



INFORMED ACKNOWLEDGEMENT OF VEHICLE OPERATOR RESPONSIBILITY

Please read carefully and be sure you understand the information contained in this Acknowledgement before you sign.

- A. The purpose of this Acknowledgement is to advise you of your responsibilities as an operator of a state-owned, commercial rental car or leased vehicle when operating and/or transporting authorized passengers while on official Community Colleges of Spokane (CCS) business.
1. When a state-owned, commercial rental car or leased motor vehicle is being operated for official CCS business, any person exercising control over and/or operating the vehicle is expressly prohibited from engaging in the unauthorized transportation of passengers. Unauthorized transportation is defined as any transportation of passengers not specifically authorized by the chancellor, designated college president, IEL chief executive officer or authorized designee in the performance of official state business, and includes, but is not limited to the transportation of family members, relatives, friends and pets for any personal reason.
 2. The chancellor, designated college president, IEL chief executive officer or authorized designee **must** approve the transportation of family members, relatives or friends in state-owned, commercial rental car or leased vehicles while conducting official CCS business.
 3. The transportation of authorized passengers in a state-owned, commercial rental car or leased vehicle while on official CCS business is a personal decision, and the state of Washington will not provide excess liability protection to the authorized passenger in the event of an accident.
- B. The chancellor, designated college president, IEL chief executive officer or designee may authorize the use of a privately-owned motor vehicle in the conduct of official CCS business when it is more advantageous or economical to CCS that the individual travel by privately owned vehicle rather than common carrier or a state-owned or operated passenger motor vehicle.
1. The requirements of paragraph A apply to authorized use of a privately-owned vehicle in the conduct of official CCS business.
 2. When driving a privately-owned vehicle on official CCS business, each CCS employee/volunteer must comply with the State of Washington's liability insurance laws, Chapters 46.29 and 46.30 RCW, possess a valid driver's license and have successfully completed the CCS safe driver training program.
 3. If an accident occurs when the employee/volunteer is driving his/her privately-owned vehicle, that individual's insurance is primary and will be utilized prior to the state of Washington's possible provision of any excess liability protection.
 4. RCW 4.92.180 - State, local governments not liable for injury to unauthorized third-party occupant of state or local government vehicle.

(1) The state and local governments are not liable for any injury received by a third-party occupant of a vehicle that is owned, leased, or rented by the state or local government if, at the time the injuries were inflicted, the third-party occupant was:

(a) Riding in or on the vehicle with a state or local government employee who had explicitly acknowledged in writing the employer's policy on use of vehicles owned, leased, or rented by the state or local government; and

(b) Not specifically and expressly authorized by the state or local government to be an occupant of the vehicle.

(2) For purposes of this section, "third-party occupant" means a person who occupies a vehicle owned, leased, or rented by the state or local government and who is not an officer, employee, or agent of the state or local government. "Local government" includes any city, county, or other subdivision of the state and any municipal corporation, quasi-municipal corporation, or special district within the state.

Informed Acknowledgement of Vehicle Operator Responsibility

The purpose of this Acknowledgement is to aid you in making an informed decision as to whether you should transport authorized passengers while on official CCS business. As a condition of approving the transportation of the passenger(s) listed below, you are required to sign this document acknowledging your responsibilities and understanding of all potential hazards and risks of transporting authorized passengers while on CCS business.

Vehicle operator name (CCS employee/volunteer)	Authorized passenger name	Relationship to vehicle operator

I, _____, acknowledge that I have read and understand the terms and conditions of this Informed Acknowledgement of Operator Responsibility.

I further acknowledge that I understand my responsibilities and the potential hazards and risks associated with transporting authorized passengers in a state-owned, commercial rental car, leased or privately-owned vehicle while on official CCS business.

By signing this Informed Acknowledgement of Operator Responsibility, I acknowledge that I have read and understand its contents and agree to its terms.

Thus done and signed this _____ day of _____, 20 _____.

CCS employee/volunteer signature

Date

Authorized:

Chancellor, college president or IEL CEO (or authorized designee)

Date