

CCS Administrative Procedure

6.10.04-A Motor Pool Management

Implementing Board Policy [6.10.04](#)

Contact: Chief Administration Officer, 434-5037

1.0 Employee/Student Use of Equipment Objective and Responsibilities (summary of Board of Trustees Policy 6.10.04)

Community Colleges of Spokane, recognizing its responsibility as a public steward, will provide its employees/students the equipment necessary to effectively and efficiently perform their work. Use shall normally occur during approved working hours and will comply with the district's operation and safety procedures as well as those unique to the equipment in use. Equipment includes CCS motor pool vehicles.

1.1 Board Policy [2.30.05](#) – Workplace Safety shall apply to employee/student use of CCS vehicles and equipment.

1.1.1 Every person in the organization shall be assigned the responsibility for both individual and organizational safety.

1.1.2 CCS is responsible for providing functional vehicles and equipment in safe operational order.

1.2 Failure to follow safety and health guidelines or any conduct that places the employee, other employees, students or members of the public at risk may be cause for disciplinary action, up to and including termination of employment.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

2.1 Appointing Authority: the lawful authority under WAC 357-01-025, Board Policy [2.10.01](#) and Administrative Procedure [2.10.01-A](#) to make appointments of eligible persons to CCS positions and execute specified agreements.

2.2 Controlled Substance: alcohol and all substances, drugs, or medications, legal or illegal, which could impair an employee's/student's ability to effectively and safely perform the functions of the job and which increases the potential for accidents, absenteeism, substandard performance, poor employee morale or damage to CCS' reputation.

2.3 Department Motor Pool: includes vehicles assigned to specific college departments or programs.

2.4 Educational Motor Pool: includes vehicles used for instructional purposes (i.e. Automotive Technology instructional lab vehicles).

2.5 Individually Assigned Motor Pool: includes vehicles assigned to specific faculty and staff.

2.6 Unauthorized Passengers: those passengers not engaged in performing official state business and/or not specifically authorized by the appointing authority or authorized designee.

3.0 Motor Pool Acquisition and Management

- 3.1 CCS district facilities department is the sole authorized representative for the acquisition of motor pool inventory.
- 3.2 All CCS motor pool vehicles, except for educational, will be maintained and repaired by the district facilities department's fleet division. Educational motor pool vehicles will be maintained by the educational division to which assigned.
- 3.3 The fleet division will continuously review vehicle assignments and scheduling with the objective of providing vehicles necessary to effectively perform the work, minimizing use/travel and avoiding unnecessary wear on vehicles in an effort to operate CCS motor pool vehicles at the lowest effective cost per mile for the life of the vehicle.
- 3.4 All assigned motor pool operators shall immediately report vehicle mechanical problems and arrange for service repairs and maintenance as appropriate.

4.0 Vehicle Maintenance

- 4.1 The fleet division will establish and maintain a preventive maintenance program for all CCS-owned vehicles.
- 4.2 The fleet division will complete all routine preventive maintenance and repairs of all vehicles classified under Department and Individually Assigned Motor Pool vehicles.
- 4.3 Preventive maintenance and repairs for vehicles classified under Educational Motor Pool is the responsibility of the educational division to which assigned.
- 4.4 The fleet division shall establish and maintain a vehicle replacement schedule based upon vehicle age, condition, frequency of repairs and related information.
- 4.5 The fleet division will be responsible for all vehicle disposals.

5.0 Vehicle Recharge Rates

- 5.1 Per mile chargeback rates shall be recommended by district facilities to the Chief Financial Officer for inclusion in the budget process. These rates shall be based on current vehicle prices, fuel prices, and maintenance costs. The rate determined by the Chief Financial Officer will be the rate used for that annual period.
- 5.2 Departments and assigned drivers must complete trip tickets upon completion of each trip. Based on the number of miles used, the rate per mile will be applied to complete the chargeback process.
- 5.3 Vehicles assigned to a specific department will be charged actual charges for preventive maintenance, repairs and fuel. Vehicles that fit this classification include:
 - 5.3.1 Security vehicles.
 - 5.3.2 Program and department assigned vehicles..
 - 5.3.3 Grounds equipment.

6.0 Vehicle Responsibility

- 6.1 The fleet division will be responsible for managing the use of all motor pool vehicles and maintaining records of all state-owned vehicle usage.
- 6.2 Responsibility for use and control of the assigned vehicle shall remain with the authorized driver from the date and time the vehicle is assigned until the vehicle is returned.

6.3 Community Colleges of Spokane does not lease, rent or lend motor pool vehicles to external agencies or individuals and such use is prohibited.

7.0 Vehicle Safety

Consistent with Board Policy 2.30.05 – Workplace Safety, employees/students are responsible for the safe operation of vehicles used during official state business. Failure to follow safety guidelines or any conduct that places the employee, other employees, students or members of the public at risk may be cause for disciplinary action, up to and including termination of employment. To promote safety, all state drivers shall:

- 7.1 Complete the CCS Driver's Safety Program as required by state regulation SAAM [12.20.10](#) and Board Policy 2.30.05.
- 7.2 Comply with state policies that prohibit smoking in state vehicles.
- 7.3 Comply with Administrative Procedure [2.30.03-A](#) – Drug Free Workplace, to include not operating a vehicle while under the influence of a controlled substance, and not transporting controlled substances.
- 7.4 Not transport firearms, weapons or explosives unless in accordance with performance of official state business.
- 7.5 Not use radar or speed-detecting devices in state vehicles.
- 7.6 Properly wear and require passengers to wear a safety belt at all times the vehicle is in operation.
- 7.7 Not use a cell phone while the vehicle is in motion.
- 7.8 Secure and safely store equipment/supplies.
- 7.9 Select well-lit, safe areas for parking state vehicles and place valuable equipment out of view and lock vehicle when unattended.
- 7.10 Not transport unauthorized passengers.

8 Vehicle Accident Reporting

- 8.1 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:
 - 8.1.1 Injuries to a state driver, authorized passenger(s) and/or others.
 - 8.1.2 Damages to a state vehicle, privately owned vehicle, leased and/or other vehicles.

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 a state motor vehicle or is available online at: [7.1](#)

<http://www.des.wa.gov/services/Risk/StateDrivers/Pages/stateEmployeeIncidentReporting.aspx>