



RETURN ORIGINAL:
FACILITIES MS 1016

State of Washington
BASIC DRIVING SAFETY PROGRAM
VALID LICENSE TO DRIVE AND DRIVING EXPERIENCE STATEMENT

WAC 12.20.15 Basic Driving Safety Program Requirements

The basic driving safety program requirements are applicable to all state drivers authorized by the agency to operate a state or privately owned motor vehicle for use on official state business, regardless of frequency of driving.

WAC 12.30.30.a Basic Insurance Requirements for Using Privately Owned Motor Vehicles for Official State Business

When driving privately owned vehicles (POVs) on official state business, state drivers are to comply with the state of Washington's liability insurance laws, chapters 46.29 and 46.30 RCW. If an accident occurs when the state driver is operating a POV, the state driver's personal automobile insurance is primary and will be utilized prior to any possible provision of the state's excess liability protection. Insurance deductibles are the responsibility of the POV driver and are not reimbursable by the state.

In an effort to promote safe driving practices for the protection of state employees, students, and the citizens and drivers in Washington state, all drivers are required to sign this statement verifying: (1) they possess a valid Washington State (or out-of-state) license that is current and reflects information consistent with the applicable state licensing department records, and (2) they agree to advise the appropriate supervisor or manager by the next business day if their legal status to drive changes.

Supervisor Verification Checklist

- 1. Complete License Check/Verification: Visually check to ensure anyone assigned or authorized by the agency to drive has in their possession and can present a valid Washington or out-of-state driver's license. A visual check will include verification that: (1) license has not expired and (2) photo matches person.

Verification Expiration Date: _____

- 2. Provide Proof of Insurance: Verify driver has valid vehicle liability insurance coverage.

Verification Expiration Date: _____

- 3. Have Employee Answer Questions Below and Sign: After verification of a valid license, have potential driver answer the questions below and verify the accuracy of their responses by signing at the bottom of the form. Note: Drivers who mark "no/don't agree" in any box below, shall not be considered for driver assignments. The above process and completion of this form can be repeated when a potential driver can verify by signature yes/agree responses to the questions below.

- 4. Provide Documentation: Maintain a copy of this completed form in appropriate agency files. Completion of Items 1-4

Supervisor Signature: _____ Date _____

Basic State Driver Responsibilities

Anyone authorized to drive a vehicle for a state agency, university or community/technical college is required to fill in the box below by placing a check in response to each statement, and signing and dating to verify.

I have a valid Washington State (or out-of-state) license that is current and reflects information consistent with the applicable state licensing department records. Yes No
As a condition of driving a vehicle for state business, I agree to inform my supervisor by the next business day if my status to legally drive changes at any time. Agree Don't Agree
As a condition of driving a vehicle for state business, I agree to inform my supervisor by the next business day if my vehicle liability insurance coverage ceases. Agree Don't Agree

Driver's Name (print): _____ Date: _____

Driver's Signature: _____ Phone: _____

Supervisor (print): _____ Mail Stop: _____



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State of Washington BASIC DRIVING SAFETY PROGRAM 8 & 12-PASSENGER VAN/STATE MOTOR POOL VEHICLE DRIVER SAFE DRIVING PRACTICES ACKNOWLEDGEMENT STATEMENT

WAC 12.20.15 Basic Driving Safety Program Requirements

The basic driving safety program requirements are applicable to all state drivers authorized by the agency to operate a state or privately owned motor vehicle for use on official state business, regardless of frequency of driving.

Definition: 12-Passenger Van Driver

Eight (8) and Twelve (12)-passenger van driver refers to employees, student-employees, students, and volunteers operating 8 & 12-passenger vans under the direction of a state agency, university, or community/technical college. All Washington state agency, university and community/technical college 8 & 12-passenger van drivers are required to complete this form prior to *initial* operation of a 8 & 12-passenger van. A copy of the signed form will be maintained on file with the agency, and a copy provided to the driver if requested.

In an effort to promote safe driving practices for the protection of state employees, students, and the citizens and drivers in Washington state, all drivers are required to sign this statement verifying: (1) they possess a valid Washington State (or out-of-state) license that is current and reflects information consistent with the applicable state licensing department records; (2) they have minimum two years of experience driving motor vehicles; (3) their Washington State (or out-of-state) driving record is free of violations (as described below) that excludes state driving assignments; and (4) they agree to advise the appropriate supervisor or manager by the next business day if their *legal* status to drive changes.*

Safe Driving Practices

- Adhering to posted speed limits.
- Adjusting to lower speeds than posted during conditions of rain, snow, fog, or other conditions that affect visibility, stopping distance, or general safe handling of the vehicle.
- Minimizing potential driver distraction by using cell phone or other electronic devices when the van is safely stopped, asking passengers to assist with calls when needed, etc.
- Properly loading passengers and equipment, and never placing equipment on the top of vans.
- Minimizing driver fatigue on long trips by one or more of the following: driving rested, taking appropriate breaks, or sharing driving with authorized drivers.
- Not using alcohol or drugs, including prescription medicine that warns of drowsiness or similar effects.

***Criteria for Excluding a Driver**

Within the past three (3) years, any suspension/revocation of license for reckless driving, hit and run, leaving an accident scene, failure to appear, DUI, or other vehicle-related felony; or for multiple traffic offenses (4 moving violations/infractions in 12 months/5 moving violations/infractions in 24 months) resulting in a Conditional Status driving record or subsequent suspension/revocation of license, or 6 or more moving violations within a 12-month period resulting in license suspension.

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|--|-----------------|
| ▪ I understand the possible risks involved while operating a 8 & 12-passenger van. | (Initial) _____ |
| ▪ I am aware the handling characteristics of a 8 & 12-passenger van may change dramatically, especially when fully loaded. | (Initial) _____ |
| ▪ I understand that extra caution is required when operating 8 & 12-passenger vans. | (Initial) _____ |
| ▪ I understand that seatbelt use by driver/passengers in 8 & 12-passenger vans is mandatory at all times. | (Initial) _____ |

Driver's Name (print): _____

Date: _____

Driver's Signature: _____

Phone: _____

Department: _____

Mail Stop: _____

Supervisor (print): _____