Americans with Disabilities Act (ADA) Information

Materials can be made available in an alternate format by emailing the WSDOT Diversity/ADA Compliance Team at 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.

Title VI Notice to the Public

It is Washington State Department of Transportation (WSDOT) policy to ensure no person shall, on the grounds of race, color, national origin, or sex, 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 federally funded 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 Title VI complaint forms and advice, please contact OEO’s Title VI Coordinator at 360-705-7082.

To get the latest information on WSDOT publications, sign up for individual email updates at www.wsdot.wa.gov/publications/manuals.

Washington State Department of Transportation  
Equipment and Facilities  
PO Box 47357  
Olympia, WA 98504-7357  
wwwi.wsdot.wa.gov/maintops/equipment/default.htm
Foreword

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

Greg Hansen
TEF Fleet Administrator
## TEF Points of Contact

### Headquarters
- Traffic Management Center: 800-260-4214
  - 253-536-6022
- TEF Fleet Administrator: 360-705-7862
- Safety Officer: 360-705-7099

### Eastern Region
- Traffic Management Center – Spokane: 509-343-6396
  - 509-343-6383
- Equipment Superintendent: 509-324-6515
- Safety Officer: 509-324-6070

### North Central Region
- Traffic Management Center: 877-742-9862
- Equipment Superintendent: 509-667-2950
- Safety Officer: 509-667-3009

### Northwest Region
- Traffic Management Center – Seattle: 206-440-4490
- Equipment Superintendent: 206-768-5821
- Safety Officer: 206-440-4070

### Olympic Region
- Traffic Management Center – Tacoma: 800-260-4214
  - 253-548-2420
- Equipment Superintendent: 360-357-2640
- Safety Officer: 360-357-2960

### South Central Region
- Traffic Management Center: 509-577-1990
- Equipment Superintendent: 509-577-1974
- Safety Officer: 509-577-1610

### Southwest Region
- Traffic Management Center – Vancouver: 360-905-2269
- Equipment Superintendent: 360-905-2272
- Safety Officer: 360-905-2010
TEF Regional Offices

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
360-905-2277

South Central Region
PO Box 12560
Yakima, WA 98909-2560
509-577-1975
Eastern Region
Fuel Locations and Site Information

Ritzville WSP (G)
Spokane (Pines) (G/B)
Spokane WSP (G)
Spokane (Mayfair) (G/B/E)
Spokane (Geiger) (B)

Orients (B)
Olone (B)
Oakesdale (B)
Colfax (G/B)
Colville (G/B)

Davenport (G/B)
Spokane (Geiger) (B)
Sprague (B)
Washtucna (B)

Hunters (B)
Northport (B)
Loon Lake (B)

Repbblic (B)
Ritzville (B)

£ = Fuel Site
G = Gas
B = Biodiesel
D = Diesel
P = Propane
E = Electric
## Fuel Site and Hours of Operation

<table>
<thead>
<tr>
<th>Fuel Site and Location</th>
<th>Address</th>
<th>Fuel Sites</th>
<th>Hours of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colfax</td>
<td>42515 US 195 24/7</td>
<td>Gas, Diesel</td>
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<td>Colville</td>
<td>440 SR 395 N of Colville, MP 230 M-F 6:00 am - 4:30 pm</td>
<td>Gas, Diesel</td>
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<td>Davenport</td>
<td>1407 Morgan St, US-2, MP 250.6 M-F 6:00 am - 4:30 pm</td>
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<tr>
<td>Hunters</td>
<td>5048 Hwy 25 S, SR 25, MP 42.5 24/7</td>
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<td>X</td>
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<td>Ione</td>
<td>4302 SR 31, MP 4.23 Locked</td>
<td>Gas</td>
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<tr>
<td>Loon Lake</td>
<td>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 &amp; 2:30 - 11:30 pm</td>
<td>Gas</td>
<td>X</td>
</tr>
<tr>
<td>Newport</td>
<td>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 &amp; 2:30 - 11:30 pm</td>
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<tr>
<td>Northport</td>
<td>4221 Hwy 25 N, MP 113.15, W Side 24/7</td>
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<td>X</td>
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<tr>
<td>Oakesdale</td>
<td>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 &amp; 2:30 - 11:30 pm</td>
<td>Gas</td>
<td>X</td>
</tr>
<tr>
<td>Odessa</td>
<td>W 6th Avenue, SR 21, MP 55.49 24/7</td>
<td>Gas</td>
<td>X</td>
</tr>
<tr>
<td>Orient</td>
<td>25999 N Hwy 395, MP 260 24/7</td>
<td>Gas</td>
<td>X</td>
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<tr>
<td>Pullman</td>
<td>980 NW Davis Way, SR 270 S: M-Th 6:00 am - 4:30 pm W: M-Su 4:00 am - 12:30 pm &amp; 2:30 - 11:30 pm</td>
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</tr>
<tr>
<td>Republic</td>
<td>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 &amp; 2:30 - 11:30 pm</td>
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<tr>
<td>Ritzville WSDOT</td>
<td>804 W First Ave S: M-Th 6:00 am - 4:30 pm W: M-Su 4:00 am - 12:30 pm &amp; 2:30 - 11:30 pm</td>
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<tr>
<td>Ritzville WSP</td>
<td>1563 E Gun Club Rd 24/7</td>
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<td>Spokane (Geiger)</td>
<td>7211 W Westbow Blvd S: M-Th 6:00 am - 4:30 pm W: M-Su 4:00 am - 12:30 pm &amp; 2:30 - 11:30 pm</td>
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<tr>
<td>Spokane (Mayfair)</td>
<td>221 E North Foothills Dr 24/7</td>
<td>Gas, Diesel</td>
<td>X X</td>
</tr>
<tr>
<td>Spokane (Pines)</td>
<td>12121 E Montgomery Dr M-Th 6:00 am - 4:30 pm</td>
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<td>X X</td>
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<tr>
<td>Fuel Site and Hours of Operation</td>
<td>Gas</td>
<td>Biodiesel</td>
<td>Diesel</td>
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<td><strong>Spokane (Wandermere)</strong> 12223 N Division 24/7</td>
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<tr>
<td><strong>Spokane WSP</strong> 6403 W Rowand Rd 24/7</td>
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<tr>
<td><strong>Sprague</strong> Jct I-90 and SR 23  S: M-Th 6:00 am - 4:30 pm  W: M-Su 4:00 am - 12:30 pm &amp; 2:30 - 11:30 pm</td>
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<tr>
<td><strong>Washtucna</strong> 600 S Austin Road (N Main Street), Jct SR 26 &amp; SR 261  S: M-Th 6:00 am - 4:30 pm  W: M-Su 4:00 am - 12:30 pm &amp; 2:30 - 11:30 pm</td>
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<tr>
<td><strong>Wilbur</strong> 11187 Wilbur Airport Road E  S: M-Th 6:00 am - 4:30 pm  W: M-Su 4:00 am - 12:30 pm &amp; 2:30 - 11:30 pm</td>
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</tbody>
</table>

**WSDOT Electric Vehicle Charging Stations Locations**
North Central Region
Fuel Locations and Site Information

- Blewett Pass (G/B)
- Wenatchee WSP (G)
- Wenatchee (G)
- Moses Lake WSP (G)
- Moses Lake (G/B)
- Okanogan (G/B)
- Stevens Pass (Berne) (G/D)
- Brewster (B)
- George (G/B)
- Mansfield (B)
- Electric City (G/B)
- Waterville (B)
- Coulee City (G/B)
- Ephrata (G/B)
- Twisp (B)
- Chelan (B)
- Leavenworth (G/B)
- Steven's Pass (Berne) (G/D)
- Tonasket (B)

Fuel Site:
- G = Gas
- B = Biodiesel
- D = Diesel
- P = Propane
- E = Electric

NCR HQ (E)
## Fuel Site and Hours of Operation

<table>
<thead>
<tr>
<th>Site</th>
<th>Address</th>
<th>Gas</th>
<th>Biodiesel</th>
<th>Diesel</th>
<th>Propane</th>
<th>Electric</th>
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<tbody>
<tr>
<td>NC HQ</td>
<td>2830 Euclid Avenue Wenatchee</td>
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<tr>
<td>Blewett Pass</td>
<td>3278 SR 97, MP 178.2, W Side 24/7</td>
<td>X</td>
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<tr>
<td>Brewster</td>
<td>97 Brewster Grange Road, SR 97, MP 259.1 M-Th 7:00 am - 4:30 pm</td>
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<tr>
<td>Chelan</td>
<td>78 Chelan State Road, SR 150, MP 4.8 M-Th 7:00 am - 4:30 pm</td>
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<tr>
<td>Coulee City</td>
<td>36787 J Rd NE, SR 2, MP 192 M-Th 7:00 am - 4:30 pm</td>
<td>X</td>
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<td></td>
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<tr>
<td>Electric City</td>
<td>200 Williams St M-F 7:00 am - 4:30 pm</td>
<td>X</td>
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<tr>
<td>Ephrata</td>
<td>804 Basin St NW M-F 7:00 am - 4:30 pm</td>
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<tr>
<td>George</td>
<td>304 Sam Ave, I-90, Exit 149 M-Th 7:00 am - 4:30 pm</td>
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<td>Leavenworth</td>
<td>Jct SR 2 and Mill Str, MP 99.34 M-Th 7:00 am - 4:30 pm</td>
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<tr>
<td>Mansfield</td>
<td>411 Wall Ave, Mansfield 24/7</td>
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<td>Mose Lake WSDOT</td>
<td>2381 Ramm Rd NE, SR 17, MP 51 24/7</td>
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<tr>
<td>Moses Lake WSP</td>
<td>101 Laguna Dr 24/7</td>
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<td>Okanogan</td>
<td>28862, US-97, MP 288.6 24/7</td>
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<td>Othello</td>
<td>2035 West Hwy 26 M-Th 7:00 am - 4:30 pm</td>
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<td>Steven's Pass (Berne)</td>
<td>23790 SR 2, MP 72.3, N Side of Stevens Pass - Berne Vicinity M-Th 7:00 am - 4:30 pm</td>
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<tr>
<td>Tonasket</td>
<td>11 Clarkson Mill Road M-Th 7:00 am - 4:30 pm</td>
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<td>Twisp</td>
<td>77 Mundy Road M-Th 7:00 am - 4:30 pm</td>
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<tr>
<td>Waterville</td>
<td>217 W Elm Street M-Th 7:00 am - 4:30 pm</td>
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<tr>
<td>Wenatchee WSDOT</td>
<td>2830 Euclid Ave 24/7</td>
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<tr>
<td>Wenatchee WSP</td>
<td>2822 Euclid Ave 24/7</td>
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</tbody>
</table>

WSDOT Electric Vehicle Charging Stations Locations
Northwest Region
Fuel Locations and Site Information

- Bellevue (Northrup) (G/B)
- Seattle (Corson Avenue) (G/B/P)
- Seattle (Ballinger) (G/B)
- Seattle (Dayton Office) (E)
- Bellevue (Northrup) (G/B)
- Mount Vernon (G/B)
- S Seattle WSP (G)
- Kent (G/B)
- Auburn (Geneva) (B)
- Renton (B)
- Greenwater (D)
- Maple Falls (D)
- Shuksan (D)
- Newhalem (G/D)
- Sedro Woolley (Coal Creek) (D)
- Burlington WSP (G)
- Hazel (B)
- Marysville WSP (G)
- Everett (G/B)
- Monroe (B)
- Skykomish (G/D)
- Issaquah (Preston) (G/B)
- S Seattle WSP (G)
- Kent (G/B)
- Auburn (Geneva) (B)
- Greenwater (D)

= Fuel Site
G = Gas
B = Biodiesel
D = Diesel
P = Propane
E = Electric
<table>
<thead>
<tr>
<th>Fuel Site and Hours of Operation</th>
<th>Gas</th>
<th>Biodiesel</th>
<th>Diesel</th>
<th>Propane</th>
<th>Electric</th>
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<tbody>
<tr>
<td>Arlington</td>
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<td>Bellevue (Northrup)</td>
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<td>10833 Northrup Way NE</td>
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<td>M-F 6:00 am - 4:30 pm</td>
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<tr>
<td>Greenwater</td>
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<tr>
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<td>Issaquah (Preston)</td>
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<td>Maple Falls</td>
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<td>MP 26.6, Maple Falls</td>
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<td>Locked unless crew is present</td>
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<tr>
<td>Marysville WSP</td>
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<td>2700 116th Street NE</td>
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<td>24/7</td>
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<tr>
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<tr>
<td>Mount Vernon</td>
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<td>4100 Cedardale Road</td>
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<tr>
<td>M-F 6:00 am - 5:00 pm</td>
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<tr>
<td>Newhalem</td>
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<tr>
<td>SR 20, MP 120</td>
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<td>24/7</td>
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<td>Renton</td>
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<td>2740 NE 3rd</td>
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<tr>
<td>Site locked periodically</td>
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</tr>
<tr>
<td>S Seattle WSP</td>
<td>X</td>
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</tr>
<tr>
<td>15666 Pacific Hwy S (Int’l Blvd)</td>
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<tr>
<td>24/7</td>
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</tr>
<tr>
<td>Seattle (Ballinger)</td>
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<td></td>
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<tr>
<td>1621 N 205th Street</td>
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<tr>
<td>M-Th 5:45 am - 4:30 pm; WSDOT Badge Access</td>
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<tr>
<td>Seattle (Corson)</td>
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<tr>
<td>6431 Corson Ave S</td>
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<tr>
<td>M-F 6:00 am – 4:40 pm</td>
<td></td>
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</tr>
<tr>
<td>Seattle (Signals)</td>
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## Fuel Site and Hours of Operation

<table>
<thead>
<tr>
<th>Fuel Site</th>
<th>Hours of Operation</th>
<th>Gas</th>
<th>Biodiesel</th>
<th>Diesel</th>
<th>Propane</th>
<th>Electric</th>
</tr>
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<tbody>
<tr>
<td><strong>Sedro-Woolley (Coal Creek)</strong></td>
<td>27434 SR 20, MP 70</td>
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<td></td>
<td>X</td>
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<tr>
<td></td>
<td>Locked unless crew is present</td>
<td></td>
<td></td>
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<tr>
<td><strong>Shuksan</strong></td>
<td>14600 Mt Baker Highway, SR 542</td>
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<td></td>
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<tr>
<td></td>
<td>MP 46.2, Glacier @ Intersection w Twin Lakes Rd</td>
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<td></td>
<td>24/7</td>
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<tr>
<td><strong>Skykomish</strong></td>
<td>73930 NE Old Cascade Hwy</td>
<td></td>
<td></td>
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<td></td>
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**WSDOT Electric Vehicle Charging Stations Locations**
<table>
<thead>
<tr>
<th>Fuel Site</th>
<th>Address</th>
<th>Gas</th>
<th>Biodiesel</th>
<th>Diesel</th>
<th>Propane</th>
<th>Electric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aberdeen</td>
<td>4801 Olympic Hwy, SR 12, MP 3.85</td>
<td>X</td>
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<tr>
<td>Alder</td>
<td>50025 Mtn Hwy E, SR 7, MP 22, N Side of Alder</td>
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<tr>
<td>Amanda Park</td>
<td>6387 US-101, MP 128.63</td>
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<tr>
<td>Bremerton WSP</td>
<td>4811 Werner Rd</td>
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<tr>
<td>Discovery Bay</td>
<td>281154 SR 101, MP 281.1, S Side</td>
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<tr>
<td>Elma</td>
<td>15 Twidwell Rd, SR 12, MP 21.80</td>
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<tr>
<td>Forks</td>
<td>115 Industrial Ctr Rd, SR 101, MP 191.2, E Side</td>
<td></td>
<td></td>
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<tr>
<td>Lakeview</td>
<td>11211 41st SW, Tacoma Open Days</td>
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<tr>
<td>Lofall</td>
<td>27080 SR 3 NE, MP 56.56, E Side, Lofall (N of Poulsbo)</td>
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<tr>
<td>Mt. Walker</td>
<td>SR 101 MP 301.5, NE Side</td>
<td></td>
<td></td>
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<tr>
<td>Olympia WSP</td>
<td>8623 Armstrong Rd SW</td>
<td></td>
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</tr>
<tr>
<td>Port Angeles WSDOT</td>
<td>1707 South C Street</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Port Angeles WSP</td>
<td>62 Old Olympic Hwy</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Port Orchard (Mullinex)</td>
<td>8293 Spring Creek Rd SE</td>
<td></td>
<td></td>
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<td></td>
<td>X</td>
</tr>
<tr>
<td>Poulsbo WSP</td>
<td>22065 Viking Way NW</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Puyallup (Willows)</td>
<td>10401 Meridian S, Puyallup</td>
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<tr>
<td>Seiku</td>
<td>13810 SR 112, MP 16.9</td>
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<tr>
<td>Shelton</td>
<td>633 W Dayton Airport Rd</td>
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<tr>
<td>Shelton WSP</td>
<td>631 W Dayton Airport Rd</td>
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<tr>
<td>Tacoma WSP</td>
<td>2502 112th St E</td>
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<tr>
<td>Tumwater</td>
<td>5720 Capital Blvd</td>
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<tr>
<td>Tumwater (Mottman)</td>
<td>2120 RW Johnson SW</td>
<td>X</td>
<td>X</td>
<td></td>
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<td>X</td>
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<tr>
<td>Yelm</td>
<td>17526 SR 507, MP 30.3, N Side of Yelm</td>
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</tbody>
</table>

Vehicle Operator’s Handbook   M 3032.32
April 2020
South Central
Fuel Locations and Site Information

- Clarkston (G/B)
- Dayton (G/B)
- Pasco (G/B)
- Walla Walla (G/B)
- Toppenish (G/B)
- Yakima WSP (Union Gap) (G/B)
- Kennewick WSP (G)
- Ellensburg WSP (G)
- Bullfrog (Cle Ellum) (G/B/E)
- Ellensburg (G/B)
- North Bend (Camp Mason) (D)
- Hyak (Snoqualmie Pass) (G/B)
- Easton (B)
- Connell (D)
- Cottonwood (D)
- Naches (Rimrock) (G/B)
- Yakima WSP (Union Gap) (G/B)
- Union Gap (SCR HQ) (G/B/E)
- Toppenish (G/B)
- Prosser (G/B)

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

*Vehicle Operator's Handbook  M 3032.32  Page 19  April 2020*
<table>
<thead>
<tr>
<th>Fuel Site and Hours of Operation</th>
<th>Gas</th>
<th>Biodiesel</th>
<th>Diesel</th>
<th>Propane</th>
<th>Electric</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Pass 1284 Forest Service Rd, SR 12, MP 150.4, N Side 24/7</td>
<td>X</td>
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<tr>
<td>Yakima (Union Gap) WSDOT 2809 Rudkin Rd, Union Gap 24/7</td>
<td>X</td>
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<td>X</td>
</tr>
<tr>
<td>Yakima (Union Gap) WSP 2715 Rudkin Rd, Union Gap 24/7</td>
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</tbody>
</table>

**WSDOT Electric Vehicle Charging Stations Locations**
Southwest Region
Fuel Locations and Site Information

- Washougal (B)
- Vancouver HQ (ACES) (G/P/E)
- Chehalis (G/B)
- Chehalis WSP (G)
- Goldendale (G/B)
- Morton (G/B)
- Raymond (G/B)
- Bingen (G/B)
- Cathlamet (B)
- Mt. St. Helens (D)
- Kelso (G/B)
- Toledo (B)
- Naselle (G/B)
- UV SPUR 503
- UV 502
- UV 142
- UV 506
- UV 505
- UV 508
- UV 504
- UV 141
- UV 103
- UV 6
- UV 4
- £
- ¥
- §
- ¤

= Fuel Site
G = Gas
B = Biodiesel
D = Diesel
P = Propane
E = Electric
## Fuel Site and Hours of Operation

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

### WSDOT Electric Vehicle Charging Stations Locations

- Vancouver HQ (ACES)
- Vancouver (SWR Headquarters)
- Washougal

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April 2020
WSDOT Electric Vehicle Charging Stations

North Central Region
NCR HQ
2830 Euclid Avenue Wenatchee
Charger Type: Level 2

Northwest Region
Dayton Ave Office
15700 Dayton Avenue North, Seattle
Charger Type: Level 2

Olympic Region
Aberdeen
4801 Olympic Highway, Aberdeen (pending)
Charger Type: Level 2
ELG Building
7345 Linderson Way SW, Tumwater
Charger Type: Level 2
Mats Lab
1655 S. 2nd Avenue, Tumwater
Charger Type: Level 2
Mottman
2214 R.W. Johnson SW, Tumwater
Charger Type: Level 2
Port Orchard (Mullinex)
8293 Southeast Spring Creek Road, Port Orchard (pending)
Charger Type: Level 2
Tumwater or HQ
5720 Capital Blvd, Tumwater
Charger Type: Level 2

Southwest Region
SWR HQ
11018 NE 51st Circle, Vancouver
Charger Type: Level 2

South Central Region
SCR HQ
2809 Rudkin Road, Union Gap
Charger Type: Level 2
Bullfrog
151 Bullfrog Road, Cle Elum
Charger Type: Level 2

Eastern Region
Mayfair
221 E North Foothills Drive, Spokane
Charger Type: Level 2

Headquarters
HQ Maple Park
310 Maple Park Ave SE, Olympia
Charger Type: Level 2 & 3

Ferries
Eagle Harbor
497 Harborview Drive, Bainbridge Island
Charger Type: Level 2
Proof of Liability Insurance Card

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

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

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


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.

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 ¾ 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.

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 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 homepage: 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#citz](http://www.wsp.wa.gov/publications/collision.htm#citz).

*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

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 (PASPD) 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](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 disinfect 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](http://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.