

NWESD 189-PROVIDED VEHICLE PROCEDURES

The following procedures are in effect for the use of NWESD 189-owned vehicles:

Assigned Vehicles

NWESD 189-owned vehicles will not be assigned to any staff member on a twenty-four (24) hour continual basis.

High Occupancy Toll (HOT) and Other Express Toll Lanes Use

When approved by the Superintendent, NWESD 189-owned or -leased vehicles will be provided with passes, devices or other means to allow economical travel and timely service by NWESD 189 staff.

Motor Pool

The following procedures shall be in effect for the operation of NWESD 189–provided vehicles.

- 1) Vehicles shall be used for official NWESD 189 business only. Personal use of NWESD 189 vehicles constitutes grounds for disciplinary action which may include suspension without pay, termination of employment in the case of repeated violations, or suspension or termination of the right to operate NWESD 189-owned vehicles. All operators shall be employees or officers of the NWESD 189. Passengers may consist of NWESD and Non-NWESD personnel if they are participating in official NWESD 189 business.
- 2) All operators shall have a copy of their valid Washington State driver's license and a copy of a current driving record each year on file with the NWESD 189 office.
- 3) Any citation for violation of motor vehicle laws shall be the sole responsibility of the operator.
- 4) If involved in any accident, the operator shall notify the proper law enforcement agency immediately and file an accident report within twenty-four (24) hours. Those accidents which involve personal injuries must be reported by telephone and followed up with a written report, both to the NWESD 189 and the NWESD 189's insurance company.
- 5) Where the employee-driver is presumed not at fault, the NWESD 189 shall file a claim for damages with the insurance company of the other operator.
- 6) In the event of vehicle operation failure, the staff member should contact the Superintendent's assistant to arrange for repair.
- 7) Accident report blanks, trip logs, malfunctions report forms, and insurance information shall be kept in the vehicle.
- 8) The driver and passengers shall wear seat belts at all times. No more than the specified capacity shall be transported.
- 9) Use of tobacco, nicotine products, and/or delivery devices is prohibited in NWESD 189 vehicles.
- 10) Any items transported in NWESD 189 vehicles shall be secured to prevent hazard in case of an accident.

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- 11) The operator will pick up and return vehicle to its assigned location each day. When the departure or return time is outside NWESD 189 office hours and distance/direction makes it uneconomical to pick up or return vehicle during the day of travel, check out and return may be arranged preceding and/or following the travel day(s).
- 12) The operator shall complete all vehicle usage reports.
- 13) The operator is responsible for reasonable security precautions. (e.g., locking the vehicle, exercising care in parking/storage of the vehicle).
- 14) The operator is responsible for proper use of credit cards/keys and will return the vehicle with at least one-half (1/2) tank of fuel. He/she must insure the license number of the vehicle appears on any service records while assigned to him/her.
- 15) The operator is responsible for removing all supplies, materials, trash, etc. from the vehicle.
- 16) Each operator is responsible for keeping the pool informed when the odometer registers close to the mileage point indicated for maintenance, which will be noted on the dashboard maintenance reminder.
- 17) The fiscal department shall maintain a master record on each NWESD 189–provided vehicle to record all expenses, mileage, maintenance, repair, etc. relating to that auto. This record will indicate regular maintenance schedules to be accomplished and a record of that maintenance by item.

Motor pool vehicles will be assigned on a first-come, first-served basis unless the Superintendent determines a need to do otherwise. Reservations should not generally be made more than two (2) weeks in advance.

The intent of NWESD 189–provided vehicles is to support the most cost-effective, necessary travel. Therefore, available NWESD 189 vehicle(s) must be considered first over any other mode of transportation. The scheduling of necessary staff travel should, to the maximum extent, take into consideration NWESD 189 vehicle availability. It is recognized that some privately-owned auto use will be retained in the various program travel budgets. Privately-owned auto use will occur upon the approval of the program/department supervisor and the Superintendent. Privately-owned auto travel expenses will be reimbursed by travel claims presented after the expenses are incurred.

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