

Enterprise Services Standard No. BR.01.01.S3

Driving Safety Program

Information contact: Fleet & Parking Services or Risk Management

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Policy

[Enterprise-Wide Transportation Policy](#) (BR.01.01)

Related Standards

Standard 1: [Transportation Policy & Procedure Content for State Agencies](#) (BR.01.01.S1)

Standard 2: [State Driver Standards](#) (BR.01.01.S2)

Related Procedures

Procedure 1: [Permanently Assigned Motor Vehicles Procedure](#) (BR.01.01.P1)

Procedure 2: [Collision/Accident Reporting Procedure](#) (BR.01.01.P2)

Procedure 3: [Van Management Procedure](#) (BR.01.01.P3)

Procedure 4: [Purchase, Rent, or Dispose of a Motor Vehicle Procedure](#) (BR.01.01.P4)

Related Forms

[Authorized Driver Acknowledgement Statement](#) (BR.01.01.F1)

[Vans – Safe Driving Practices Acknowledgement Statement](#) (BR.01.01.F2)

[New and Used Passenger Vehicle Purchase Request](#) (BR.01.01.F3)

[Supervisor’s Risk Management and Safety Checklist for Drivers](#) (BR.01.01.F4)

[Valid License to Drive and Driving Experience Statement](#) (BR.01.01.F5)

[SF 137 – State of Washington Vehicle Accident Report](#) (web form, old SF 137)

[Fleet Operations User Quick Reference Guide](#) (BR.01.01.F6)

[Proof of Liability Insurance Washington State Agency Vehicle Continual Coverage](#)

[Fleet Operations Operator’s Manual](#) (BR.01.01.F8)

[Standard Tort Claim Form Packet](#)

[Fleet Operation’s Reimbursement Request Form](#) (BR.01.01.F9)

Additional Information

Appendix 1: [Understanding Insurance Coverage](#) (BR.01.01.A1)

Appendix 2: [State Transportation Laws](#) (BR.01.01.A2)

Purpose

The Enterprise-Wide Transportation Policy directs agencies to establish driver safety programs for their organization. These guidelines provide minimum requirements for those programs and may be used as a template for agency programs.

Background

The basic agency driving safety program requirements apply to all state drivers authorized by a state agency to operate a state or POV for use on official state business, regardless of frequency of driving. Programs should consist of the following at a minimum:

At the initial driving assignment and annually thereafter, agency managers/supervisors must:

1. Visually check that state drivers have in their possession a license valid under Washington State law. The visual check is to verify that the driver's license (1) has not expired (2) photo matches employee/operator and name matches agency records (3) birth date indicates driver is at least 18 years of age. The Department of Licensing's website provides information on valid licensing requirements at: <http://www.dol.wa.gov/driverslicense/>
2. Obtain verbal verification from the driver that he/she has at least two years of driving experience.
3. Inform state drivers about the requirements to report to the manager/supervisor anytime the applicable license-issuing authority notifies them their license is invalid.
4. Indicate how state drivers can access the Enterprise-Wide Transportation Policy and associated documents. Review all other policies, as needed, pertaining to the authorized, safe, and efficient operation of vehicles used on official state business. Agencies shall obtain written acknowledgement that the employee has read and will follow the policy.
5. If the employee/operator is assigned to drive a full size van, they must also comply with [Procedure 3, Van Management](#).
6. To promote safety awareness, agencies are encouraged to require state drivers to take the WA-State Defensive Driving course on the Learning Management System.
7. Ensure drivers sign an acknowledgement form stating they have read and understand the Enterprise-Wide Transportation Policy.

Agency managers and supervisors should review the Enterprise-Wide Transportation Policy with associated procedures and standards and agency internal policies with certain drivers are high mileage drivers or who are involved in alleged state driver error accidents:

1. High mileage driving - Operates state vehicles 1,000 or more miles per month at least six months out of the year (need not be consecutive), regardless if the mileage is generated by local or long distance driving.
2. Frequent alleged state driver error accidents - Is involved in either, or both, of the following alleged state driver error outcomes, regardless of miles traveled or law enforcement action taken.
 - a. Two alleged state driver error accidents involving state or third party vehicle/property damage (other than damaged windshields) within a 24-month period.
 - b. One or more alleged state driver error accidents resulting in injuries to the state driver, passenger(s), or third party within a 24-month period.

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