**Operating Procedure No. 6640P**

**Management Support**

**USE OF PSESD-OWNED VEHICLES PROCEDURE**

Puget Sound Educational Service District (PSESD) values its staff and has established a vehicle use policy and procedure to ensure the safety of staff members and the safe operation and use of fleet vehicles. All employees operating fleet vehicles are subject to the requirements outlined in this policy and procedure.

**Vehicle Use Logs**

Drivers must maintain a vehicle use log and submit the log to their supervisor or designee by the 15th of each month. The purpose of the log is to manage the use of fleet vehicles and compute the number of commutes for tax purposes.

**Safety Rules**

1. Employees are required to inspect vehicles prior to use to ensure that they are in safe operating condition.

a. If a vehicle does not pass inspection, notify the executive administrator or designee.

b. Vehicles are not to be operated unless in safe operating condition.

2. Drivers must be physically and mentally able to drive safely. Fatigue, medications and physical injuries can affect an employee's ability to safely operate a vehicle.

3. Drivers must conform to all traffic laws and make allowances for adverse weather and traffic conditions.

4. Seat belts must be worn at all times in accordance with Washington state law.

5. Use of radar detectors is forbidden in all vehicles owned or used by PSESD.

6. Hitchhikers and passengers other than ESD employees are not permitted.

7. Cargo must be secured and all doors locked, both when the vehicle is en route and when the vehicle is parked.

8. Drivers may not operate a fleet vehicle or a personal vehicle while conducting ESD business under the influence of drugs or alcohol.

9. All traffic violations, whether on company or personal time, must be reported to the supervisor or designee by the next business day or as soon as practicable.

10. The fleet manager will review employees’ motor vehicle reports annually and report any violations to the human resources administrator

11. Drivers are responsible for maintaining a valid driver's license. If a driver has a change in license status, such as a suspension, revocation, etc. or a renewal, he or she must give a copy of his or her new license to the department/programs designated fleet manager.

**Accidents**

All fleet vehicles will be equipped with a ***Motor Vehicle Accident Reporting Kit***. Any employee who is involved in an accident while driving for PSESD purposes will be required to complete an accident/incident report using a ***Motor Vehicle Accident Reporting Kit*** while at the scene of the accident. The employee must return the report to the fleet manager or designee on the same day or as soon as practicable. The employee may also be required to discuss the accident with the fleet manager.

The Washington State Patrol or other agencies authorized to issue motor vehicle citations determine ‘at-fault’ or ‘no-fault’ findings. ‘At-fault’ findings are those accidents determined to be preventable. A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to prevent it from occurring. The fleet manager will work with representatives from Washington Schools Risk Management Pool to review all preventable and non-preventable accidents. Results of review will be shared with the human resources administrator.

**Driver Performance Rating Form**

A driver performance rating form will be utilized to assess the employee’s continued eligibility for fleet vehicle use. Drivers of fleet vehicles will be subject to an annual examination of their driving record to ensure acceptable status in accordance with fleet vehicle use privileges and procedures.

Adopted: June 2016

Revised: March 2018