

**Chapter 132H-204 WAC  
VEHICLE USE POLICY**

Last Update: 2/1/75

<b>WAC</b>	
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**WAC 132H-204-010 Title.** WAC 132H-204-010 through 132H-204-170 will be known as the vehicle use policy of Community College District VIII.

[Order 22, § 132H-204-010, filed 7/5/74.]

**WAC 132H-204-020 Objective.** To promote the most efficient and safe utilization of all state-owned vehicles.

[Order 22, § 132H-204-020, filed 7/5/74.]

**WAC 132H-204-030 Policy of use.** State vehicles shall be used for official state business only.

[Order 22, § 132H-204-030, filed 7/5/74.]

**WAC 132H-204-040 Use of motor pool vehicles.** All users of motor pool vehicles shall be in the employment of the college or a student of the college.

[Order 22, § 132H-204-040, filed 7/5/74.]

**WAC 132H-204-050 Use of motor pool vehicles—Permission required.** Written permission of organizational head shall precede the use of any vehicle.

[Order 22, § 132H-204-050, filed 7/5/74.]

**WAC 132H-204-060 Use of motor pool vehicles—Time limitation.** The user shall not be allowed to keep the vehicle overnight at his/her residence.

[Order 22, § 132H-204-060, filed 7/5/74.]

**WAC 132H-204-070 Use of motor pool vehicles—Notification of state patrol—When needed.** While on a trip and when vehicle is left in a public place for extended (over 24 hours) periods of time, the Washington state patrol shall be notified of placement, by the operator.

[Order 22, § 132H-204-070, filed 7/5/74.]

**WAC 132H-204-080 Use of motor pool vehicles—Accidents—Notification.** If involved in any accident, the operator shall notify the authority of jurisdiction immediately and file an accident report with the college motor pool office on return to the campus. In case of serious injury or accident, call motor pool office.

[Order 22, § 132H-204-080, filed 7/5/74.]

**WAC 132H-204-090 Use of motor pool vehicles—Returning vehicle—Requirements.** Whenever possible, the vehicle shall be returned in good condition, full of gas and with interior clean.

[Order 22, § 132H-204-090, filed 7/5/74.]

**WAC 132H-204-100 Use of motor pool vehicles—Use priority.** Vehicles shall be issued on a first come - first serve basis.

[Order 22, § 132H-204-100, filed 7/5/74.]

**WAC 132H-204-110 Use of motor pool vehicles—Valid Washington state driver's license required.** All operators shall have a valid Washington state driver's license.

[Order 22, § 132H-204-110, filed 7/5/74.]

**WAC 132H-204-120 Use of motor pool vehicles—Current vehicle permit required.** All operators shall have a current state vehicle permit, which is issued at the motor pool office, in addition to the state license.

[Order 22, § 132H-204-120, filed 7/5/74.]

**WAC 132H-204-130 Use of motor pool vehicles—Must obey all laws.** All rules and regulations of the state of Washington shall be obeyed while operating the vehicle.

[Order 22, § 132H-204-130, filed 7/5/74.]

**WAC 132H-204-140 Use of motor pool vehicles—Citations responsibility of operator.** Any citation for violation of said rules and regulations shall be the sole responsibility of the operator.

[Order 22, § 132H-204-140, filed 7/5/74.]

**WAC 132H-204-150 Use of motor pool vehicles—Use of vehicle limited to specified time.** Vehicles shall be used within the time arranged for at time of checkout.

[Order 22, § 132H-204-150, filed 7/5/74.]

**WAC 132H-204-160 Use of motor pool vehicles—Trip ticket—Completion and return.** Trip ticket shall be completed with all information asked and left with the motor pool office on return to the campus (or security).

[Order 22, § 132H-204-160, filed 7/5/74.]

**WAC 132H-204-170 Enforcement of policy.** This policy shall be enforced by existing student, faculty and staff codes and regulations as defined within handbooks.

[Order 22, § 132H-204-170, filed 7/5/74.]