



Administrative Policy No. 14.12

Subject: Accountability for State-Owned Vehicles

Information Contact: Chief, Office of Administrative Resources (OAR)
Operations Support and Services Division
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Authorizing Source: [Executive Order 05-01](#) - Establishing Sustainability and Efficiency Goals for State Operations

DES Enterprise Wide Transportation Policy
<http://des.wa.gov/sites/default/files/public/documents/About/rules/EnterpriseTransportationPolicy.pdf>

OFM State Administrative & Accounting Manual (SAAM)
<http://www.ofm.wa.gov/policy/12.htm>

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Approved by: original signed by Dana Phelps
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Purpose

This policy sets forth general requirements for Professional 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 who operate state-owned vehicles.

Definitions

Administration Vehicle Coordinator is the DSHS employee appointed in each administration 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 is the DSHS employee within the Central Purchasing Unit (CPU) who is responsible for the management of all Agency Owned vehicles utilized by DSHS employees.

Auto-TRACKS is the DSHS Professional Fleet Management database used for all Agency Owned vehicles.

Central Purchasing Unit (CPU) is the DSHS organizational unit within the Operations Support and Services Division (OSSD), of the Financial Services Administration, whose staff provides technical assistance and consultation to the rest of DSHS regarding Professional Fleet Management.

Cost Center is a two-digit number in the TRACKS system comprised of numerous Physical Address Codes that identifies 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 Professional Fleet Management database used for all DES Leased vehicles.

Flex Fuel Vehicle means a vehicle capable of using alternative fuels (E85 and biodiesel).

Leased Vehicles are 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 utilized by DSHS employees.

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

Official State Business - 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.

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

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.

Professional Fleet Management means the management of state-owned vehicles, in accordance with [Executive Order 05-01](#).

State Driver - Persons who have 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 minimum two years of driving experience), and contractors (refer to [Subsection 12.40.20.b](#) provisions for authorizing contractors to operate state vehicles.)

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.

SUV means a sport utility vehicle.

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

Policy

1. **Acquisition of a State-Owned Vehicle (includes Agency-Owned and DES Leased vehicles):**
 - a. DSHS Administrations requesting a vehicle must:
 - 1) Comply with current Central Purchasing Unit (CPU), [Purchasing Guide, Section 2.6 Vehicle Acquisitions/Fleet Management](#) instructions on the CPU SharePoint Site.
 - b. DSHS Administrations requesting a new vehicle must:
 - 1) Ensure the anticipated vehicle usage meets the requirements set forth in [DES Transportation Policy](#).
 - 2) Give priority to the purchase and use of hybrid gas/electric and other fuel efficient/low emission, flexible fuel vehicle, or new technology vehicles in an effort to meet sustainability standards in accordance with [Executive Order 05-01](#).
2. **Professional 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](#) and Executive Orders pertaining to Professional Fleet Management.
 - 2) Assist Administration Vehicle Coordinators with reports, data discrepancies, 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 Professional Fleet Management.
 - 5) Notify Administration Vehicle Coordinators of vehicles not meeting the mileage requirements outlined in [DES Transportation Policy](#).
 - 6) Coordinate the distribution of used vehicles and update DSHS exempt vehicle information in Auto-TRACKS.
- c. Administration Vehicle Coordinators must:
- 1) Act as the liaison between the Agency Transportation Officer and each Administrations 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.
 - 3) 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.
 - 4) Prepare requests for exemptions from the vehicle mileage requirements outlined in [DES Transportation Policy](#), and submit to the Agency Transportation Officer (see [OFM SAAM Chapter 1.10.40](#) policy for waiver process) when required.
- d. Local Vehicle Contacts must:
- 1) Maintain a [Monthly Mileage Usage Maintenance Travel Log \(DSHS 04-323A\)](#), for each vehicle to keep track of the usage data that is required to be reported in either Auto-TRACKS for Agency-Owned or Info Center for DES Leased vehicles.
 - 2) Enter required data for all Agency-Owned vehicles assigned to them in Auto-TRACKS by the end of each month.
 - 3) Enter required data for all DES Leased vehicles assigned to them into Fleet Operations InfoCenter each month. Usage data must include Ending Odometer mileage and Days Used at a minimum.
 - i. If your office is supported by a Regional Business Center (RBC) or Consolidated Maintenance Operations (CMO) submit your monthly information directly to them to report.
 - ii. If your office is not supported by an RBC or CMO enter your monthly information directly to DES via InfoCenter.
 - 4) Ensure that maintenance is performed on all vehicles, in accordance with the

manufacturers' warranty requirements or the DES Fleet Operations standard, after the manufacturers' warranty has expired.

- 5) Educate vehicle operators on applicable policies and procedures relating to the operation of state-owned vehicles.
- 6) Ensure that all vehicle operators meet the requirements set forth in Section 3, Operators of State-Owned Vehicles, of this policy.
- 7) Educate drivers on the proper use of fuel cards in accordance with the DSHS online Vehicle Handbook.
- 8) 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:
 - i. [Monthly Mileage Usage Maintenance Travel Log \(DSHS 04-323A\)](#).
 - ii. Information regarding state repair and servicing facilities of Agency-Owned or Leased vehicles.
 - iii. Statement of operator's responsibilities.
 - iv. Accident and insurance report forms with instructions as to their preparation and disposition.
 - v. Instructions for use of Fuel Card.
 - vi. Emergency instructions.
 - vii. 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.
 - viii. All documents for 12 or 15-passenger vans as outlined in [OFM SAAM Chapter 12.60.30](#).
- 9) Notify your Administrations Vehicle Coordinator and the Agency Transportation Officer whenever vehicles are transferred to another location.
 - i. If your office is supported by a Regional Business Center (RBC) or Consolidated Maintenance Operations (CMO), ensure they are also notified whenever vehicles are transferred to another location.
- 10) 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 [DES Transportation Policy](#) while on official state business, including:
 - i. All state officers, employees, and volunteers of the agency that have legal authority to utilize, unless otherwise provided by law.
 - ii. Students as defined in [DES Transportation Policy Chapter 12.10.30](#).

- iii. Contractors, unless there are specific contractual arrangements as defined in [DES Transportation Policy Chapter 12.40.20.c](#).
- 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/supervisor upon request, defined in [DES Transportation Policy Chapter 12.20.15](#).
- 3) View the [Safe Driving Habits video](#) before operating a state-owned vehicle and have the appropriate documentation ([Driver's Statement of Understanding](#)) included in their personnel file.
- 4) Take the required DES training prior to the operation of any 12- or 15-passenger vehicles ([DES Transportation Policy Chapter 12.60.40](#)) 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 reimburse for out-of-pocket costs for parking tickets, moving violations, or damages and insurance deductibles relating to POVs used on official state business.
- 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 as advised by health professionals.
 - 3) Not transport alcohol/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 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 [DES Transportation Policy Chapter 12.60.10](#).
 - 7) Not use electronic devices while operating a State-Owned vehicle. Electronic devices include but are not limited to cell phones, blackberries, and portable video/music players.
 - i. 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.

- 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. Not use ear phones/buds while operating a state vehicle to minimize distraction and inability to hear emergency warnings.
- 8) Ensure to store equipment/supplies in the vehicle so that they are secure in the event of a sudden stop.
- 9) Select well-lit, safe areas, for parking state vehicles, if possible. Place valuable equipment out of view and lock the vehicle when unattended.

4. Reporting Accidents of State-Owned Vehicles:

a. All Operators must:

- 1) Comply with the [DES Transportation Policy Chapter 12.30.40](#) for all accidents involving a state-owned vehicle.
- 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 OFM within the 48 hour time frame:
 - i. Mail the form to:
Office of Financial Management
Division of Risk Management
P. O. Box 41027
Olympia, WA 98504-1027
 - ii. Fax the form to: (360) 586-1789.
 - iii. Report all vehicle accidents to your Supervisor and your Administration Vehicle Coordinator.
- 5) Complete the State of Washington [Vehicle Collision Report](#) if any injuries are sustained as a result of the accident or if damages to vehicles/property exceed \$700. 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/publications/collision.htm#citiz>.

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, reduced employee travel time, and lower toll rates.

- 2) Administrations should actively manage/monitor their *Good To Go!* accounts. 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) The preferred payment method for agencies operating through treasury and/or treasury trust accounts is via inter-agency payment (IAP).
 - 4) For further information about *Good To Go!* Accounts for State Agencies, refer to the Washington State Department of Transportation's website at:
<http://www.wsdot.wa.gov/GoodToGo/GovernmentAccounts.htm>.
- b. Use of High Occupancy Toll Lanes are authorized only when drivers meet the HOV requirement of two passengers or more. For further information about the HOT lanes, refer to WSDOT's website at:
<http://www.wsdot.wa.gov/Tolling/SR167HotLanes/default.htm>.
- 1) Refer to [DES Transportation Policy Chapter 12.20.70](#) regarding *Good To Go!* Passes and High Occupancy Toll Lane usage.

¹ Updated OFM to DES links

Official DES Links