

Procedure: Use of Automobiles for Agency Operations

ESD vehicles are to be used only for official business. Official business is defined as activities performed by employees of ESD as directed or as required by the duties of the position within the scope of any program operated by ESD. Only employees of ESD, whether full- or part-time, will be allowed to drive agency Motor Pool vehicles.

The use of ESD Motor Pool vehicles must be considered first over any other mode of transportation. The scheduling of employee travel should, to the maximum extent, take into consideration Motor Pool car availability.

Agency motor pool operations are coordinated through the Business Services Department.

Eligible Drivers

Each operator must have a valid driver's license in his/her possession while operating vehicles for ESD business.

Employees operating ESD motor pool vehicles are requested to complete an ESD-sponsored defensive driving course within six months of employment.

Transporting Non-Employees

ESD auto insurance covers the motor pool vehicle and all *authorized* occupants. This includes employees and others involved in the official duties of ESD; for example, local school district personnel. *The transporting of passengers such as friends, family members, etc. is not covered by our insurance and is not allowed.*

Employees transporting students, except in the case of an emergency, are required to provide the following: 1) a current driver's record abstract annually, and 2) evidence of completing an ESD driver safety training course. The occasional transporting of school district personnel or students' parents is allowed in the conduct of official business. Occasional is defined as "not regularly scheduled." The Superintendent, Associate Superintendent, or Executive Director shall approve all transportation of non-employees.

Safety and Security

Washington State Law requires use of safety belts by every occupant of a motor vehicle manufactured after 1968. The driver is responsible for him or herself and all passengers under age 16. Occupants age 16 and older are responsible for themselves. Washington law also requires that only hands-free devices be used for phone calls while driving. The law also prohibits texting while driving. Be sure to pull off the road if circumstances require that you use forms of communication not allowable while driving a vehicle on ESD business.

No more than the specified capacity shall be transported in a vehicle while on ESD business. Any items transported in vehicles on ESD business shall be secured to prevent hazard or accident.

The operator is responsible for reasonable security precautions while a motor pool vehicle is assigned to him/her. Such precautions include, but are not limited to, locking the vehicle and exercising care in parking or storage of the vehicle while away from ESD. Any citation for violation of motor vehicle laws shall be the sole responsibility of the operator.

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