



The WSU Motor Pool department provides vehicles to authorized WSU faculty, staff, and students who travel on **official WSU business only** (*personal business is absolutely prohibited*). ASWSU organizations and committees may rent vehicles from Motor Pool. Other student organizations are not eligible to obtain WSU Motor Pool vehicles. **Signatures are required on reverse side of form.**

Requirements: Any person driving a WSU motor vehicle must:

- Be on official WSU business, be at least 18 years of age, and have at least two years of driving experience.
- Possess a valid driver's license and any insurance as required by appropriate laws, rules, and/or regulations.
- Motor Pool department will visually check that each driver possesses a license valid under Washington State laws.
 - The visual check is to verify that the driver's license: has not expired, name matches University records, photo matches the employee/driver, & birth date indicates driver is at least 18 years of age.

Drivers MUST:

- **Complete** Driver Safety Training:
 - **Employees** Skillsoft Percipio link: <https://hrs.wsu.edu/training/>
Select "Skillsoft Percipio Login" and login with your WSU network ID credentials. Select your name from the upper right-hand corner which reveals a drop-down menu. From that menu, select "Compliance". The courses are in alphabetical order. Scroll until you see "Driver Safety" training.
 - **Students** Canvas link: Canvas.wsu.edu
Select the "Student Safety Training" course & search for "Driver Safety" in the "Assignment" search field.
 - Completed training certificate needs to be emailed to getinvolved.finance@wsu.edu **THIS IS A ONE TIME TRAINING.**
- **Complete** a DES Authorized Driver Acknowledgement (on back page) indicating that the driver will adhere to State Driver Responsibilities.
- **Comply** with state, University, and departmental policies.
- **Comply with applicable traffic laws and regulations, adhere to posted speed limits, & operate vehicles in a professional and safe manner.**
- **Properly use seat belts** as required by state law; verbally remind passengers to **use seat belts** at all times the vehicle is in operation.
- **Safely organize and store equipment/supplies** in the vehicle so they are secure in the event of a sudden stop.
- **Select well-lit, safe areas, for parking**, if possible. Place valuable equipment out of view. **REMOVE KEYS & LOCK THE VEHICLE** when unattended.
- **Minimize driver fatigue** on long trips by taking appropriate breaks and/or sharing driving with other authorized drivers.
- **Maintain the cleanliness** and good appearance of motor vehicle interior.
- Use electronic and hand-held communication devices **in hands-free mode only**.
- **Have license in driver's possession** while driving a WSU vehicle.
- **Notify the supervisor or advisor by the end of the next business day if license is suspended/revoked/invalid.**

Drivers MUST NOT:

- **Use tobacco products** in University vehicles (nor passengers).
- **Drive while under the influence** of intoxicating beverages, drugs, or any other impairing substances in University vehicles.
- **Transport alcohol/intoxicating substances, firearms, weapons, or explosives** (concealed or otherwise) in University vehicles.
- **Use radar or speed detecting devices** in University vehicles.
- **Send, read, or write text messages** while driving.
- **Exceed the maximum passenger capacity** for which the vehicle was originally manufactured.
- **Transport any nonofficial passengers** including family members, relatives, friends, and pets in University vehicles.

Scheduling: Complete a Motor Pool Request form and submit it to getinvolved.finance@wsu.edu

- For rates and vehicle classes available, go to: <https://facilities.wsu.edu/motor-pool-rates/>

Check-Out: Motor Pool winter hours of operation are 7:00 a.m. to 5:00 p.m. Monday through Friday. Last checkout time is 4:30 p.m. (*summer hours are 7:00 a.m. to 4:30 p.m. & last check out time is 4:00 p.m.*). Motor Pool is closed weekends and holidays. If departing on a weekend/holiday, check-out the vehicle prior to 4:30 p.m. on the last working day prior to the weekend/holiday (*before 4:00 p.m. during summer hours*). Motor Pool is in the Markley Services Building on 2325 East Grimes Way at the WSU Pullman campus. When you go to check-out the vehicle:

1. Take your valid driver's license
2. Student Drivers take Student Driver Authorization to Motor Pool when picking up the vehicle!
3. Visually inspect the assigned vehicle and indicate any damage on a Vehicle Sign-Out Ticket.
4. Drivers may leave private vehicles in the on-street parking area north of the Markley Services Building (request a hang-tag).

Fuel Purchases: The vehicle will be full of fuel when checked out. Motor Pool will provide a fuel card **upon request** for long distance trips. **Please submit all fuel receipts to** getinvolved.finance@wsu.edu

Repairs on the Road: All major repairs of \$200 or more must be authorized by Motor Pool. Telephone Motor Pool at 509-335-9085 during regular working hours or Facilities Services, Operations 509-335-9000 after hours and weekends.

Winter Driving: Drivers must adjust driving speed and vehicle equipment to changing weather conditions. Additionally, the driver must alter travel plans as needed for safety due to inclement weather or sudden illness. Motor Pool furnishes chains and snow tires for winter driving conditions. Pass and road condition reports are available at the WA Dept. of Transportation web site at: <http://www.wsdot.wa.gov/traffic/>.

Animals: Obtain prior authorization from Motor Pool for transporting animals, birds, insects, or reptiles in WSU motor pool vehicles.

Returning Vehicles: Drivers are requested to return vehicles at the scheduled time to permit the campus Motor Pool to meet commitments to other users. *Call 509-335-9085 if you need to alter the scheduled return time.*

During Regular Hours: Return the vehicle to the Motor Pool compound. Enter the return mileage and sign the Sign-In Ticket. Return the keys and the completed Sign-In Ticket to the Motor Pool Office. Report needed service or repairs to the Motor Pool department when returning a vehicle.

After Hours: Park the vehicle in the parking area near the north gate of the Motor Pool. **LOCK THE VEHICLE.** **Deposit the keys** and a completed vehicle Sign-In Ticket in the locked receptacle drop slot in the Motor Pool lobby.

Cancellation: Scheduled vehicles **must be canceled prior to 24 hours before the scheduled pick-up time** to avoid a penalty assessment of one day's minimum daily charge. Contact the Student Engagement Fiscal Staff at 509-335-9667 (or call the Motor Pool office at 509-335-9085) to cancel a vehicle rental.

For complete information and WSU policies and procedures, please review the following:

Motor Pool: <https://policies.wsu.edu/prf/index/manuals/95-00-travel/95-35-motor-pool/>

Motor Vehicle Accidents: <https://policies.wsu.edu/prf/index/manuals/7-00-motor-vehicle-safety/7-20-motor-vehicle-accidents/>

Requirements for Driving University Vehicles: <https://policies.wsu.edu/prf/index/manuals/7-00-motor-vehicle-safety/7-10-requirements-driving-vehicles-university-business/>

Operator's Responsibilities: <https://policies.wsu.edu/prf/documents/2017/10/7-10-operators-responsibilities-handout.pdf/>

Emergency & Post-Accident Guidelines:

<https://policies.wsu.edu/prf/documents/2017/10/7-10-emergency-and-post-accident-guidelines.pdf/>

*My signature below indicates that I am familiar with the policies governing the use of state vehicles as presented in WSU Business Policies and Procedures Manual [95.35] and WSU Safety Policies and Procedures Manual [S35.10]. **Please see below for additional signature.***

Driver's Name:	Signature:	Date:
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Authorized Driver Acknowledgement Form

In accordance with the Department of Enterprise Services [Policy No. BR.01.01 Enterprise-Wide Transportation Policy](#), I, the undersigned, acknowledge that on the date indicated below I reviewed, at a minimum, State Driver Responsibilities and State Driver Standards in the Enterprise-Wide Transportation Policy and agree to comply with the requirements established in the policy. I will immediately inform my supervisor should my license be revoked or suspended for any reason. I understand that any behavior not adhering to the Enterprise-Wide Transportation Policy will result in disciplinary action by my agency per [RCW 43.19.635 Motor vehicle transportation service—Unauthorized use of state vehicles—Procedure—Disciplinary action](#).

Important:

- In order to drive 12 or 15 passenger vehicles, driver must also review and sign the "Safe van driving practices acknowledgement statement" prior to operation.
- Maintain this acknowledgement form in the employee's file.

Office or Department:		
Driver's Printed Name:	Driver's Signature:	Date:

This acknowledgement form will be maintained in the employee's file.

DES Enterprise Form BR.01.01.F1 Rev. 7-26-21