



**Washington State  
Department of Transportation**

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# **Vehicle Operator's Handbook**

M 3032.35

July 2022

**Maintenance Operations Division**  
Equipment and Facilities

## **Title VI Notice to Public**

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinator at 360-705-7090.

## **Americans with Disabilities Act (ADA) Information**

This material can be made available in an alternate format by emailing the Office of Equal Opportunity at [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

To get the latest information on WSDOT publications, sign up for individual email updates at [www.wsdot.wa.gov/publications/manuals](http://www.wsdot.wa.gov/publications/manuals).

Washington State Department of Transportation  
Equipment and Facilities  
PO Box 47357  
Olympia, WA 98504-7357  
[www.wsdot.wa.gov/maintops/equipment/default.htm](http://www.wsdot.wa.gov/maintops/equipment/default.htm)

## **Foreword**

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The Washington State Department of Transportation (WSDOT) endeavors to provide safe and economical transportation for departmental personnel in order for them to accomplish official state business in an effective manner.

Proper use and care of the state vehicles provided, coupled with observance of the rules contained in this handbook, will protect the department's public image and ensure efficient and cost-effective operation of WSDOT vehicles.

This manual can be accessed electronically at:

[www.wsdot.wa.gov/publications/manuals/m3032.htm](http://www.wsdot.wa.gov/publications/manuals/m3032.htm)

**Ernie Sims**

TEF Fleet Administrator

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## ***TEF Points of Contact***

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### **Headquarters**

Traffic Management Center	800-260-4214 or 253-538-3300
Fleet & Equipment Manager	360-705-7897
Safety Officer	360-705-7509

### **Eastern Region**

Traffic Management Center – Spokane	509-323-8495
Equipment Superintendent	509-324-6515
Safety Officer	509-324-6071

### **North Central Region**

Traffic Management Center	509-577-1910
Equipment Superintendent	509-667-2950
Safety Officer	509-667-3010

### **Northwest Region**

Traffic Management Center – Seattle	206-440-4490
Equipment Superintendent	360-848-7242 or 206-768-5822
Safety Officer	206-440-4070

### **Olympic Region**

Traffic Management Center – Tacoma	800-260-4214 or 253-538-3300
Equipment Superintendent	360-357-2640
Safety Officer	360-357-2714 or 360-357-2742

### **South Central Region**

Traffic Management Center	509-577-1910
Equipment Superintendent	509-577-1974
Safety Officer	509-577-1610

### **Southwest Region**

Traffic Management Center – Vancouver	360-905-2269
Equipment Superintendent	360-619-0632
Safety Officer	360-905-2010

## ***TEF Regional Offices***

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### **Eastern Region**

2714 N Mayfair Street  
Spokane, WA 99207-2050

509-324-6516

### **Northwest Region**

Mailstop: NB82-46

206-768-5823

### **North Central Region**

2830 Euclid Ave, Bldg. D  
Wenatchee WA 98801

509-667-2952

### **Olympic Region**

Mailstop: 47440

360-357-2626

### **Southwest Region**

Mailstop: S-33

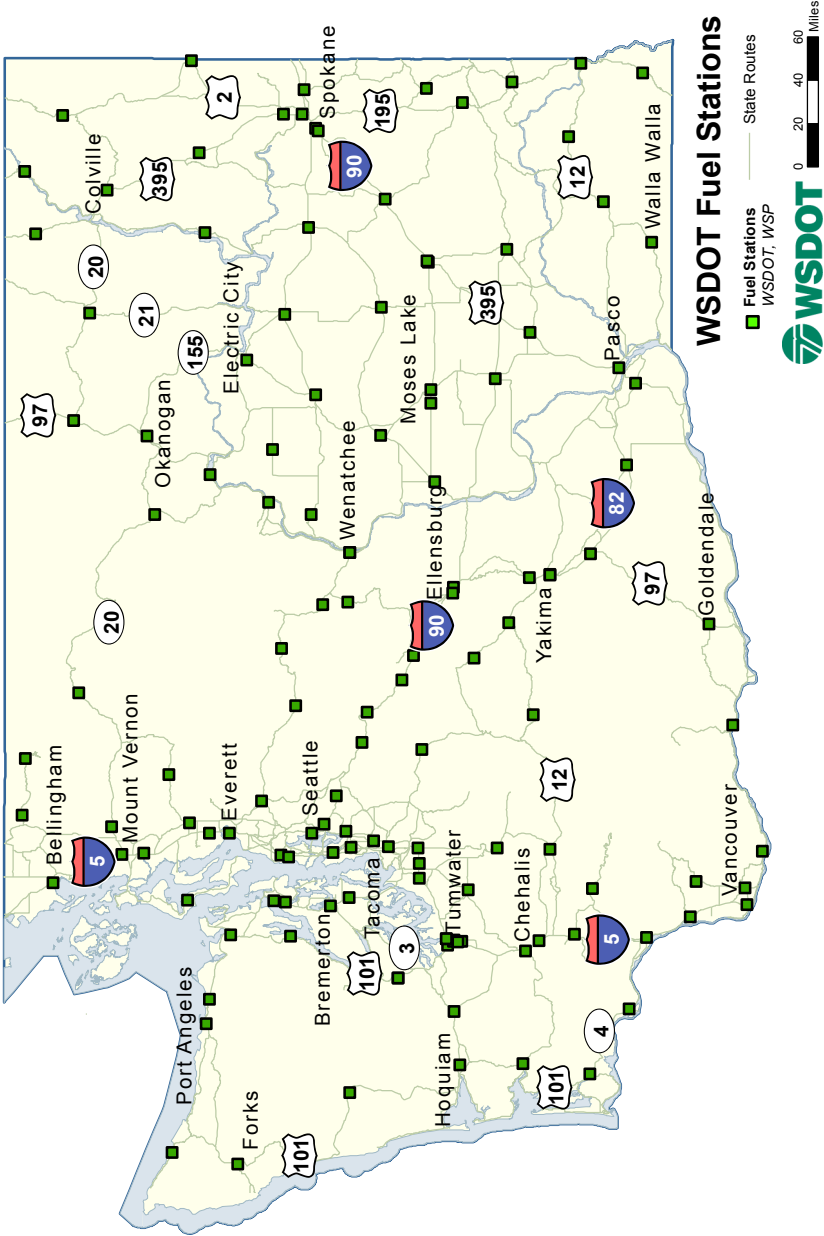
360-619-0634

### **South Central Region**

PO Box 12560  
Yakima, WA 98909-2560

509-577-1975

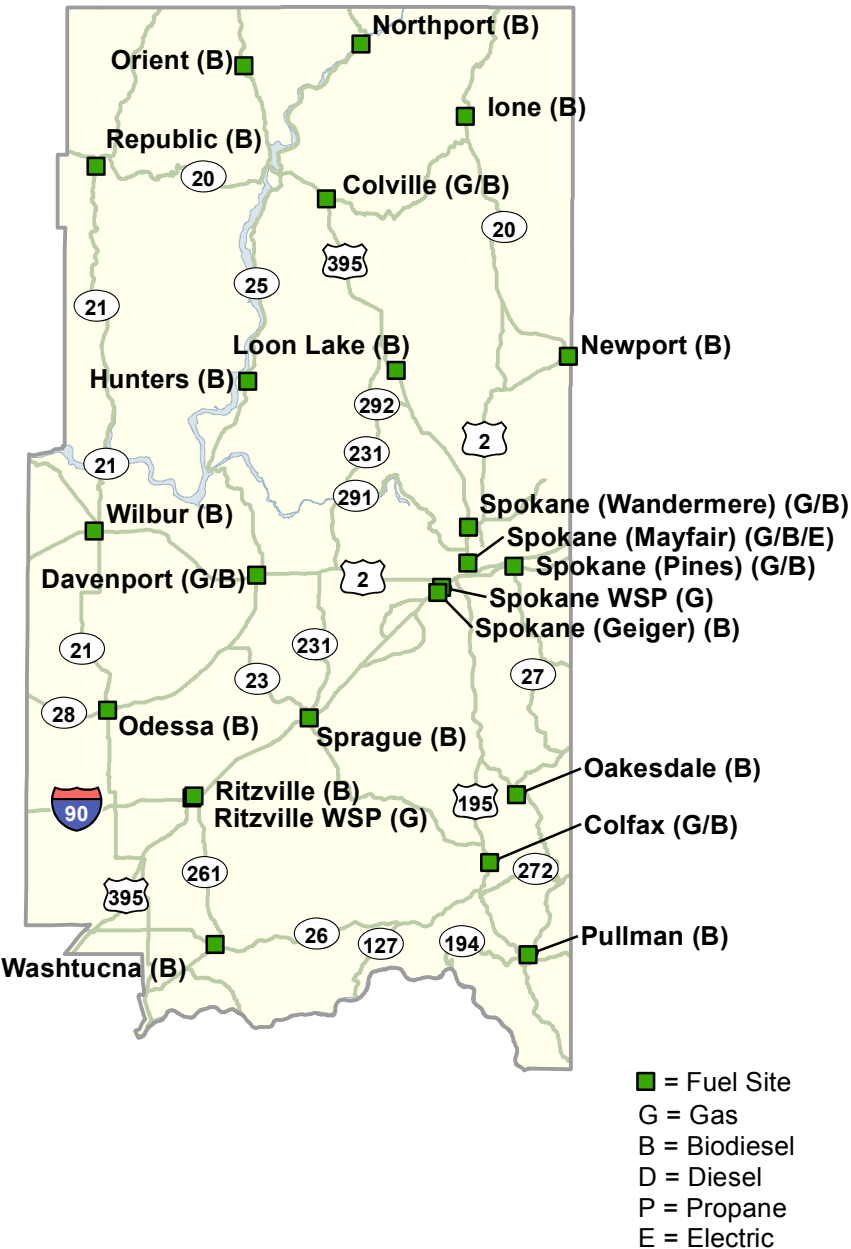
# Washington State Map



# Eastern Region

## Fuel Locations and Site Information

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Fuel Site and Hours of Operation		Gas	Biodiesel	Diesel	Propane	Electric
Colfax	42515 US 195 24/7	X	X			
Colville	440 SR 395 N of Colville, MP 230 M-F 6:00 am - 4:30 pm	X	X			
Davenport	1407 Morgan St, US-2, MP 250.6 M-F 6:00 am - 4:30 pm	X	X			
Hunters	5048 Hwy 25 S, SR 25, MP 42.5 24/7		X			
Ione	4302 SR 31, MP 4.23 Locked		X			
Loon Lake	3314 Roitz Rd, 1.5 mi S of Jct SR 232 on SR 395, MP 196.78 S: M-Th 6:00 am - 4:30 pm W: M-Su 4:00 am - 12:30 pm & 2:30 - 11:30 pm		X			
Newport	806 W Hwy 2, MP 333.6 S: M-Th 6:00 am - 4:30 pm W: M-Su 4:00 am - 12:30 pm & 2:30 - 11:30 pm		X			
Northport	4221 Hwy 25 N, MP 113.15, W Side 24/7		X			
Oakesdale	38262 SR 27, MP 35.96, E Side S: M-Th 6:00 am - 4:30 pm W: M-Su 4:00 am - 12:30 pm & 2:30 - 11:30 pm		X			
Odessa	W 6th Avenue, SR 21, MP 55.49 24/7		X			
Orient	25999 N Hwy 395, MP 260 24/7		X			
Pullman	980 NW Davis Way, SR 270 S: M-Th 6:00 am - 4:30 pm W: M-Su 4:00 am - 12:30 pm & 2:30 - 11:30 pm		X			
Republic	162 Hwy 21 S, SR 21, MP 159 S: M-Th 6:00 am - 4:30 pm W: M-Su 4:00 am - 12:30 pm & 2:30 - 11:30 pm		X			
Ritzville WSDOT	804 W First Ave S: M-Th 6:00 am - 4:30 pm W: M-Su 4:00 am - 12:30 pm & 2:30 - 11:30 pm		X			
Ritzville WSP	1563 E Gun Club Rd 24/7	X				
Spokane (Geiger)	7211 W Westbow Blvd S: M-Th 6:00 am - 4:30 pm W: M-Su 4:00 am - 12:30 pm & 2:30 - 11:30 pm		X			
Spokane (Mayfair)	221 E North Foothills Dr 24/7	X	X			X
Spokane (Pines)	12121 E Montgomery Dr M-Th 6:00 am - 4:30 pm	X	X			

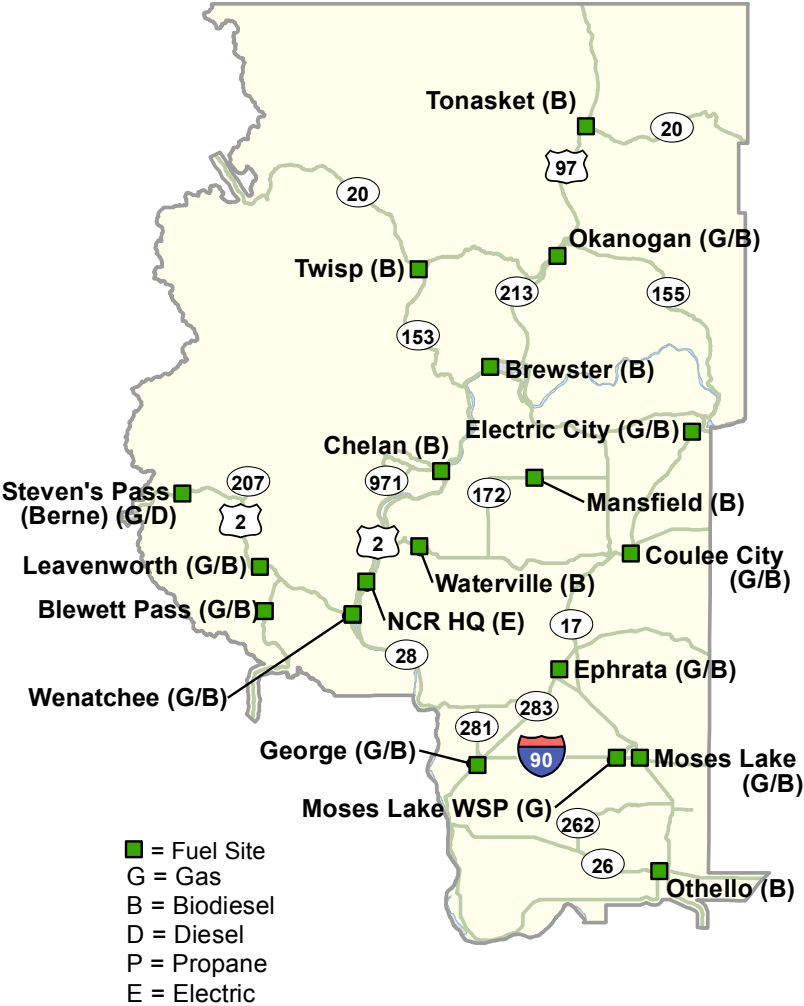
Fuel Site and Hours of Operation		Gas	Biodiesel	Diesel	Propane	Electric
<b>Spokane (Wandermere)</b>	12223 N Division 24/7	X	X			
<b>Spokane WSP</b>	6403 W Rowand Rd 24/7	X				
<b>Sprague</b>	Jct I-90 and SR 23 S: M-Th 6:00 am - 4:30 pm W: M-Su 4:00 am - 12:30 pm & 2:30 - 11:30 pm			X		
<b>Washtucna</b>	600 S Austin Road (N Main Street), Jct SR 26 & SR 261 S: M-Th 6:00 am - 4:30 pm W: M-Su 4:00 am - 12:30 pm & 2:30 - 11:30 pm			X		
<b>Wilbur</b>	11187 Wilbur Airport Road E S: M-Th 6:00 am - 4:30 pm W: M-Su 4:00 am - 12:30 pm & 2:30 - 11:30 pm			X		

[WSDOT Electric Vehicle Charging Stations Locations](#)

# North Central Region

## Fuel Locations and Site Information

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Fuel Site and Hours of Operation		Gas	Biodiesel	Diesel	Propane	Electric
NC HQ	2830 Euclid Avenue Wenatchee					X
Blewett Pass	3278 SR 97, MP 178.2, W Side 24/7	X	X			
Brewster	97 Brewster Grange Road, SR 97, MP 259.1 M-Th 7:00 am - 4:30 pm			X		
Chelan	78 Chelan State Road, SR 150, MP 4.8 M-Th 7:00 am - 4:30 pm			X		
Coulee City	36787 J Rd NE, SR 2, MP 192 M-Th 7:00 am - 4:30 pm	X	X			
Electric City	200 Williams St M-F 7:00 am - 4:30 pm	X	X			
Ephrata	804 Basin St NW M-F 7:00 am - 4:30 pm	X	X			
George	304 Sam Ave, I-90, Exit 149 M-Th 7:00 am - 4:30 pm	X	X			
Leavenworth	Jct SR 2 and Mill Str, MP 99.34 M-Th 7:00 am - 4:30 pm	X	X			
Mansfield	411 Wall Ave, Mansfield 24/7			X		
Mose Lake WSDOT	2381 Ramm Rd NE, SR 17, MP 51 24/7	X	X			
Moses Lake WSP	101 Laguna Dr 24/7	X				
Okanogan	28862, US-97, MP 288.6 24/7	X	X			
Othello	2035 West Hwy 26 M-Th 7:00 am - 4:30 pm			X		
Steven's Pass (Berne)	23790 SR 2, MP 72.3, N Side of Stevens Pass - Berne Vicinity M-Th 7:00 am - 4:30 pm	X			X	
Tonasket	11 Clarkson Mill Road M-Th 7:00 am - 4:30 pm			X		
Twisp	77 Mundy Road M-Th 7:00 am - 4:30 pm			X		
Waterville	217 W Elm Street M-Th 7:00 am - 4:30 pm			X		
Wenatchee WSDOT	2830 Euclid Ave 24/7	X	X			
Wenatchee WSP	Closed					

[WSDOT Electric Vehicle Charging Stations Locations](#)

# Northwest Region

## Fuel Locations and Site Information

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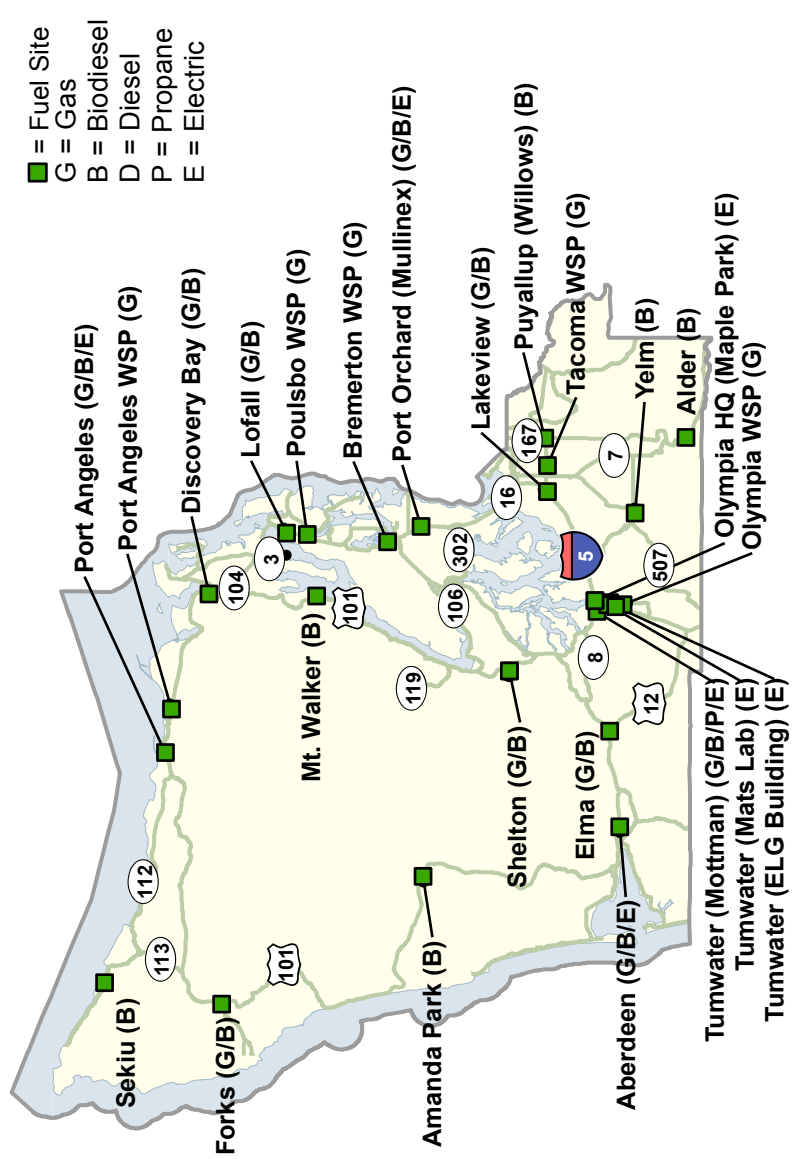
Fuel Site and Hours of Operation		Gas	Biodiesel	Diesel	Propane	Electric
Arlington	521 S Olympic Place Locked unless crew is present		X			
Auburn (Geneva)	3722 S 344th Street (SR 18 Exit Weyerhaeuser Way, Turn South) Locked		X			
Bellevue (Northrup)	10833 Northrup Way NE M-F 6:00 am - 4:30 pm	X	X			
Belleuve WSP	2803 156th SE 24/7	X				
Bellingham	3920 Airport Way 24/7	X	X			
Burlington WSP	10945 Chuckanut Drive 24/7	X				
Coupeville	Closed					
Everett	709 Hwy. 99 N 6:30 am - 5:00 pm	X	X			X
Greenwater	59310 SR 410, MP 43.8 Locked unless crew is present			X		
Hazel	31509 SR 530, MP 39 Locked unless crew is present		X			
Issaquah (Preston)	29615 SE Preston Way, I-90 Exit 22 Locked unless crew is present	X	X			
Kent	26620 68th Ave S 6:00 am - 4:30 pm	X	X			
Maple Falls	77516 Mt Baker Hwy, SR 542 MP 26.6, Maple Falls Locked unless crew is present			X		
Marysville WSP	2700 116th Street NE 24/7	X				
Monroe	4100 Cascadeview Drive Locked unless crew is present		X			
Mount Vernon	4100 Cedardale Road M-F 6:00 am - 5:00 pm	X	X			
Newhalem	SR 20, MP 120 24/7	X		X		
Renton	2740 NE 3rd Site locked periodically		X			
S Seattle WSP	15666 Pacific Hwy S (Int'l Blvd) 24/7	X				
Seattle (Ballinger)	1621 N 205th Street M-Th 5:45 am - 4:30 pm; WSDOT Badge Access	X	X			
Seattle (Corson)	6431 Corson Ave S M-F 6:00 am - 4:40 pm	X	X		X	X
Seattle (Signals)	Closed					

Fuel Site and Hours of Operation		Gas	Biodiesel	Diesel	Propane	Electric
Sedro-Woolley (Coal Creek)	27434 SR 20, MP 70 Locked unless crew is present			X		
Shuksan	14600 Mt Baker Highway, SR 542 MP 46.2, Glacier @ Intersection w Twin Lakes Rd 24/7			X		
Skykomish	73930 NE Old Cascade Hwy 24/7	X		X		

[WSDOT Electric Vehicle Charging Stations Locations](#)

# Olympic Region

## Fuel Locations and Site Information

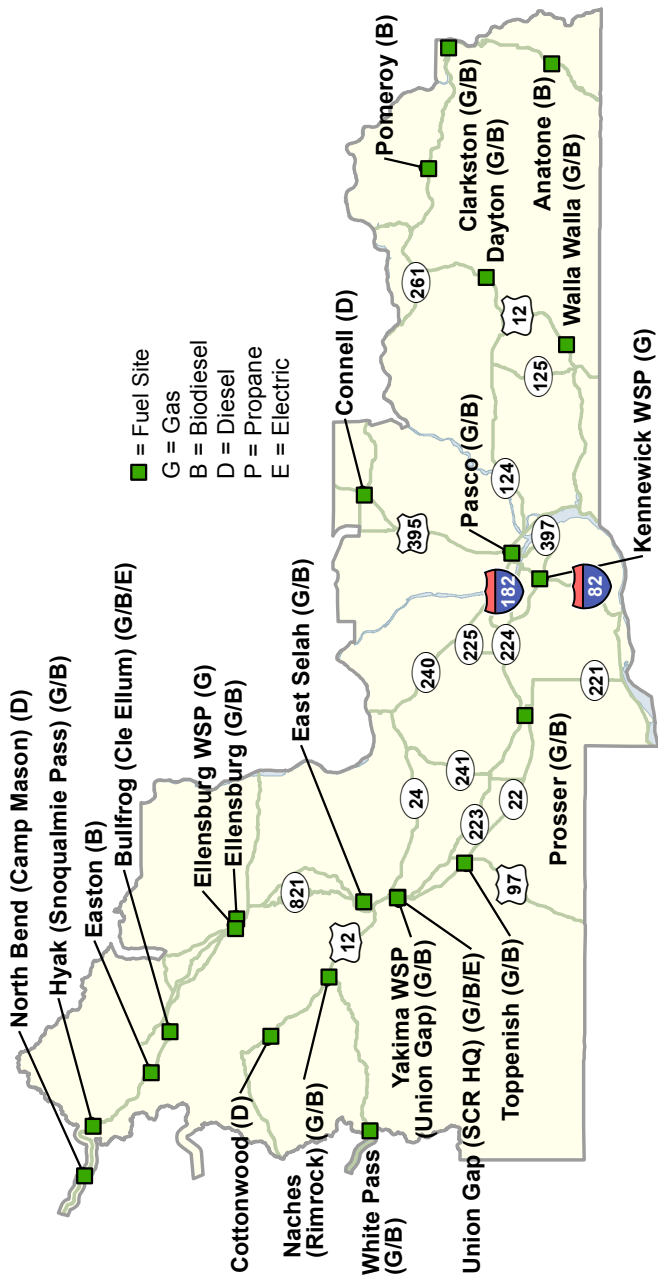




Fuel Site and Hours of Operation		Gas	Biodiesel	Diesel	Propane	Electric
Aberdeen	4801 Olympic Hwy, SR 12, MP 3.85 24/7	X	X			X
Alder	50025 Mtn Hwy E, SR 7, MP 22, N Side of Alder M-F 7:30 am - 4:00 pm		X			
Amanda Park	6387 US-101, MP 128.63 M-F 6:30 am - 5:00 pm		X			
Bremerton WSP	4811 Werner Rd 24/7	X				
Discovery Bay	281154 SR 101, MP 281.1, S Side M-F 6:30 am - 5:00 pm	X	X			
Elma	15 Twidwell Rd, SR 12, MP 21.80 24/7	X	X			
Forks	115 Industrial Ctr Rd, SR 101, MP 191.2, E Side M-F 6:30 am - 5:00 pm	X	X			
Lakeview	11211 41st SW, Tacoma Open Days	X	X			
Lofall	27080 SR 3 NE, MP 56.56, E Side, Lofall (N of Poulsbo) T-Th 6:30 am - 5:00 pm	X	X			
Mt. Walker	SR 101 MP 301.5, NE Side M-F 6:30 am - 5:00 pm		X			
Olympia WSP	8623 Armstrong Rd SW	X				
Port Angeles WSDOT	1707 South C Street M-F 6:30 am - 5:00 pm	X	X			X
Port Angeles WSP	62 Old Olympic Hwy	X				
Port Orchard (Mullinex)	8293 Spring Creek Rd SE M-F 6:30 am - 5:00 pm	X	X			X
Poulsbo WSP	22065 Viking Way NW 24/7	X				
Puyallup (Willows)	10401 Meridian S, Puyallup M-Th 6:30 am - 5:00 pm		X			
Seiku	13810 SR 112, MP 16.9 M-F 6:30 am - 5:00 pm		X			
Shelton	633 W Dayton Airport Rd M-F 6:30 am - 5:00 pm	X	X			
Shelton WSP	Closed					
Tacoma WSP	2502 112th St E 24/7	X				
Tumwater (Mottman)	2120 RW Johnson SW Open Days	X	X		X	X
Yelm	17526 SR 507, MP 30.3, N Side of Yelm M-Th 6:30 am - 5:00 pm		X			

#### WSDOT Electric Vehicle Charging Stations Locations

# South Central Fuel Locations and Site Information



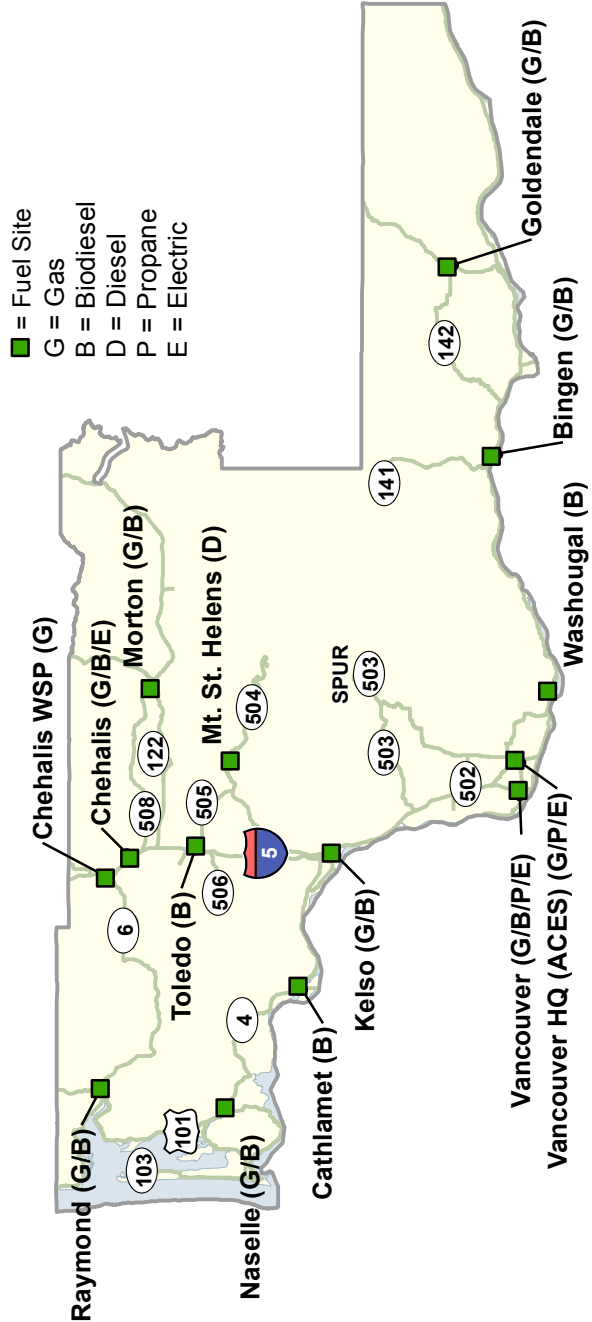
Fuel Site and Hours of Operation		Gas	Biodiesel	Diesel	Propane	Electric
Anatone	Jct SR 129 and Mill Rd, MP 17.35, W Side 24/7		X			
Bullfrog	I-90, 151 Bullfrog Road S, Cle Ellum Winter: 24/7; Summer: 6:30 am - 5:00 pm	X	X			X
Clarkston	1501 Bridge St, Jct SR 12 and SR-128, MP 433 6:00 am - 5:00 pm	X	X			
Connell	850 W Hawthorne Summer: M-F 6:00 am - 5:00 pm; Winter: 4:00 am - 2:30 am				X	
Cottonwood	17062 SR 410, Naches, MP 99.3, S Side 24/7				X	
Dayton	529 Main W, SR 12, S Side 6:00 am - 5:00 pm	X	X			
East Selah	900 E Selah Rd, Yakima M-F 6:00 am - 4:30 pm (security area)	X	X			
Easton	2300 Railroad St, I-90, Exit 71, S Side 24/7			X		
Ellensburg WSDOT	749 Cascade Way/West University Way Winter: 24/7; Summer: 6:30 am - 5:00 pm	X	X			
Ellensburg WSP	291 S Thorpe Way 24/7	X				
Hyak (Snoqualmie Pass)	4850 SR 906, Exit I-90 @ MP 55.1 Winter: 24/7; Summer: 6:30 am - 5:00 pm	X	X			
Kennwick WSP	143302 E Law Lane 24/7	X				
Naches (Rimrock)	771 Hwy 410 M-F 6:00 am - 4:30 pm (security area)	X	X			
North Bend (Camp Mason)	56500 SE Camp Mason Rd, I-90, Exit 42, S Side Winter: 24/7; Summer: 6:30 am - 5:00 pm				X	
Pasco	1816 N 4th Summer: M-F 6:00 am - 5:00 pm; Winter: 4:00 am - 2:30 am	X	X			
Pomeroy	17 Falling Springs Road 6:00 am - 5:00 pm			X		
Prosser	2385 Sales Yard Rd Summer: M-F 6:00 am - 5:00 pm; Winter: 4:00 am - 2:30 am	X	X			
Toppenish	231 Fort Rd (1st Ave W) M-F 6:00 am - 4:30 pm	X	X			
Walla Walla WSDOT	210 G Street 24/7	X	X			
Walla Walla WSP	Closed					

Fuel Site and Hours of Operation		Gas	Biodiesel	Diesel	Propane	Electric
White Pass	1284 Forest Service Rd, SR 12, MP 150.4, N Side 24/7	X	X			
Yakima (Union Gap) WSDOT	2809 Rudkin Rd, Union Gap 24/7	X	X			X
Yakima (Union Gap) WSP	2715 Rudkin Rd, Union Gap 24/7	X				

[WSDOT Electric Vehicle Charging Stations Locations](#)

# Southwest Region

## Fuel Locations and Site Information



Fuel Site and Hours of Operation		Gas	Biodiesel	Diesel	Propane	Electric
Bingen	6606, SR 14, MP 65.9, S Side M-F 6:30 am - 5:00 pm	X	X			
Cathlamet	286 E SR 4, MP 36.4, S Side M-Th 6:00 am - 4:30 pm		X			
Chehalis WSDOT	1411 Rush Road 24/7	X	X			X
Chehalis WSP	850 NW Louisiana Ave, I-5, Exit 79 24/7	X				
Fargher Lake	Closed					
Goldendale	1261 Scalehouse Rd, SR 97, MP 12.7 M-F 6:30 am - 5:00 pm	X	X			
Kelso	2400 Talley Way M-F 5:30 am - 5:30 pm	X	X			
Morton	130 Chapman Rd, SR 508, MP 15.8 M-F 6:30 am - 5:00 pm	X	X			
Mt. St. Helens	11201 Sediment Dam Rd, SR 504, MP 21.8 M-Th 6:00 am - 4:30 pm			X		
Naselle	795 SR 4, MP 4.95 M-F 6:00 am - 4:30 pm (security area)	X	X			
Raymond	103 Fifth St, Raymond M-F 6:00 am - 5:00 pm	X	X			
Toledo	385 Toledo Vader Rd, SR 505, MP 1.4, N Side M-F 6:30 am - 5:00 pm		X			
Vancouver HQ	4100 Main St M-F 6:30 am - 5:00 pm	X	X		X	X
Vancouver (SWR Headquarters)	11018 NE 51st Circle 24/7	X			X	X
Washougal	SE 35015 Sunset View Rd, SR 14 MP 14.8 M-F 6:00 am - 4:30 pm		X			
Woodland	Closed					

### WSDOT Electric Vehicle Charging Stations Locations

# **WSDOT Electric Vehicle Charging Stations**

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## **North Central Region**

<b>NCR HQ</b> 2830 Euclid Avenue Wenatchee	Charger Type: Level 2
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## **Northwest Region**

<b>Burlington</b> 1019 Andis Road, Burlington	Charger Type: Level 2
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<b>Corson</b> 6431 Corson Ave, Seattle	Charger Type: Level 2 & 3 (Pending)
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<b>Dayton Ave Office</b> 15700 Dayton Avenue North, Seattle	Charger Type: Level 2 & 3 (Level 3 pending)
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<b>Everett</b> 9029 EL Captain Way, Everett	Charger Type: Level 2
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## **Olympic Region**

<b>Aberdeen</b> 4801 Olympic Highway, Aberdeen	Charger Type: Level 2
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<b>ELG Building</b> 7345 Linderson Way SW, Tumwater	Charger Type: Level 2 & 3 (Level 3 pending)
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<b>Mats Lab</b> 1655 S. 2nd Avenue, Tumwater	Charger Type: Level 2
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<b>Mottman</b> 2214 R.W. Johnson SW, Tumwater	Charger Type: Level 2
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<b>Port Angeles</b> 1707 South C Street, Port Angeles	Charger Type: Level 2
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<b>Port Orchard (Mullinex)</b> 8293 Southeast Spring Creek Road, Port Orchard	Charger Type: Level 2
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<b>Tumwater or HQ</b> 7311 31 <sup>st</sup> Avenue NE, Lacey WA	Charger Type: Level 2
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## Southwest Region

<b>SWR_HQ</b> 11018 NE 51st Circle, Vancouver	Charger Type: Level 2
<b>SWR Main</b> 4100 Main Street Vancouver	Charger Type: Level 2
<b>Chehalis</b> 1411 Rush Road, Chehalis	Charger Type: Level 2

## South Central Region

<b>SCR HQ</b> 2809 Rudkin Road, Union Gap	Charger Type: Level 2 & 3 (Level 3 pending)
<b>Bullfrog</b> 151 Bullfrog Road, Cle Elum	Charger Type: Level 2 & 3

## Eastern Region

<b>Mayfair</b> 221 E North Foothills Drive, Spokane	Charger Type: Level 2 & 3
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## Headquarters

<b>HQ Maple Park</b> 310 Maple Park Ave SE, Olympia	Charger Type: Level 2 & 3
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## Ferries

<b>Eagle Harbor</b> 497 Harborview Drive, Bainbridge Island	Charger Type: Level 2
<b>Seattle Warehouse Site</b> 6000 6th Ave S., Seattle	Charger Type: Level 2 (Pending)



# ***Proof of Liability Insurance Card***

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IF YOU ARE EXCHANGING INSURANCE  
INFORMATION, DETACH THIS SHEET ON THE  
DOTTED LINE AND PROVIDE THIS PORTION TO  
THE OTHER PARTY.



**Proof of Liability Insurance  
Washington State Agency Vehicle  
Continual Coverage**  
(See explanation below)

RCW 46.30.020(3) exempts mandatory liability insurance requirements for the operation of a motor vehicle governed by RCW 46.16.020, which includes any vehicle owned, rented, or leased by the state of Washington. Further, the state of Washington is continually self-insured under RCW 4.92.130 for its tort liabilities that might result from operational negligence of its vehicles.

Questions in this regard may be referred to the State Office of Risk Management in Olympia, Washington at (360) 407-9199.

Direct all vehicle tort liability questions or claims to:

Risk Management  
State of Washington  
1500 Jefferson  
PO Box 41466  
Olympia, WA 98504-1466  
(360) 407-9199

# ***Vehicle Registration Exemption***

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## **RCW 46.16A.180 Registration certificates – Requirements – Penalty – Exception.**

(2) It is unlawful for any person to operate or be in possession of a vehicle without carrying a registration certificate for the vehicle. Any person in charge of a vehicle shall, upon demand of any of the local authorities or of any police officer or of any representative of the department, permit an inspection of the vehicle registration certificate. This section does not apply to a vehicle for which registration is not required to be renewed annually and is a publicly owned vehicle marked as required under [RCW 46.08.065](#).

Source: <http://apps.leg.wa.gov/rcw/default.aspx?cite=46.16A.180>

## **RCW 46.16A.110 Registration renewal — Exemptions.**

(4) An application for a renewal vehicle registration is not required for those vehicles owned, rented, or leased by:

(a) The state of Washington, or by any county, city, town, school district, or other political subdivision of the state of Washington

Source: <http://apps.leg.wa.gov/rcw/default.aspx?cite=46.16A.110>

# General Rules

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Employees must adhere to the rules outlined below when operating state-provided vehicles.

Persons operating state-provided vehicles on public roadways are emissaries of state government at large. Poor personal conduct and driving habits reflect negatively on all state employees and cannot be tolerated by agency managers. Therefore, it is imperative that all who operate WSDOT-provided vehicles adhere to the instructions and rules reflected in this manual and in the [Use of State Provided Motor Vehicles Manual](#) M 53-50. Failure to comply with the rules contained herein, personal use of state-owned vehicles, or violations of traffic safety laws constitute grounds for disciplinary action.

1. State-provided vehicles are to be used **only** to conduct official state business.
  - Only persons on official state business are authorized to ride in state-provided vehicles.
  - Pets may not be transported in state vehicles.
  - Do not use state-provided vehicles for personal trips.
2. Each person authorized to operate a state-provided vehicle must possess a driver's license that is valid under Washington State laws.
3. State-provided vehicles are to be operated in a safe, professional, courteous, and defensive manner at all times.
  - Obey all traffic laws and regulations at all times.
  - Do not exceed posted speed limits.
  - Operate the vehicle at a safe speed, especially in cases of inclement weather, heavy traffic, or other road hazards. Be especially aware of the hazards of black ice, particularly on bridges and overpasses which tend to freeze before other roads.
  - Maintain a safe distance between vehicles.
  - DO NOT project offensive gestures or body language toward another vehicle or person in any driving situation.
4. Do not drive while under the influence of intoxicating beverages, drugs, or other substances including debilitating prescription drugs.
5. All vehicle occupants must use safety belts.

6. Do not transport any kind of weapon, explosives, or incendiary devices unless such transport is specifically authorized by WSDOT in writing. Vehicle drivers are responsible for ensuring that they are in possession of any licenses, forms, or reports required for transporting such items.
7. Do not transport materials defined as hazardous under environmental laws unless properly authorized to do so. Vehicle drivers are responsible for ensuring that they are in possession of any licenses, forms, or reports required under hazardous materials transport laws.
8. Avoid the use of electronic devices including but not limited to cell phones, tablets, laptop, two-way messaging device and electronic games while operating a state vehicle. In addition, ear phones/buds should not be used while operating a state vehicle to minimize distraction and inability to hear emergency warning.
  - a. In accordance with [RCW 46.61](#) and [46.25.010](#), drivers operating moving motor vehicles are prohibited from using a portable electronic device which includes holding a portable electronic device in either or both hands and using a hand or finger for reading, writing, or sending text messages or data, except to report illegal activity, summon emergency help, or to prevent injury to persons or property. This prohibition does not apply to drivers of authorized emergency vehicles, or drivers using a commercial driver's license who use a personal electronic device within the scope of their job if such use is permitted under 49 U.S.C. Sec. 31136.
9. Smoking or use of a vapor product (including e-cigarettes or vaporizers) are not permitted in state-provided vehicles (see WSDOT [Executive Order E 1003](#)).
10. A Daily Trip and Use Log (DOT Form 700-015) must be maintained for all vehicles Class 01 to Class 05, inclusively, as per the [Use of State Provided Vehicles Manual](#) M 53-50.

Class 01: Passenger Carrying Vehicles

Class 02: Light Cargo Carrying Vans

Class 03: Incident Response Vehicles

Class 04: Light Vehicles with Special Bodies or Equipment

Class 05: Pickup Trucks

# ***Driver Responsibilities***

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1. Be familiar with, and adhere to, Washington State traffic laws and accident reporting procedures outlined in the [Safety Procedures and Guidelines Manual](#) M 75-01.
2. All charges for traffic and parking violations, towing, or storage resulting from traffic or parking violations are the responsibility of the vehicle driver.
3. Promptly inform your immediate supervisor of:
  - Citations issued for violation of traffic laws while operating a state vehicle.
  - Suspension, revocation, or other invalidation of driver's license.
  - Medical condition(s) that may impair your ability to operate a state vehicle.
4. Ensure the following items are in each vehicle:
  - Vehicle Accident Report ([DES Form SF-137](#)).
  - Appropriate paperwork and logs required for vehicle's purpose.
  - A copy of the State of Washington "Proof of Liability Insurance Washington State Agency Vehicle" card (see [page 25](#)). This card is available at [des.wa.gov/SiteCollectionDocuments/RiskManagement/proofofins2.pdf](https://des.wa.gov/SiteCollectionDocuments/RiskManagement/proofofins2.pdf).
5. Drivers are responsible for following the Vehicle Cleaning and Disinfecting Guidance section of this manual by employing regular cleaning and disinfecting practices when utilizing state-owned vehicles and equipment.
6. Drivers are responsible for keeping vehicles clean (interior and exterior) and fueled. At the conclusion of a trip, remove trash and personal items and fill the fuel tank if it is less than  $\frac{3}{4}$  full.

7. Perform a before- and after-operations inspection and report vehicle faults to the supervisor or appropriate WSDOT equipment maintenance personnel on an Equipment Operator's Report (DOT Form 530-001) as outlined in the [Transportation Equipment Fund Operating Rules Manual](#) (TEF) M 3015. Any deficiencies, which affect safe mechanical operation, must be repaired before the equipment is used.
8. Report all mechanical defects to the appropriate TEF repair shop at the earliest possible date. (See TEF points of contact on [page 1.](#))
9. Take reasonable measures to protect the vehicle and its cargo from damage or theft.
  - Unattended vehicles must always be locked.
  - Theft of items from an unlocked vehicle may be the responsibility of the vehicle operator.
10. To reduce fuel consumption, all vehicle operators are required to turn off unoccupied vehicle's engines unless idling is necessary for specified health, safety, or operational concerns. Refer to fuel conservation and No Idle Policy on the TEF Sustainability website at [wwwi.wsdot.wa.gov/maintops/equipment/sustainability.html](http://wwwi.wsdot.wa.gov/maintops/equipment/sustainability.html).
11. WSDOT assumes the responsibility of keeping department-owned vehicles in good running order and making repairs resulting from normal wear. However, charges for vehicle service calls caused by the actions of the vehicle driver may be the responsibility of the driver. Examples include service charges for the deliveries of fuel, retrieval of keys from locked vehicles, jump starting vehicles when the lights have been left on, etc.
12. Ensure that the vehicle has the items necessary to change a flat tire before starting a trip.
13. Promptly report any vehicle accidents or damage.
14. Promptly report misplaced, stolen, or damaged fuel cards to your supervisor.

## State Tolled Facility Usage

1. Employees may use fully-tolled facilities when it is deemed to be more cost-effective than to use an alternative route.
2. Using Org managers should establish Good To Go! accounts for state-owned vehicles that use tolled facilities and equip them with a *Flex Pass*.
3. When operating a state-owned vehicle, employees shall utilize high occupancy toll (HOT) or express toll lanes **only** when they meet the posted high occupancy vehicle (HOV) requirements **and** if the vehicle is properly equipped with a *Flex Pass* set to "HOV."
  - a. Maintenance and Incident Response Team (IRT) vehicles serving on a tolled facility are exempt from tolls or posted HOV requirements only if Good To Go! has been notified in advance of both the vehicle's pass number and the exempted corridor(s) to which it is specifically assigned.
4. Employees operating privately-owned vehicles (POV) to conduct official state business shall not be reimbursed for the use of HOT or express toll lanes.

For more information go to the Secretary's Executive Order [E 1046 Tolled Facility Usage](#).

## Service and Repairs

A TEF vehicle repair facility is located at every WSDOT regional and area headquarters. TEF vehicle repair facilities operating hours are generally 6:30 a.m. until 4:00 p.m., Monday through Friday.

For 24-hour emergency assistance, contact the Regional Traffic Management Center. Regional Equipment Superintendents and Traffic Management Centers phones numbers are reflected on [page 1](#).

1. Vehicles and equipment shall be periodically serviced in accordance with the *TEF Operating Rules Manual* M 3015 or the manufacturer's manual or recommendations.
2. Non-emergency vehicle and equipment repairs will be accomplished at TEF repair facilities, unless explicit permission to use a commercial facility is granted by the appropriate Regional Equipment Superintendent.

3. Emergency repairs occurring after WSDOT normal work hours may be accomplished at commercial facilities, without explicit permission from the Equipment Superintendent. An emergency is defined as an occurring malfunction that makes the vehicle non-operational or places the vehicle in imminent danger of becoming non-operational.
  - a. Drivers must inform the appropriate Regional Equipment Superintendent, at the earliest possible date, of repairs accomplished at a commercial facility.
  - b. Services or repairs accomplished at commercial facilities and determined by the Equipment Superintendent to be non-emergency, may be charged back to the employee's organization.
4. Only temporary emergency repairs are permitted on vehicles by other than qualified mechanics.
5. Do not drive a vehicle with mechanical deficiencies until cleared by a mechanic. If a deficiency occurs during operation: stop, protect the vehicle, and get help. Do not continue to drive.
6. Vehicles or equipment will not be serviced, fueled, or repaired while the engine is running except if it is necessary for certain adjustments which can be made only when the engine is running.

## Fuel Cards

1. All fuel consuming vehicles and equipment in the TEF inventory are provided a WSDOT fuel card. Additionally, organization managers may request a commercial fuel credit card for vehicles used by their organization. The security of the fuel cards are the responsibility of the organization manager and vehicle driver.
2. Fuel credit cards will not be left in a vehicle unattended at anytime. When fuel credit cards are not required for use, they will be kept in a secured location.
3. Fuel cards may be used to fuel WSDOT-owned vehicles or equipment the card is assigned to **only**. In emergency situations, the fuel credit cards may be used for engine oil, lubricants, and towing to the nearest WSDOT facility.
4. **WSDOT fuel stations and wash facilities or accounts are to be given priority over commercial sites.**



5. For passenger carrying (Class 01) vehicles, TEF will be responsible for one basic car wash per month, if required and when WSDOT wash facilities are not available. All charges over a basic car wash are the responsibility of the using organization.
6. If emergency towing is required, contact Regional Traffic Management Center (see contact numbers on [page 1](#)) for assistance. With supervisor approval, emergency towing can be arranged through a commercial vendor if WSDOT is unable to perform the towing due to occurrence during non-duty hours or location.
7. Fuel cards may **not** be used to purchase **premium** fuel, food, drink, or personal items or to detail vehicles.
8. Retain receipts for all purchases made with a fuel card. All employees are responsible to account for purchases made with a fuel card. Ensure that the equipment number and/or license number of the vehicle fueled is noted on the receipt. If a miscellaneous charge is made, ensure that the receipt describes the miscellaneous charge (e.g., oil, wash). Unauthorized purchases charged on fuel credit cards will be billed back to the employee's organization. With the Region Transportation Officer's approval, a log may be kept as an alternative to retaining receipts for fuel purchases **only**.
9. In the event that a valid **WSDOT** fuel card fails to activate a WSDOT automated dispensing pump, contact TEF staff to request assistance. If assistance is unavailable, a fuel credit card may be used at a commercial location.
10. Replacement of lost, stolen, or broken fuel cards may be accomplished by contacting your Regional Equipment Superintendent's Office. Request a replacement card at the earliest possible date.
11. Other agencies may use WSDOT fuel facilities if a customer account is properly established and WSDOT fuel cards are issued. For information on the procedures of establishing an account, contact:

TEF  
PO Box 47357  
Olympia, WA 98504-7357  
Phone: 360-705-7896  
Fax: 360-705-6829

12. Maps showing the locations of WSDOT fuel stations including all WSP fuel stations assimilated by WSDOT are found in this manual. WSDOT fuel cards can be used at any WSDOT or WSDOT/WSP fuel facility.

# Accident Reporting

## Roadway Accident

This section applies to both third-party and non-third party accidents occurring on the roadway.

### At the Scene

1. If you are injured or have the slightest amount of pain or discomfort, seek medical attention immediately. Seek assistance and/or call 911 for police or emergency services.
2. If you are not injured, assess the scene for hazards. Do not leave the scene. Take all measures necessary to preserve the scene for investigation and mitigate assessed hazards if trained to do so (e.g., making sure not to disturb evidence, surround collision area with biohazard tape if blood is present).
3. Cooperate with law enforcement officers. Provide factual information, limiting responses to questions asked.
4. Do not discuss the situation with parties other than law enforcement.
5. Do not admit fault or make any statements about the state's response to the accident, financial or otherwise. Provide factual information about yourself and the state vehicle to the other driver(s), such as name, agency, phone number, vehicle information, etc. Gather the same type of information from the other parties and witnesses.
6. Sketch a diagram of the accident scene, showing the travel path and contact points of all vehicles involved. Details of the accident will fade quickly, so make this sketch as soon as possible after the accident. If possible, take photographs of the accident scene and vehicle damage.
7. Notify/report the accident to your supervisor/manager and complete all appropriate documentation within twenty-four (24) hours or the next schedule workday. Documentation includes:
  - Vehicle Accident Report ([DES Form SF-137](#)). A copy should be located in the vehicle's accident packet.
  - Enter accident information into the Safety Inspection and Incident Reporting System (SIIRS) using a link on the WSDOT Safety home page: [SIIRS Homepage "Live Site"](#) SIIRS includes completing the Vehicle Accident Report ([DES Form SF-137](#)) online.

## ***Non-Roadway Accident***

This section applies to accidents that occur at WSDOT facilities, offices, yards, or like locations. This section does not apply to third-party accidents.

### **At the Scene**

1. If you are injured or have the slightest amount of pain or discomfort, seek medical or first aid attention immediately. Contact the appropriate emergency responders at 911 or 9-911.
2. If you are not injured, assess the scene for hazards and mitigate assessed hazards if trained to do so.
3. Notify/report the accident to your supervisor/manager and complete all appropriate documentation as detailed below.
4. Together with your supervisor/manager, Safety Office staff, and other appropriate personnel, investigate the accident in a manner that would prevent the accident from happening again.

### **After the Accident**

1. Within two working days, report the accident in the Safety Inspection and Incident Reporting System (SIIRS) using a link on the WSDOT Safety home page: [SIIRS Homepage "Live Site"](#) If you require assistance:
  - Refer to the *Safety Inspection and Incident Reporting System (SIIRS) User's Manual*
  - Call the SIIRS reporting hotline: 1-844-455-SAFE (7233) or 360-705-7793 (PBX 7793).
2. Accident related inquiries from third-party persons are to be directed to the Enterprise Risk Management Division at 1-800-737-0615 or 360-704-6355.
3. Obtain all necessary or required training as detailed in Chapter 13, [Use of State Provided Motor Vehicles](#) M 53-50.
4. Complete the State of Washington Vehicle Collision Report if any injuries are sustained as a result of the accident or if damages to vehicles/property exceed \$1,000. This form is available at any local law enforcement office, or can be found on the Washington State Patrol's website at: [www.wsp.wa.gov/publications/collision.htm#citiz](http://www.wsp.wa.gov/publications/collision.htm#citiz).

**Note:** The Vehicle Collision Report does not need to be completed by personnel if the form is completed by law enforcement.

# ***Vehicle Cleaning and Disinfecting – Guidance to Mitigate the Transmission of COVID-19 and Other Seasonal Diseases***

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The safety and wellbeing of our employees is a core value of WSDOT. This guidance is to mitigate the transmission for COVID-19 and other seasonal diseases through exposure from the daily operation of our fleet vehicles and equipment. By employing regular cleaning and disinfecting practices we can effectively minimize the transmission of these diseases while utilizing vehicles and equipment.

Recent studies indicate bacteria and viruses, including COVID-19 (coronavirus), can live on surfaces in excess of 72 hours. This resiliency provides a source of contamination for the next operator or occupants in our vehicles. Surfaces including metal, plastic, glass and other hard surfaces harbor bacteria and viruses, and by touching these surfaces, employees can transfer pathogens to their eyes and mouth; or, spread germs to other commonly-touched surfaces outside the vehicle that can lead to an illness.

Cleaning and disinfecting these surfaces with approved cleaners and disinfectants removes the vast majority of bacteria and viruses that cause flu, colds and other seasonal illnesses reducing the probability of transmission.

## **Definitions**

- **Cleaning:** refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Cleaning is typically performed using soap, detergents, cleansers and clean water before using a disinfecting method.
- **Disinfecting:** refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Disinfecting is typically performed using approved commercial or household disinfecting solutions.

## Availability of Approved Disinfectants

Due to high demand of commercially available disinfecting solutions many of the State's vendors and local sources may have limited supplies to complement the procedures outlined in this guidance. See WSDOT's Disinfection of Surfaces Pre-Activity Safety Plan (PASP) for preferred chemical disinfectants located on [Safety's web page](#). As a last resort, when disinfectants are unavailable, employees shall use gloves (chemical gloves are recommended) if it is practical and does not hamper the safe operation of the vehicle's controls.

**Note: Never use alcohol near ignition sources including pilot lights, running motors and welding/cutting torches. !**

**Note: Never smoke while using alcohol.**

**Note: Never mix bleach with ammonia or any other cleanser. Use one or the other. Use either an alcohol solution or use a bleach solution but never mix the two together.**

### A. Preferred Chemical Disinfectants

The [Disinfection of Surfaces PASP](#) is located on the Safety office's web page at <http://wwwi.wsdot.wa.gov/NR/rdonlyres/16AE71C4-F8CA-42B5-8A8C-D7B0F0283CC4/0/PASPDIsinfectingSurfacesPASP20200416B.pdf>

### B. Alcohol Solution

Alcohol is effective against many viruses. Isopropyl alcohol or ethyl alcohol (70%) is a powerful broad-spectrum germicide and can be used to disinfect plastic, glass and metal vehicle surfaces. Since alcohol is flammable, limit its use as a surface disinfectant to small surface-areas and use it in well-ventilated spaces only away from ignition sources.

When mixing an alcohol solution, it is important to know that most isopropyl or ethyl alcohol is already diluted for household or consumer use. Therefore, ensure that what you purchase contains a minimum of 70% alcohol and use it directly from the container. No further dilution is required unless you purchase alcohol above the 70% content.

### C. Use Gloves During Operation

If the above disinfecting solutions are unavailable or incompatible with vehicle surfaces, a final countermeasure recommended is for employees to use gloves (preferably chemical or nitrile gloves) during the operation of the vehicle or equipment. This recommendation is to be followed only if, when using gloves, it does not hamper the driver's ability to safely operate the vehicle controls. By reducing skin contact to vehicle surfaces, the probability of transmitting germs to a vehicle surface is severely reduced; thus, the need to clean and disinfectant commonly touched surfaces is also reduced or eliminated altogether.

**Note: If leather or synthetic gloves are used instead of chemical (nitrile or rubber), it is important to know these gloves cannot be disinfected and may transmit germs across surfaces. The cleaning and disinfecting procedures above will need to be followed.**

**Note: Wearing gloves will not stop transmission if you touch a potentially contaminated surface and then touch your face or other surface with the gloves on**

For a list of CDC-approved disinfectants against viruses (including COVID-19 virus), check out the link below:

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

## Guidance for Maintenance Vehicles and Equipment

Routine cleaning methods should be employed with special attention in certain areas as ! specified below: !

1. Employees should use appropriate personal protective equipment (PPE), such as disposable gloves and eye protection, such as a face shield or goggles when mixing concentrated materials into secondary containers for daily use.

**Note: Wearing gloves will not stop transmission if you touch a potentially contaminated surface and then touch your face or other surface with the gloves on.**

2. The secondary containers must be properly labeled to prevent adverse reactions between chemicals (i.e. bleach, alcohol hydrogen-peroxide and other chemicals which are clear liquids and can cause hazardous vapors if mixed).

3. Many of the surfaces in the cab and associated compartments can be cleaned with soap and water using paper towels or disposable rags, according to the vehicle manufacturer's recommendations. Avoid using cleaning methods that cause splashing or generate aerosols. To avoid splashing, spray the cleaning agent into the rag/cloth instead of spraying directly onto the surface.
4. Avoid using excessive amounts of water only dampen the cloth or rag. Using excessive amounts of water inside the vehicle could damage the equipment.
5. It is always best practice to wear nitrile or rubber gloves while cleaning and when operating the same piece of equipment that other drivers operate. Especially during cold and flu season or when a general health alert is issued.
6. Dispose of gloves and soiled material in a sturdy, leak-proof bag that is tied shut and not reopened.
7. When cleaning has been completed and gloves have been disposed, immediately clean hands with soap and water. If soap and water are not readily available, use an alcohol-based (no less than 70% alcohol per CDC recommendations) hand gel and wash hands with soap and water as soon as feasible. Avoid touching the face with gloved or unwashed hands.
8. Do not use compressed air, water under pressure, or any other methods of cleaning that can cause splashing or which might re-aerosolize infectious material. If there is debris that needs vacuumed out of the cab, the vacuum cleaners should only be used after proper disinfection has taken place on frequently touched surfaces (see list below).

### Examples of frequently touched surfaces: !

- Cab door switches
- Cab door grab handle and surface
- Steering wheel
- Ignition key
- Gauges and switches on dash and in cab
- HVAC louvers on dash
- Exposed dash surfaces
- Radio controls
- Seat adjustment knobs
- Two-way radio mike and knobs
- Freedom or another spreader controller
- Overhead console doors and locks
- Cup holders
- Steering column-mounted stalk controls (turn signals, cruise controls, windshield wiper)
- Manual/automatic transmission shift lever
- Seat covers (vinyl, fabric, or leather)
- Cabinet door handles
- Fire extinguishers
- Reflector kits
- First aid kits
- Air horn cable
- Seat belt buckles
- Hood latches
- Dip sticks, lids/caps under the hood



### Additional Precautions:

1. Thoroughly clean surfaces at the beginning and end of each shift. Items inside the cab such as the steering wheel and control switches shall be wiped down, whereas items outside the vehicle such as the door handle can just be sprayed.

**To verify this has been conducted note this in the vehicle walk around sheet in the comments section.**

2. Some vehicles have a clipboard and pen, ensure clipboard and pen are also wiped down during the cleaning process.
3. The container that is used to keep the spray/disinfectant must not be kept in any vehicle and should be kept at the work location for other people to have access to the cleaning material.
4. Wash your hands with soap and water for at least 20 seconds or use hand sanitizer if soap and water are not available.
5. Cover any coughs or sneezes with your elbow, not your hands.
6. Clean surfaces frequently to prevent the spread of common viruses and diseases.
7. Avoid coming into close contact with co-workers.
8. Avoid touching your face, especially your eyes, nose, and mouth.