

# Chapter 22

## MOTORIZED VEHICLES AND EQUIPMENT

### A. References

1. [SPPM 35.00 Motor Vehicle Safety with Links to Driver Requirements and Post Accident Guidelines](#)
2. [BPPM 7.10 Motor Vehicle Safety](#)
3. [BPPM 7.20 Motor Vehicle Accidents](#)
4. [RCW 46.61.667 Using a wireless communication device while driving.](#)

### B. Purpose and Scope

This chapter establishes operating requirements for motorized vehicles and equipment. Before operating University vehicles, CAS employees must understand this chapter's contents and the University's policies and procedures for operating motorized vehicles.

### C. Responsibilities

#### Supervisors:

- Ensuring only employees meeting the qualifications below operate vehicles on official University business;
- Ensuring employees are trained upon this chapter's requirements and the BPPM and SPPM chapters listed in the above reference section;
- Adhering to the qualifications and requirements listed herein when operating vehicles on official University business.

#### Employees:

- Understanding this chapter's requirements and the BPPM and SPPM chapters listed in the above reference section;
- Adhering to the qualifications and requirements listed herein when operating vehicles on official University business.

Employees not adhering to this chapter's qualifications and requirements may be subject to disciplinary action, including deductions from salaries or other allowances due, suspension without pay, or termination of employment.

### D. Training:

For specialized motorized vehicles and equipment (e.g., passenger vans, vehicles with a Gross Vehicle Weight Rating (GVWR) of 26,001 pounds or more, trailers with a GVWR of 10,001 pounds etc.), employees are required to participate in additional training and/or obtain additional (e.g., commercial) licensing when necessary.

### E. Qualifications:

- Only approved WSU employees, students or designated volunteers may drive state or personal vehicles on official University business.
- Drivers must possess a valid driver's license.
- Drivers must verify at least 2 years driving experience.
- State law prohibits individuals under 18 years of age from performing jobs requiring motor vehicle operation.

- WSU drivers may only transport individuals traveling on official state or University business. EXCEPTION: Drivers who use privately-owned vehicles for official University business may provide rides for nonofficial passengers, provided that the drivers have private insurance that covers the passengers.
- Drivers may not transport non-college-enrolled high school or younger children in full-size passenger vans or other specialty vehicles not meeting state and federal school bus standards.
- See additional BPPM 7.10 qualifications and requirements to operate a full-size passenger van.
- Total combined driving time for all drivers in a vehicle must not exceed 10 hours in a single day.

#### **F. Requirements:**

- Always inspect your vehicle or equipment before and after daily use.
- Do not drive or ride motorized vehicles or equipment outside of a proper seat (unless vehicles are designed for standing).
- Always wear seat belts.
- Drive or ride seated at all times (unless vehicles are designed for standing).
- Watch for pedestrians and give them the right-of-way.
- Do not operate vehicles or equipment unless you are specifically licensed, certified and/or trained.
- Obey all traffic regulations including RCW 46.61 rules concerning use of handheld devices.
- Drivers are responsible for all citations or infractions received while operating vehicles on University business.
- Never mount or dismount moving vehicles or equipment.
- Do not dismount any vehicle without first shutting down the engine and setting the parking brake.
- Drivers/equipment operators and spotters must agree upon and mutually understand hand signals.
- Operators are responsible for the stability and security of his/her load.
- Report motorized vehicle accidents per SPPM 35.30 Post Accident Guidelines. This includes accidents involving personal vehicles if used for University business.

*Note: A University traveler involved in an accident while driving a privately-owned vehicle on University business is not reimbursed for deductibles, and the traveler's insurance is considered primary.*