

WWCC Motorpool Driver Responsibilities

Who Can Use a Motor Pool Vehicle?

College employees who are at least 18 years old, have two years of driving experience, are on college-approved business, and have a current valid driver's license in their possession may use motor pool vehicles. Students and agents of the college who are participating in official school activities or authorized programs, and who meet the age and experience criteria, may also use a motor pool vehicle.

Motor pool vehicles are issued on a first come, first served basis. Those who reserve a vehicle must have pre-approval from their Department head. Vehicle use is for official state business only.

Animals are **NOT** allowed in motor pool vehicles with the exception of service dogs. Please request this exception when making your reservation.

Safe Operation of a Motor Pool Vehicle

Drivers of state vehicles are under constant scrutiny and vulnerable to public criticism. Complaints can be kept to a minimum by carefully following traffic laws and the rules outlined below. All rules and regulations of the State of Washington shall be obeyed while operating the vehicle (WAC 132H-204).

- Smoking (including smokeless tobacco) is not allowed in state vehicles.
- Wear your seat belt.
- Drive defensively and be courteous to pedestrians and other drivers.
- Do not speed; allow ample time for your trip.
- Do not transport hitchhikers or other passengers who are not on official state business.
- Avoid distractions (such as eating) while driving.
- Pull over if you need to use a cell phone.
- Driving is not allowed while under the influence of intoxicating liquor or any drug which impairs reaction and judgment.
- In case of inclement weather, drive with the vehicle's headlights on.
- Carrying a concealed weapon in a state vehicle is prohibited.
- Lock the vehicle when unattended. The Motor Pool is not responsible for lost or stolen personal property left in motor pool vehicles.
- Use tire chains provided with the vehicle when road conditions dictate.

Driver Responsibilities

- Parking violations – The driver is personally liable and responsible for payment of parking tickets, citations, and impounding charges.
- Service calls or damage due to negligence – Out-of-pocket charges for vehicle service calls caused by driver negligence are not reimbursable, such as: service charges for fuel delivery, retrieval of keys from locked vehicles, jump-starting vehicles when lights have been left on, etc.
- The user shall not be allowed to keep the vehicle overnight at his/her residence.
- While on a trip and when vehicle is left in a public place for extended (over 24 hours) periods of time, the Washington state patrol shall be notified of placement, by the operator.
- Keep it clean – Remove all trash (and personal belongings) from the vehicle before checking it back in.
- Safety – Check in and around your vehicle for potential safety hazards and report all concerns to the Motor Pool office.

- Fuel –Return the vehicle with a full tank of fuel to avoid refueling charges.
- Personal Use – State vehicles may not be used for personal errands or side trips.

Check Out/Check In of a Motor Pool Vehicle

- To reserve a vehicle, please fill out the Motor Pool Vehicle Reservation Form with the dates of your trip and what kind of vehicle you will be requiring for your trip.
- Vehicles shall be issued on a first come - first serve basis.
- Written permission of organizational head shall precede the use of any vehicle.
- Come to the Motor Pool office (main building, basement, Purchasing) between 8:00 a.m. and 4:00 p.m. Monday through Friday to obtain/return the vehicle (key) packet.
- For departures outside of regular business hours, please pick up your vehicle packet by 4:00 p.m. the prior business day.
- Be prepared to show a current valid driver's license. Failure to disclose restrictions, suspensions or multiple traffic offenses will result in loss of motor pool privileges.
- Motor pool vehicles are parked in the reserved "state vehicle parking" area next to the main parking lot. Please return your vehicle to one of those reserved spaces.

And...

- Upon return, refuel the vehicle to full, obtain a receipt and enclose with the vehicle packet if using a Business Services P-Card. Keep the receipt for reconciling if using a Department P-Card.
- Check for trash and personal items. A cleaning fee will be assessed for vehicles returned in extremely poor condition. This includes hair from service animals transported in motor pool vehicles.
- IMPORTANT! Make sure the vehicle is locked, windows are closed, and all lights and interior systems (i.e. audio, climate control, etc.) are turned off when parking the vehicle.
- For returns after regular business hours, you may place the vehicle packet in the library book drop box outside the Bookstore. Please return the vehicle packet in a timely manner!

Reservation Changes

- *Changes* - Must be done by modifying E-Mailing mpreservations@wwcc.edu
- *Cancellations* - Must be done by E-Mailing mpreservations@wwcc.edu no later than 4 pm the prior business day.
- *No-Show* - Your reserved vehicle will be held for one hour beyond the requested pick up time, after which time the vehicle will be released for reassignment.
- *Extended Return* – If you must extend your trip beyond its scheduled timeframe, please E-Mail mpreservations@wwcc.edu or call 509-524-4806 to adjust the reservation.

Emergencies/Repairs

- *Roadside Assistance* – Call your personal roadside assistance service (i.e. AAA) or other roadside assistance services operating in the area. Charges may be paid with Department P-Card or Business Services Travel P-Card. If the situation requires towing, notify the Motor Pool office of vehicle location for pick-up.
- *Flat Tires* – Drivers are expected to change the tire if physically possible, using equipment and spare tire provided with each vehicle. If assistance is required, call roadside assistance or contact the nearest qualified commercial vendor.

- *Incidental Expenses* – Reasonable vehicle expenses (such as motor oil, wipers, washer fluid, etc.) may be reimbursed with original receipts.

To avoid personal responsibility, the driver must call 509-524-4806 or E-Mail mpreservations@wwcc.edu immediately to report emergencies and/or repair issues while traveling (provide the facility's name, address, and phone number and estimated billing costs). After business hours, call 509-524-4806 and leave a detailed voice mail message.

Accidents/Insurance

In the event of an accident:

- Offer assistance to any injured person and call 911.
- Report the incident to the Motor Pool office.
- Obtain the following information:
 - Names and phone numbers
 - Names of witnesses
 - Names of any injured parties
 - Details
 - Take pictures of the accident
- IMPORTANT! Details of the accident should be discussed only with investigating law enforcement officers. Do NOT admit fault or negligence.
- Return the vehicle to the college if possible and safe to do so.
- If the vehicle cannot be driven, have the vehicle towed and provide information to the Motor Pool office on where the vehicle will be stored until arrangements can be made for pick-up. Do not initiate repairs; as only the Motor Pool office has that authority.
- The driver's department will be responsible for the costs of repair, unless the damage is due to normal wear and tear or is covered by another vehicle's insurance.
- If an accident occurs due to the driver's gross negligence (i.e. driving under the influence of alcohol, reckless driving), or if the vehicle was not being used for "official college or state business", the State may elect not to defend the driver in the event a lawsuit is filed. The driver would then be responsible for providing his/her own defense.
- Drivers are not required to carry personal liability insurance, but because of the limitations of the State's Self Insurance program, drivers are urged to contact their personal insurance carrier to ensure they are covered while driving motor pool vehicles. **Property damage/theft is not covered by the State of Washington**

Insurance:

The State of Washington is self-insured. Claims information is provided in the vehicle packet to give to anyone who feels they may have a claim against the State of Washington. Please direct questions about coverage to:

The Department of Transportation
 Claims Administration Division
 PO Box 47418
 Olympia, WA 98504-7418
 1-800-737-0615

Motor Pool Office

Located on the Walla Walla campus Stock Room

Hours: 8 am – 4 pm Monday-Friday

Direct: 509-524-4806

Motor Pool coordinator: Ty.Reinbold@wwcc.edu

Motor Pool manager: nick.chamberlin@wwcc.edu