

## CCS Administrative Procedure

### 5.30.01-I State Owned Vehicles

---

#### Implementing Board Policy [5.30.01](#)

Contact: Manager of Employee Compensation, Travel & Accounts Payable, 434-5285

#### 1.0 Purpose

All vehicles are CCS/state owned (not department or campus owned) and shall be used only for official CCS/state business. These procedures cover the process for utilizing state owned vehicles.

#### 2.0 Limitations and Requirements

- 2.1 CCS employees and students with a valid driver's license may use a state owned vehicle while on official CCS business with appropriate permission from an administrative supervisor (with the exception of state buses or state vehicles 1-1/2 tons and above).
- 2.2 Departmental usage of CCS vehicles is charged to the department on a per mile basis. See Departmental Rates for State Owned Vehicles on the travel webpage for current rates.
- 2.3 In order to drive a state owned vehicle, the driver must complete a CCS safe driver training course provided by the CCS facilities department.
- 2.4 The individual who drives the vehicle shall be responsible and accountable for the vehicle while it is in his or her possession, for its safe return to the dispatch point, and for compliance with CCS motor pool procedures.
- 2.5 Smoking is not allowed in a state owned vehicle.

#### 3.0 Passengers

- 3.1 The individual who drives the vehicle is expressly prohibited from engaging in the unauthorized transportation of passengers.
  - 3.1.1 Unauthorized transportation is defined as any transportation of passengers not specifically authorized by the chancellor, designated college president, IEL chief executive officer or authorized designee in the performance of official state business.
  - 3.1.2 Unauthorized passengers include, but are not limited, to family members, relatives, friends, and pets for any personal reason.
- 3.2 The chancellor, designated college president, IEL chief executive office or authorized designee must approve the transportation of family members, relatives or friends in state owned, commercial rental car or lease vehicles while conducting official CCS business.
  - 3.2.1 The driver must complete an *Informed Acknowledgement of Vehicle Operating Responsibility* to obtain authorization for transporting non-CCS passengers.
  - 3.2.2 The appropriate executive or designee must sign the acknowledgement authorizing the transportation of passengers who are not CCS employees or students.
- 3.3 In the event of an accident, the state of Washington will not provide excess liability protection to authorized passengers who are not CCS employees or students.

#### 4.0 Safety (Seat) Belts

- 4.1 Each driver is responsible for wearing a properly adjusted safety belt (unless exempt) and for seeing that all passengers under age 16 are wearing a properly adjusted safety belt or are secured in a properly adjusted safety seat (unless exempt).
- 4.2 All passengers in the state vehicles of CCS are required to wear safety belts while riding in the state vehicle. Only one person can be buckled in the same safety belt (children are not an exception). Exemptions to the safety belt regulations include the following:
  - 4.2.1 Motor vehicles manufactured before 1968.
  - 4.2.2 Bus drivers are exempt for buses manufactured prior to 1972; all passengers are exempt (buses under 10,000 lb. gross weight and seating 10 or less passengers require safety belt usage).
  - 4.2.3 School bus passengers.
  - 4.2.4 Physical/medical reasons (written verification from physician required).
  - 4.2.5 A few specifically exempted motor vehicles, such as farm tractors.

#### 5.0 Charter Buses

Contact the purchasing department and follow the regular requisition procedures for a bus quotation.

#### 6.0 Vehicle Accident Reporting

- 6.1 In the event of a vehicle accident, complete the State of Washington [Vehicle Accident Report \(SF 137\)](#) or other approved vehicle accident report form when an accident results in either, or both, of the following
  - 6.1.1 Injuries to a state driver, authorized passenger(s) and/or others.
  - 6.1.2 Damages to a state vehicle, privately owned vehicle, leased and/or other vehicles.
- 6.2 The completed SF 137 must be mailed or submitted electronically within two working days to the CCS District Business Office MS 1006, Attention: Risk Management who will process the forms with the State Risk Management Office. The SF 137 may be found in the glove compartment of the state motor vehicle or is available online at: [http://des.wa.gov/sites/default/files/public/documents/RiskManagement/SF137\\_VehicleAccidentReport.pdf](http://des.wa.gov/sites/default/files/public/documents/RiskManagement/SF137_VehicleAccidentReport.pdf).

#### 7.0 Related Information

- 7.1 OFM State Administration and Accounting Manual (SAAM), [Chapter 12 – Transportation](#).
- 7.2 CCS Travel Webpage
  - [Departmental Rates for State Owned Vehicles](#)
  - [Motor Pool Vehicle Instructions](#)
  - [Motor Pool Vehicle Breakdown or Accident](#)