

WSU drivers authorized to drive University vehicles on official University business are responsible for:

- Complying with state and University policies. (See below.) 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.
- Reporting any legal prohibition and/or restrictions (other than corrective lenses) against driving to the authorizing department chair or administrator. Examples 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.

WSU drivers are responsible for knowing and following current departmental, WSU, and state of Washington driving regulations and directives. See *SPPM 7.20: Motor Vehicle Accidents* and *BPPM Chapter 95: Travel*, and Washington State Department of Enterprise Services (DES), Enterprise Wide Transportation Policy (12.30.40(13)).

NOTE: Several policies include exceptions for drivers using privately-owned vehicles on official University business. Such exceptions are identified below.

The driver is to:

- Operate the vehicle at all times in a professional and safe manner, and comply with applicable traffic laws and regulations.
- Hold a valid driver's license, have it on his or her person while driving, and present it when requested by the manager/supervisor.
- 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*)
- Limit transportation of passengers to individuals who are traveling on official state or University business only. **EXCEPTION:** Drivers who use privately-owned vehicles on official University business may provide rides for nonofficial passengers, provided that the drivers have private insurance that covers the passengers.
- Promptly pay fines to the appropriate jurisdiction for all parking tickets, citations or infractions received while operating a University 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 University.
- Notify the manager/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.
- Adjust driving speed and vehicle equipment (e.g., 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.
- Follow department or Motor Pool policies for reporting vehicle mechanical problems and arranging for service repairs or maintenance.
- Maintain good appearance of the motor vehicle.
- Complete the State of Washington Vehicle Accident Report (SF 137) when an accident results in either, or both, of the following:

Injuries to a University driver, authorized passenger(s) and/or others; and/or
Damages to a University vehicle, POV and/or other vehicles.

The driver must sign and submit the State of Washington Vehicle Accident Report form to his or her supervisor on the following business day. The supervisor must sign the form and mail it to the Office of Risk Management within two working days after the accident (see *SPPM 7.20*).

Safety is a priority when driving a University-owned, privately owned, commercially-leased/rented vehicle. To promote safety, all drivers must comply with the following requirements and recommendations:

- 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.
- 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.
- 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.
- 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.
- Drivers must not transport non-college enrolled high school or younger children in 15 or 12-passenger full size vans or other specialty vehicles not meeting University and federal school bus standards. Non-college-enrolled high school and younger children may be transported in mini-vans and sedans.
- Drivers must not use hand-held communication devices while driving. Drivers must not send, read, or write text messages while driving. Drivers may use 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.

Except for occasional use with a communication device in hands-free mode, drivers must avoid the use of ear phones/buds. Such use can distract drivers or prevent drivers from hearing warnings of hazardous situations.

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 disable vehicle; to report illegal activity; to summon medical or other emergency help; or to prevent injury to a person or property.

- Drivers must safely organize and store equipment/supplies in the vehicle so they are secure in the event of a sudden stop.
- 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.
- Drivers should limit driving and travel to the hours between 6:00 a.m. and 12:00 midnight.
- Drivers must not exceed the maximum passenger capacity for which the vehicle was originally manufactured.
- Drivers must minimize driver fatigue on long trips by taking appropriate breaks and/or sharing driving with other authorized drivers.
- Drivers are advised to engage at least two authorized drivers for overnight trips or trips out of the local area, i.e., the area outside a 150 mile radius of the work location.
- Drivers must adhere to posted speed limits.
- Total combined driving time for all drivers in a vehicle in a single day must not exceed ten hours.

**Risk Management
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