters**
 - Participants in the commuter ride-sharing program must have a WSU Assumption of Risk and Release of Liability form on file with the campus motor pool office.

- To obtain copies of the release of liability form, see the [Risk Management Services](#) website.
- Select **Liability Releases**.
- **Van Driver Safety Education**
 - Department managers, supervisors, or assigned staff personnel must provide initial safety education information to drivers prior to van operation. Van safety information **must** include:
 - Review of this safety policy and procedure (SPPM 7.10)
 - Review of the Reducing the Risk of Rollover Crashes in Passenger Vans.
 - Review of Alert! Passenger Van Drivers hangtag.
 - Review of information in one of the following:
 - Full-Size Van Safety References and Tips
 - The Washington [DES Loss Prevention Requirements for Van Safety](#) website.
 - Review of information at one of the following National Highway Traffic Safety Administration (NHTSA) websites:
 - [Risky Driving](#)
- **Van Safety Training Course**
 - All van drivers must complete a van safety training course.
 - Van driver safety training requires that drivers watch the Coaching the Van Driver III video and complete a test. Video viewing and testing is available monthly through the HRS Learning and Organizational Development website. WSU Pullman Motor Pool also provides a copy of the video and the test upon request.
 - Training must be renewed every two years.
 - *Commuter Ridesharing*
 - Commuters must have completed the Van Safety Training Course prior to their **initial** assignment to drive a full-size passenger van.
- **VAN DRIVER REQUIREMENTS**
 - In addition to the requirements for all drivers, any person driving a University **full-size passenger or cargo van** must meet **all** of the following additional criteria:
 - Be at least 21 years of age.
 - Have at least five years of driving experience.
 - Possess a valid driver's license and proof of personal automobile insurance policy.
 - Meet the minimum driving record standard.
- **Driving Record and Insurance**
 - A full-size passenger van driver must provide a copy of their driving abstract or record and proof of a personal automobile insurance policy to the authorizing manager, supervisor, or assigned staff person prior to their initial driving assignment. A driving abstract is defined as a record or abstract of all violations obtained from the driver's issuing state's department of licensing or similar agency.
- **Minimum Driving Record Standard**
 - A person who had any of the events listed below occur within the past three years is **ineligible** to be a University van driver:

- Suspension/revocation of license
- Negligent or reckless driving conviction
- Hit and run conviction
- Conviction for leaving the scene of an accident
- Conviction for failure to appear in court
- Conviction for driving under the influence of alcohol or other substances
- Vehicle-related felony conviction
- Criminal determination as “at fault” in an accident
- Additionally, a driver may not have more than three other moving violations of any type in the past three years.
- The driver must inform the University the next business day after any existing or new conviction, revocation, suspension, or moving violation as described above.
- **ADDITIONAL ITEMS REQUIRED IN FULL-SIZE VANS**
 - In addition to the items required in all vehicles, a department must maintain the following driver safety awareness documents in conspicuous locations in all departmental full-size vans:
 - Reducing the *Risk of Rollover Crashes in Passenger Vans* handout or visor sticker. Print the PDF master of the handout or contact Risk Management to obtain visor stickers; telephone 509-335-6893.
 - *Alert! Passenger Van Drivers* hangtag. Print, fold, and cut as indicated on the PDF master.
 - Risk Management Services also provides these documents upon request.
- **Policy Exceptions**
 - Risk Management Services maintains a list of all approved exceptions to this section (SPPM 7.10).
- **Accident Policy**
 - University personnel are to report any traffic accident involving any vehicle used for official University business in accordance with the following procedure.
- **Immediate Actions**
 - **OBTAIN MEDICAL AID**
 - Obtain emergency medical aid for any injured persons.
 - **NOTIFY POLICE**
 - Contact the law enforcement agency having jurisdiction for the accident location.
 - **Within Washington State**
 - When possible, the law enforcement officer should file an official Police Traffic Collision Report (WSP-159). If damages are \$1000 or more or if bodily injury has occurred, the officer must file a Washington State Vehicle Collision Report (WSP-161). Both forms are provided by law enforcement agencies within the state of Washington.
- **OBTAIN INFORMATION**
 - Obtain the following information from other involved parties and witnesses:

- Names
- Addresses
- Telephone numbers
- Vehicle descriptions
- License numbers
- Insurance companies of third parties (names, addresses, telephone numbers)
- **NOTIFY WSU**
 - Immediately notify the following WSU officials or offices, as appropriate:
 - Driver's immediate supervisor
 - Risk Management Services; telephone 509-335-6893 or e-mail riskmanagement@wsu.edu
 - Motor Pool of Facilities Services, Operations if a Motor Pool vehicle is involved; telephone 509-335-9085
 - In the event the offices above are closed, such as holidays or weekends, report the event the following business day.
- **POST-ACCIDENT GUIDELINES**
 - Actions to take after an accident are summarized in the Post Accident Guidelines provided in each University vehicle's glove box.
- **Repair Estimates**
 - **WSU PULLMAN MOTOR POOL VEHICLES**
 - Vehicles managed by WSU Pullman Motor Pool that need repair should be returned to Motor Pool as soon as possible. Motor Pool and Risk Management Services then develop and coordinate a repair estimate. The WSU driver submits the accident report to Risk Management Services.
 - **ALL OTHER UNIVERSITY VEHICLES**
 - As soon as possible, the WSU driver obtains two written estimates for repairs to the University vehicle. The driver sends the estimates with the accident report to Risk Management Services.
 - **GLASS REPAIR**
 - WSU Pullman units are to obtain glass repairs from the Motor Pool. Units in other locations obtain two written estimates from local glass repair shops and submit them with the accident report (see below) to Risk Management Services.
 - **AUTO BODY**
 - Local vendors are to be used for auto body repairs.
 - **REVIEW OF ESTIMATES**
 - Risk Management Services reviews the estimates and selects a vendor to provide the repairs.
- **Accident Report**
 - Drivers report all traffic accidents, **regardless of how minor**, on the State of Washington [Vehicle Accident Report](#) (SF-137).
 - NOTE: Paper versions of SF-137 may be accepted by Risk Management Services only in rare circumstances.

- Within two working days, the WSU driver completes the online SF-137 form and provides a PDF copy of the completed form to their supervisor. The supervisor then emails a copy of the completed report to Risk Management Services; email riskmanagement@wsu.edu.
- A hardcopy of the Vehicle Accident Report form is located in the glove compartment of University vehicles for drivers to use as a template for capturing necessary information. IMPORTANT: Departments should also maintain a supply of Vehicle Accident Report forms in all department-owned or leased vehicles to be used as templates.
- **BODILY INJURY**
 - In the event of bodily injury to WSU employees, University personnel are to complete WSU accident reporting forms as indicated in [SPPM 2.24](#) and [2.30](#).
- **Claims**
 - A University traveler involved in an accident while driving a privately-owned vehicle on University business is not reimbursed for deductibles and the traveler's insurance is considered primary (see [BPPM 95.11](#)).
- **Third-Party Claims**
 - A third party who wishes to file a claim against the state of Washington due to an accident with a WSU motor vehicle and/or driver completes a Standard Vehicle Accident Tort Claim Form (SF-138). This form is available from Risk Management.
- **Accident Review**
 - Risk Management Services reviews motor vehicle accidents involving official University business and provides accident-related information and recommendations to departments as needed or requested.