

## CCS Administrative Procedure

### 2.30.05 – P Driver's Safety Training

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#### Implementing Board Policy [2.30.05](#)

Contact: Facilities, 533-8630

#### 1.0 Driver's Safety Training Objective and Responsibilities (summary of Board of Trustees Policy 2.30.05)

Community Colleges of Spokane is committed to the health and safety of its faculty, students and staff, and in maintaining a safe and efficient workplace where any special situations are managed with safety as a primary concern. Among these concerns is the safe operation of state-owned and leased motor vehicles used in the performance of official business. This driver's safety training procedure shall be administrated with that goal in mind and in a manner that balances safety of employees/students and approved passengers during the use of state motor vehicles.

1.1 Community Colleges of Spokane, a Washington State agency having jurisdiction and control of motor vehicles, must comply with [SAAM 12.20](#).

1.1.1 [SAAM 12.20.10](#) requires that CCS authorize state drivers and passengers to use state-owned and leased motor vehicles (including commercially rented vehicles as required by most rental contract provisions) and privately owned vehicles used on official state business. This requirement includes that driver's complete a Driver's Safety Training program that meets the requirements of [SAAM 12.20.10](#).

1.2 The CCS Driver's Safety Training procedure will be administrated by the District Director of Facilities consistent with the intent of Board Policy [2.30.05](#), including informing the district of procedure implementation.

1.3 The basic driving safety program requirements are applicable to all state drivers authorized by CCS to operate a state- or a privately-owned motor vehicle for use on official state business, regardless of frequency of driving. The CCS basic driving safety training requirement shall be effective May 1, 2008, per [SAAM 12.20.15](#).

1.4 It shall be the responsibility of the district facilities department, motor pool division, to develop, implement and take all reasonable steps necessary to train state drivers authorized by CCS to operate a rented, state- or privately-owned motor vehicle for use on official business.

#### 2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

2.1 Appropriate Administrator: the responsible manager or supervisor for that employee/student.

2.2 District Director of Facilities: the administrator responsible for the Facilities Department.

2.3 Facilities Department: the central district department responsible for CCS facilities development and maintenance.

2.4 Official business: while functioning as an employee or student of Community Colleges of Spokane, in paid status, or while officially assigned to represent CCS or its units.

2.5 SAAM: State Administrative and Accounting Manual

### 3.0 Driver's Safety Training Implementation

- 3.1 District facilities will develop, implement and maintain a Driver's Safety Training program that meets the requirements of [SAAM 12.20](#). Training may be achieved both by on-site and on-line training components with the objective of making training equally accessible to all users.
- 3.2 The Driver's Safety Training program shall contain three parts.
- 3.2.1 Introduction, including:
- 3.2.1.1 training requirement;
  - 3.2.1.2 how often renewal is required;
  - 3.2.1.3 motor pool procedures;
  - 3.2.1.4 deadline for training completion; and
  - 3.2.1.5 who is required to complete training
- 3.2.2 A 20-minute video, "Driving Safety":
- 3.2.3 Link to "Basic Driving Safety Program Valid License to Drive & Driving Experience Statement"
- 3.2.3.1 If the driver is assigned to drive a 12-passenger van, he/she must also complete the 12-Passenger Van Driver's Safety Training Program. (RCW 12.20.15). The driver will be prompted by training instructions for this additional training. The Driver's Safety Training program shall contain three parts.
- 3.3 On-Line Training: the on-line training program is available at [CCS Driver's Safety Training](#).

### 4.0 Records Verification

- 4.1 In addition to completing training, the driver must also produce a license valid under Washington state law.
- 4.1.1 To be valid, the produced driver's license must:
- 4.1.1.1 Not have exceeded the listed expiration date;
  - 4.1.1.2 Contain a photo and name that matches employee/operator producing the license;
  - 4.1.1.3 List the birthdate which indicates driver is at least 18 years of age.
- Valid licensing requirements are as outlined by the Washington State [Department of Licensing](#).
- 4.2 Upon completion of the training program, the driver must also complete the "Valid License to Drive Statement," a required statement issued through the training program. The statement must be sent to the Facilities Department through intercampus mail. This statement attests by signature that the employee/operator:
- 4.2.1 Verifies, for purpose of using privately owned vehicles for state business, that the employee/operator has personal automobile liability insurance. Documented proof of insurance must also be provided.
  - 4.2.2 Verifies that the employee/operator has at least two years of driving experience.
  - 4.2.3 Acknowledges that the employee/operator understands he/she must report to their appropriate administrator/instructor anytime his/her license becomes invalid.
  - 4.2.4 Acknowledges that the employee/operator understands he/she must report to his/her appropriate administrator/instructor anytime his/her automobile insurance coverage no longer exists.
  - 4.2.5 Acknowledges that the employee/operator understands that if he/she does not complete the training he/she will not be authorized to operate state-owned vehicles, will not be allowed to lease or rent vehicles for state business and will not be reimbursed for private vehicle mileage reimbursement.

- 4.3 The Facilities Department will send notice to the Human Resources Office for update of the driver's CCS training record.
- 4.4 Upon completion of the training and record verification process, the motor pool division will send the vehicle operator a motor pool user card, which provides the authorization necessary under this procedure to operate a motor vehicle on official business.

## 5.0 Renewal Tracking

- 5.1 Per [SAAM 12.20](#), Driver's Safety Training requirements and training must be renewed every two years. Renewal requires a "Driver's Safety Program Recertification" only, which is accessible through the CCS Intranet [Driver Recertification](#)
- 5.2 This statement will be completed and sent to the Facilities Department by the employee/student through intercampus mail. The employee/student will provide verification that his/her license credentials are valid and current. If operating a privately owned vehicle for state business, the driver will provide proof of automobile liability insurance.
- 5.3 District Facilities shall maintain a driver safety training database and will notify the driver's supervisor when renewal is due.

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