**Operating Policy No. 6640**

**Management Support**

**USE OF PSESD-OWNED VEHICLES**

Puget Sound Educational Service District (PSESD) values the safety and well-being of its employees. Due to the risk of motor vehicle accidents resulting from traffic congestion, unsafe driving habits, road conditions and distraction, PSESD has adopted a vehicle use policy and procedure. The Vehicle Use policy and procedure sets forth the necessary requirements for fleet vehicles owned by PSESD, Washington Schools Risk Management Pool (WSRMP), and Puget Sound Workers’ Compensation Trust (PSWCT). All employees operating fleet vehicles are subject to the requirements outlined in this policy and procedure.

Operation of a fleet vehicle is both a privilege and a responsibility. Drivers are responsible for operating fleet vehicles according to state and federal laws and PSESD policy and procedures. Violation of these laws and policies may result in the loss of vehicle driving privileges and disciplinary action up to an including termination.

**Licensing:** All fleet vehicles shall bear State of Washington "C" Class plates. Signs: All fleet vehicles shall be affixed with markings in compliance with RCW 46.08.065. No other markings, stickers, decals, placards are permitted unless expressly approved by the superintendent or designee.

**Vehicle Assignment**: Fleet vehicles shall be assigned by the program’s executive administrator or designee who serve as the fleet manager. The fleet manager can revoke such assignment at any time. An assignment of a vehicle cannot be changed without prior written approval by the fleet manager.

**Scope of Use**

1. Driver – Only PSESD employees assigned to the fleet vehicle as an approved driver shall operate the vehicle. Employees may not transport other persons in the vehicle except for business purposes only.

2. Possession, transportation or consumption of alcohol or controlled substances by anyone operating fleet vehicles is not allowed.

3. Smoking and/or vaping by anyone in fleet vehicles is prohibited.

4. Written permission to drive a fleet vehicle out of state is required.

5. Fleet vehicles are to be used for business purposes only. Fleet vehicles may be used

for commuting and for limited de Minimis personal use (such as a personal errand on the way home or to the office or lunch) only.

6. Personal trailers, including boat and recreational vehicles, are not to be pulled.

7. Employees who drive a fleet vehicle home are responsible for all parking and/or moving violation fines. All electronics must be placed in the trunk out of visibility during the day and removed from the vehicle at night.

The employee is responsible for the following:

* Ensuring reasonable security precautions while the vehicle is in the employee's custody. The driver must make sure that the vehicle is locked to prevent theft
* Reporting any accident immediately to the police and your supervisor.
* Ensuring that burned out bulbs and fuses for lights, turn signals, headlights and horn are replaced immediately.
* Reporting any major damage, mechanical problems, and major repairs needed to his/her supervisor or designee.
* Ensuring the vehicle is well maintained and is safe to operate on the road.
* Taking the vehicle to have scheduled fluid changes, brake jobs, tire changes and other repairs.
* Submitting all original repair and maintenance receipts to the Business Office.
* Keeping the vehicle clean and orderly as job conditions permit.

**Determining the Driver Performance Rating**

The Driver Performance Rating Table developed by Washington Schools Risk Management Pool aligns with insurance underwriting standards. The standards serve as an indicator of risk based on an individual’s driving record. The Washington State Complete Driving Record will be used to determine the driver’s performance rating. Additionally, Motor Vehicle Records (MVR) from a jurisdiction other than Washington State will be used for new employees with less than 3 years of Washington residency. A driver’s performance rating is based upon the number of violations and preventable accidents incurred during the previous 5 full calendar years. For violations, the court finding date will be used, and for accidents, the accident date will be used to determine if the occurrence falls within the 5-year period.

**Number of Preventable Accidents**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of Violations** |  |  |  |  |
|  | **0** | **1** | **2** | **3+** |
| **0** | Clear | Acceptable | Borderline | Poor |
| **1** | Acceptable | Acceptable | Borderline | Poor |
| **2** | Acceptable | Borderline | Poor | Poor |
| **3** | Poor | Poor | Poor | Poor |
| **4+** | Poor | Poor | Poor | Poor |

**Penalties**

Any driver falling into the "poor" category will immediately be relieved of his/her fleet vehicle driving privileges. In addition to the MVR- Preventable Accident criteria outlined in the Driver Performance Rating, the following will automatically place that individual in the "poor" category:

1. Any major violation in the past three calendar years. The following are defined as major violations:

• DUI /DWI

• Reckless driving/speed contest

• Making a false accident report

• Homicide, manslaughter or assault arising from the use of a vehicle

• Driving while license is suspended/revoked

• Attempting to elude a police officer

• Leaving the scene of an accident- Hit & Run

2. Permitting someone else to operate the vehicle without written pre-approval from the fleet manager.

3. Probation/Suspension/Revocation of driver's license.

4. Failure to notify your supervisor within 48 hours of any moving violation and/or accident.

**Other Penalties**

1. Violations not classified as "major" violations will be considered minor violations.
2. Major violations that are more than 3 calendar years old will be considered a minor violation.
3. The following violations will not be utilized as part of the Driver Performance Rating:

• Parking tickets

• Violations involving vehicle equipment deficiencies

• No proof of insurance

• Expired vehicle registration

• Failure to display required stickers I placards etc.

• Other violations not related to the operation of a motor vehicle.

 • Violations detected by traffic safety cameras

• Driving without a license as defined by RCW 46.20.017

**Motor Vehicle Report (MVR) Standards**

MVRs are reviewed to ensure the employee holds a valid license and their driving record is within acceptable standards as outlined in PSESD policy. Clear and Acceptable Motor Vehicle Records (MVRs) will be monitored at least annually for all employees assigned and approved to operate fleet vehicles. “Borderline” MVRs will be monitored quarterly.

Drivers with a borderline rating may be given a warning concerning the potential danger of losing PSESD-owned vehicle driving privileges. Any additional violations or preventable accidents incurred may result in loss of driving privileges and may include disciplinary action up to and including termination.

Drivers may be disqualified from driving PSESD-owned vehicles and be subject to additional disciplinary action up to and including termination for reasons that include but are not limited to:

1. More than one violation for driving under the influence of alcohol or a controlled substance will result in permanent suspension of driving privileges at PSESD,

2. Any criminal conviction that involves a motor vehicle (e.g., a felony, hit and run, negligent homicide) in the previous five years.

3. Any of the following violations incurred in the previous three years:

a. Any combination of more than three moving violations (any violation resulting in an at-fault auto accident automatically counts as two violations.

b. Any violation less than three years old for an alcohol- or controlled substance-related driving offense

c. Refusing to take a breathalyzer test

d. Careless or reckless driving that results in injury to persons or property

e. Passing a stopped school bus

f. Leaving the scene of an accident without stopping to file a report

g. Racing

h. Any combination of more than two moving violations and/or at-fault accidents in the past 12 months

**Distracted Driving**

The use of a hand-held mobile telephone while driving is not permissible in accordance with Washington state law (RCW 46.61.667). The use of hands-free devices is permissible by Washington State law when operating vehicles owned by PSESD, WSRMP or WCT-UP or personal vehicle while conducting PSESD business – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, and engaging in phone conversations. Employees needing to read and/or respond to emails, instant or text messages shall pull over safely to a parking lot, designated turnout or another safe location. Employees bear sole responsibility for liability incurred from traffic violations or accidents involving the use of a cell phone or other electronic device while driving.

**Insurance Coverage**

PSESD provides auto liability coverage on the vehicle, but no Under-Insured Motorist (UIM). Workers’ compensation coverage is provided to the employee when employee is using vehicle for business use, and not during the commute. There is no personal coverage for friends or family in the vehicle. Employee's personal health coverage and personal auto insurance applies during the commute.

Adopted: June 2016

Revised: March 2018

Relevant PSESD Board Governance Policies: EL 1 Global Executive Constraint

EL 4 Treatment of Staff

Cross References: Operating Procedure No. 6640 Use of PSESD-owned Vehicles

Operating Policy No. 5201 Drug Free Workplace

Operating Procedure No. 5201P Drug Free Workplace

Operating Policy No. 5280 Separation from Employment and Discipline Operating Procedure No. 5280P Separation from Employment and Discipline

Legal References: RCW 46.08.065 Publicly owned vehicles to be marked—Exceptions.

RCW 46.20.017 Immediate possession and displayed on demand.