Washington State Department of Social & Health Services

Transforming lives

Administrative Policy No. 14.12

Subject:	Accountability for State-Owned Vehicles
Information Contact:	Director, Contracts, Legal, Background Checks Facilities, Finance, & Analytics Administration MS 45013 (360) 664-6101
Authorizing Source:	Executive Order 20-01 – State Efficiency and Environmental Performance Executive Order 21-04 – Zero Emission Vehicles DES Enterprise Wide-Transportation Policy OFM State Administrative & Accounting Manual (SAAM)
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Approved by:	**Original signed by Pearlette J. Ramos** Senior Director, Office of Justice and Civil Rights

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Purpose

This policy sets forth general requirements for fleet management and agency accountability for all state-owned vehicles, including vehicles leased from the Department of Enterprise Services (DES) Fleet Operations.

Scope

This policy applies to:

1. All vehicle acquisitions, vehicle management, and vehicle usage.
2. All DSHS employees, contractors, students, volunteers, and intern drivers and passengers on official state business who operate or manage a DSHS owned or leased vehicles.

Definitions

Administration vehicle coordinator is the Department of Social and Health Services (DSHS) employee appointed by their administration to manage the administration's fleet, and to act as the liaison between their local vehicle contact(s) and the agency transportation officer for all issues pertaining to vehicle policy compliance.

Agency owned vehicle (AOV) means a DSHS owned vehicle, designated with "B" or "E" license plate.

Agency transportation officer (ATO) is the DSHS employee within the Central Purchasing Unit (CPU) who is responsible for the management of all agency leased and owned vehicles used by DSHS employees.

Auto-TRACKS means the DSHS fleet management database used for all agency owned vehicles.

Central purchasing unit (CPU) is the DSHS organizational unit within the contracts, legal & background checks (CLBC) division, whose staff provides technical assistance and consultation to the rest of DSHS regarding fleet management.

Cost center is a two-digit number in the TRACKS system comprised of numerous physical address codes that are assigned to a DSHS administration, institution, division, program, or council.

DES Fleet Operations is the division within the Department of Enterprise Services (DES) responsible for managing the state-wide leased vehicle program.

DES Fleet Operations InfoCenter is the Department of Enterprise Services, fleet operations fleet management database used for all DES Leased vehicles.

Leased vehicles means vehicles on project or permanent assignment from the Department of Enterprise Services, fleet operations, designated by an "M" license plate. DES is responsible for managing all DES leased vehicles used by DSHS employees.

Local vehicle contact(s) means the DSHS employees appointed in each administration to manage vehicles at the region, institution, campus, or local office level.

Location/sub-location code is a nine-digit alphanumeric location/sub-location code in the TRACKS system that represents an organizational entity at a specific geographical site.

Official state business means 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 their supervisor in order to accomplish state programs or as required by the duties of their position or office.

Office of Financial Management (OFM), State Administrative & Accounting Manual (SAAM) provides control and accountability over financial and administrative affairs of the state of Washington. The policies and procedures in this manual are the minimum

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requirements that state agencies must meet.

State driver means a person who has been authorized by the agency head or authorized designee to operate a state vehicle used for conducting official state business. They include: state employees, volunteers, students (high school or college students that are 18 years of age and have a minimum of two years of driving experience), and contractors. Transportation of unauthorized passengers or use of the vehicle for personal use is prohibited.

State-owned vehicles are motor vehicles owned, rented, leased, or otherwise under the possession and control of the state. A rental vehicle is a state vehicle if it is rented by a duly authorized employee at the cost of the state and is solely for official state business. The use of a state vehicle must be authorized by the agency head or authorized designee and used only for official state business.

TRACKS is the sole approved DSHS electronic purchasing and inventory system to track agency purchases and monitor capital asset inventory.

Unauthorized passenger is a passenger not engaged in performing official state business or not specifically authorized by the agency head or authorized designee. Unauthorized passengers can include, but are not limited to, family members, relatives, friends, and pets.

Policy

1. **Acquisition of a State-owned vehicle (includes agency owned and DES leased vehicles):**
   a. DSHS administrations requesting a vehicle must:
      1) Ensure the anticipated vehicle usage meets the requirements set forth in DES Transportation Policy.
      2) Prioritize the purchase and use of battery electric or zero emission vehicles, to meet fleet electrification minimum targets set forth in Executive Order 21-04 and emission standards in Executive Order 20-01.
      3) Follow the central purchasing unit (CPU) vehicle Purchasing process flow found on the CPU Fleet Management SharePoint page.

2. **Fleet management**
   a. Assistant secretaries or designees must:
      1) Assign an administration vehicle coordinator at the cost center level.
      2) Assign a local vehicle contact(s) at the region, institution, campus, or local office level.
   b. The agency transportation officer must:
      1) Ensure that DSHS complies with OFM SAAM Policies, DES Transportation Policy , Executive Order 20-01, and Executive Order 21-04.
      2) Assist administration vehicle coordinators with reports, data discrepancies,

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and maintenance/replacement schedules.

3) Request fuel cards for DSHS vehicles at the request of administration vehicle coordinators or local vehicle contacts.
4) Act as the agency's liaison with OFM and DES for all issues pertaining to fleet management.
5) Notify administration vehicle coordinators of vehicles not meeting the mileage requirements outlined in DES Transportation Policy.

c. Administration vehicle coordinators must:
   1) Act as the liaison between the agency transportation officer and each administration's local vehicle contact(s) to ensure vehicle compliance with applicable rules and policies pertaining to fleet management, with duties to include:
      i. Fuel card requests and distribution.
      ii. Corrections to monthly input.
      iii. Disposal of agency-owned vehicles and replacement of DES leased vehicles.
      iv. New location assignments.
      v. Billing code changes.
      vi. Monitoring vehicle mileage requirements in accordance with DES Transportation Policy.
   2) Ensure that required data is entered monthly into fleet operations InfoCenter for all DES leased vehicles assigned to their administration, and into Auto-TRACKS for all agency-owned vehicles by the 22nd of each month.
   3) Attend all fleet management meetings.
   4) Ensure that any agency owned or DES leased vehicle location changes or moves to fleet management are reported to the agency transportation officer or DES Fleet operations respectively.
   5) Prepare requests for exemptions from the vehicle mileage requirements outlined in DES Transportation Policy, and submit to the agency transportation officer when required.
   6) Assist in the coordination and management of owned and leased vehicles.

d. Local vehicle contacts must:
   1) Maintain a Monthly Mileage Usage Maintenance Travel Log (DSHS 04-323A), for all vehicles to keep track of the usage data.
   2) Enter all required data monthly into fleet operations InfoCenter for all DES leased vehicles assigned to their administration, and into Auto-TRACKS for all agency- owned vehicles by the 22nd of each month.
      i. If the office is supported by consolidated business services (CBS) or maintenance and operations division (MOD) submit the monthly information directly to them to report.
      ii. If the office is not supported by a CBS or MOD enter the monthly information directly to DES via InfoCenter.
   3) Ensure that maintenance is performed on all vehicles and recorded in Auto TRACKS for agency-owned vehicles, in accordance with the

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manufacturers' warranty requirements or the DES fleet operations standard, after the manufacturer's warranty has expired.

4) Upon request educate vehicle operators on applicable policies and procedures relating to the requirements set forth in section 3.
5) Educate drivers on the proper use of fuel cards in accordance with the Fleet SharePoint and DES Fleet Operations site.
6) Ensure that every vehicle contains the following documentation required by DES transportation policy in every agency-owned or Leased vehicle not used in undercover work:
   Monthly mileage usage maintenance travel log (DSHS 04-323A).
   i. Information regarding state repair and servicing facilities of agency-owned or leased vehicles.
   ii. Statement of operator's responsibilities.
   iii. Accident and insurance report forms with instructions as to their preparation and disposition.
   iv. Instructions for use of fuel card.
   v. Emergency instructions.
   vi. A copy of the State of Washington "Proof of Liability Insurance Washington State Agency Vehicle" card. This card provides a brief review of liability coverage provisions for state vehicles.
   vii. All documents for 12 or 15-passenger vans as outlined in Enterprise Services Procedure No. BR.01.01.P3.
7) Notify the administration's vehicle coordinator and the agency transportation officer whenever vehicles are transferred to another location.
   i. If the office is supported by a consolidated business services (CBS) or maintenance and operations division (MOD), ensure they are also notified whenever vehicles are transferred to another location.
8) Receive an authorization number from DES fleet operations for all repairs and services of DES leased vehicles totaling $100 or more, prior to the performance of any services.

3. Operators of State-Owned Vehicles

a. All Operators must:

1) Comply with this DSHS Administrative Policy No. 14.12 and all Office of Financial Management (OFM), State Administrative & Accounting Manual (SAAM) policy, and DES Transportation Policy while on official state business, including:
   i. All state officers, employees, contractors, students, and volunteers of the agency that have legal authority to utilize, unless otherwise provided by law.
2) Possess a current license that is valid under Washington state law that reflects information consistent with the applicable state licensing department records and be able to present it to a manager or supervisor upon request,

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defined in Enterprise Services Standard No. BR.01.01.S2.

3) Complete the DSHS Driving for State Business and WA State Defensive Driving (found on the Washington State Learning Center) at new hire, complete a DSHS 03-427 New Employee's Drivers Statement of Understanding, and have the appropriate documentation in their personnel file, before operating a personally-owned or state-owned vehicle.
4) Take the required DES training prior to the operation of any 12- or 15-passenger vehicles (Enterprise Services Procedure No. BR.01.01.P3) and complete the Valid License to Drive and Driving Experience Statement and the Safe Driving Practices Acknowledgement Statement.
5) Use vehicles for official state business only.
6) Enter vehicle mileage in the Monthly Mileage Usage Maintenance Travel Log (DSHS 04-323A), every time when using an agency-owned or DES leased vehicle.
7) Use only the state contract fuel card vendor and Department of Transportation (DOT) fuel cards. These are the only cards authorized by DSHS for use in refueling vehicles. Institutions with on-campus fuel tanks are exempt from using fuel cards.
8) The agency will not compensate or reimburse individuals for parking tickets, moving violations or damages, and insurance deductibles relating to privately owned vehicles (POVs) or state vehicles.

b. Safety is a priority when driving a state-owned vehicle on official state business. To promote safety, all state drivers must:
   1) Not use tobacco products in state-owned vehicle.
   2) Not drive while under the influence of intoxicating beverages, drugs, or any other impairing substances.
   3) Not transport alcohol or intoxicating substances in state vehicles unless transporting such substances is within the scope of the driver's official job duties.
   4) Not transport firearms, weapons, or explosives (concealed or otherwise) unless the transportation of such devices is in accordance with the performance of official state business.
   5) Not use radar or speed detecting devices in state vehicles.
   6) Not transport non-college enrolled high school or younger children in 12 or 15- passenger full size vans or other specialty vehicles not meeting state and federal school bus standards. Non-college enrolled high school and younger children may be transported in mini-vans and sedans. Refer to Enterprise Services Procedure No. BR.01.01.P3.
   7) Not use electronic devices while operating a state-owned vehicle. Electronic devices include but are not limited to cell phones, tablets, and laptops.
      i. In accordance with RCW 46.61.672 and 46.61.673, 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

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activity, summon emergency help, or to prevent injury to persons or property.

ii. Exception: The prohibition does not apply to drivers of authorized emergency vehicles, tow trucks responding to disabled vehicles, or drivers using hearing aids.

iii. To minimize distraction and inability to hear emergency warnings, drivers must not use headphones or ear buds while operating a state vehicle.

8) Store equipment and supplies in the vehicle securely to avoid damage or injury, in the event of a sudden stop.

9) Select well-lit, safe areas for parking state vehicles, if possible. Do not leave valuable equipment unattended in vehicle.

4. Reporting accidents of state-owned vehicles:

a. All Operators must:

1) Comply with the Enterprise Services Procedure No. BR.01.01.P2 for all accidents involving a state-owned vehicles.

2) Complete the State Vehicle Accident Report or CEI Brochure before leaving the scene of an accident.

3) Call CEI at 1-877-443-5777 with the accident information as well as the driver's employee ID number to initiate the claim.

4) Ensure that the SF 137a or CEI Brochure are either mailed or faxed to DES within the 48-hour time frame:

Mail the form to:
Risk Management State of Washington
1500 Jefferson
PO Box 41466
Olympia, WA 98504-1466
(360) 586-1789

5) Report all vehicle accidents to your Supervisor and the Administration Vehicle Coordinator.

6) Complete the state of Washington Vehicle Collision Report if any injuries are sustained as a result of the accident or if damages to vehicles or property exceed $1,000. This form is available at any local law enforcement office or can be found on the Washington State Patrol's website at: http://www.wsp.wa.gov/driver/collision-records/.

5. State vehicle use of *Good To Go!* passes and high occupancy toll lanes

a. Operators should use ***Good To Go!*** Passes on state vehicles when it makes good business sense to do so.

1) Factors that should be considered include:

i. Frequency of travel of a vehicle over tolled bridges,

ii. Costs associated with non-use of passes including increased employee travel time and higher toll rates; and

iii. Costs/savings associated with use of passes including initial purchase costs,

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reduced employee travel time, and lower toll rates.

2) Administrations must manage and monitor their *Good To Go!* accounts. *Good To Go!* accounts will not be managed by DSHS agency transportation officer. When replenishing the account, administrations should not exceed one month's estimated usage. To avoid higher toll rates and fees associated with toll billings, administrations should maintain a positive balance in their *Good To Go!* accounts.
3) For further information about *Good To Go!* accounts for state agencies, e-mail: goodtogofleetservices@goodtogo.wsdot.wa.gov.

b. Use of high occupancy toll lanes are authorized only when drivers meet the high-occupancy vehicle (HOV) lane requirement of two passengers or more. For further information about the high-occupancy toll (HOT) lanes, refer to WSDOT's website at: http://www.wsdot.wa.gov/Tolling/SR167HotLanes/default.htm.

[i] Clarified required driver training in section 3.
[ii] Removed the five year requirement under 3.a.3) and updated links to SharePoint.

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