

Maintenance & Operations (M & O) Vehicle Procedure

For Big Bend Community College (BBCC) employees using a vehicle(s), please contact Linda Chadwick at 509.793.2054 or she is located in Bldg. 1400, upstairs in Room 1463 and has the vehicle binder for you to pick up; unless, other arrangements have been made. The binder includes the vehicle key, credit card for refueling, and other items. M & O gate key is included for shuttle buses and Prius binders.

To protect BBCC-owned or leased vehicles from residue, heavy odors and hard-to-clean film left on windows, smoking and vaping are prohibited in all vehicles without exception. This will help limit time for deodorizing and cleaning. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices. These are commonly called e-cigarettes, e-pipes, e-hookahs and e-cigars.

All vehicle users need to return the binder to Linda Chadwick's office during weekday office hours. If she is not in, leave the binder(s) in her office or the Business Office if the door is locked to her area.

ALL VEHICLES WILL NEED TO BE CLEANED UPON RETURNING TO CAMPUS. It is the sole responsibility of each user group to make sure the vehicle(s) is clean. If the vehicle(s) is not cleaned, the supervisor of the group will be notified to clean the vehicle(s).

EVENING/WEEKEND RETURNS If you are returning the vehicle(s) late at night or on the weekends, please contact Security at 509.793.2286. If Security personnel are not available, take the binder to your office and secure it in a locked drawer. **THE BINDER IS NOT TO BE TAKEN HOME OR LEFT IN THE VEHICLE.** Return the binder to Linda the next business day.

For employees picking up or returning the shuttle bus or Prius during working hours, it will not be necessary to open or close the M & O gate. If the M & O gate is locked when an employee arrives to pick up or return a vehicle, the gate is to be locked back up when the employee leaves.

IF THE GATE KEY IS LOST--Park the shuttle bus or Prius outside the gate **ONLY** after business hours. Follow the same protocol to return the binder as above, depending on the time of day. M & O will pull the shuttle bus or Prius into the gated area as soon as noted by the crew. Make sure to contact Linda Chadwick or Joe Auvil at 509.793.2016 in the Purchasing Dept. to report the lost key, as soon as possible.

For any needed repairs, employees using the vehicles through Linda Chadwick may email Linda at lindac@bigbend.edu about a needed repair allowing M & O to look into the issue as soon as it comes back to the shop. When all other employees notice a problem with any vehicle, please notify M & O by submitting a work order at the one of the following: [https://dlweb.megamation.com/bbcc/DLWEB.php/O4W INFO PAGE](https://dlweb.megamation.com/bbcc/DLWEB.php/O4W_INFO_PAGE) or

1. Open BBCC Portal, sign in, select Faculty & Staff tab;
2. Scroll down to Work Orders on the left, select Maintenance & Operations;
3. Click on Building/Outdoor Issues or All Other Requests; and
4. Enter the information including identifying the vehicle used.

Please refer to AP8058.10 [Use of State Vehicles](#) for additional information.

Safe van driving practices acknowledgement statement

About this form:

Drivers use this form to confirm they are aware of the risks and requirements associated with driving 12 and 15 passenger full size vans. This form is used together with DES Statewide Form – [BR.01.F5 Van License to Drive and Driving Experience Statement](#)

Instructions:

Drivers: Before initial operation of a van, complete and sign this form. Provide the completed and signed form to your supervisor.

Agency: Provide a copy of the completed and signed form to the driver and retain the original in the appropriate agency file.

Key words:

Driver means to employees, student-employees, students, and volunteers under the direction of a state agency, university, or community/technical college,

Van means a state-owned 15 or 12-passenger full size van.

Risks Associated with operating 12 and 15 Passenger full size vans

1. The National Highway Traffic Safety Administration's (NHTSA) safety advisory recommends that drivers insist all occupants wear safety belts at all times Drivers should verbally remind van passengers that safety belts are to be properly used until the vehicle is stopped and legally parked, [RCW 46.61.688](#) also requires vehicle occupant safety belt use.
2. Drivers should visually check passenger safety belt use, and during transit, stop and legally park the van if made aware of passenger safety belt non-use.
3. Vans have a rollover risk similar to other light trucks and vans. Prior NHTSA research has shown that 15-passenger vans have a rollover risk that increases dramatically as the number of occupants increases from fewer than five to more than ten. 12-passenger full size vans, while having less total passenger seating capacity, still require special handling knowledge for safe operation of the vehicle.
4. The weight of the van, particularly when fully occupied, causes the center of gravity to shift rearward and upward increasing the likelihood of rollover.
5. The shift in the center of gravity will also increase the potential for loss of control in panic maneuvers.
6. The weight of the van when fully occupied requires additional stopping distance, an especially important factor in rain, fog, or other difficult driving situations caused by weather conditions.
7. The width of the van allows for less lane room.
8. The length of the van increases distance needed for making turns, changing lanes, and braking.
9. General maintenance of the vehicle, including proper tire pressure is important to safety, and can be referenced in the vehicle owner's manual.

Basic driving practices for safe van operation

1. Driving at posted or lower speeds.
 2. Adjusting to lower speeds for special conditions such as: rain, snow, fog, wind, and any other condition impacting visibility, stopping distance or general safe handling of the vehicle.
 3. Minimizing potential driver distraction by using cell phone or other electronic devices ONLY when the van is safely stopped or asking passengers to assist with calls for emergency situations.
 4. Properly loading passengers and equipment, and never placing equipment/luggage on the top of passenger vans.
 5. Minimizing driver fatigue on long trips by one or more of the following: driving rested, taking appropriate breaks, or sharing driving with authorized drivers. Follow agency policies on travel time restrictions.
 6. Not drive while under the influence of intoxicating beverages, drugs, or any other impairing substances as advised by health professionals.
- I have read and understand potential risks involved while operating 15 or 12-passenger full size vans ____ **(initial)**
 - I understand that 15-passenger vans are never used to transport passengers ____ **(initial)**
 - I am aware handling characteristics of 15 or 12-passenger full size vans may change, especially when fully loaded ____ **(initial)**
 - I understand extra caution is required when operating 15 or 12-passenger full size vans, including reduced speeds. ____ **(initial)**
 - I understand van driver/passenger safety belt use is required and will remind passenger and visually check for belt use. I will stop and legally park the van if made aware of passenger non-use during transit ____ **(initial)**

Driver's Name (Print): _____

Date: _____

Driver's Signature: _____

Agency/Section: _____

Supervisor's risk management and safety checklist

About this checklist:

Agencies may use this sample checklist with state driving safety programs as outlined in the [Enterprise Transportation Policy, Standard 3 Driving Safety Program Standards](#). Agencies may modify or adapt this checklist to meet specific agency needs.

Note:

Use of this checklist is strongly encouraged but not required.

Specific driver training checklists are required for 15 and 12-Passenger Van Drivers as outlined in the [Enterprise Transportation Procedure 3 Policy Van Management](#).

- Check Driver's License and Insurance: Valid insurance check is to determine that drivers who use their personally owned vehicle have current insurance. Valid license check is to determine (1) that the driver has in their possession a license valid under Washington law, and that it has not expired; (2) license photo matches employee or operator and name matches agency records; and (3) driver is a minimum of 18 years old and states that they have at least two years of driving experience.
- Review with Driver: Policy to report invalid license per [Enterprise Transportation Policy Standard 2 State Driver Standards](#). Advise the state driver they are to report to the supervisor/manager by the next business day any time the applicable licensing agency notifies them their driver's license has been revoked, suspended or otherwise determined invalid.
- Review with Driver: How to access the [Enterprise Transportation Policy](#) and any agency driving policies. Driver should review, at a minimum:
 - BR.01.01 – Enterprise-Wide Transportation Policy
 - BR.01.01.P2 – Collision/Accident Reporting Procedure
 - BR.01.01.S2 – State Driver Standards
 - BR.01.01.A1 – Understanding Insurance Coverage
 - BR.01.01.P3 – Van Management (if required)
- Have Driver Complete Driver Training (Specified Drivers Only): Explain the agency procedure or process for attending and completing Defensive/Safe Driving Training.
- Review with Drivers of State-Owned Vehicles: Location and use of State Vehicle Proof of Liability Insurance, available from the DES Risk Management Division website at: <http://des.wa.gov/services/Risk/StateDrivers/Pages/default.aspx>.

Recommended - Have the driver:

- Review the "Safe Driving Habits: A State of Mind" video, available and downloadable on the DES Risk Management Division website at:
<http://des.wa.gov/services/Risk/lossPrevention/LossPrevTraining/Pages/watchTrainingVideos.aspx#safedriving>.
- Take the Defensive Driving Course available in [The Learning Center](#).
- Contact DES Fleet Operations CARs team at mpmail@des.wa.gov to set up participation in the next drivers operator training course.

Authorized Driver Acknowledgement Form

In accordance with the Department of Enterprise Services [Policy No. BR.01.01 Enterprise-Wide Transportation Policy](#), I, the undersigned, acknowledge that on the date indicated below I reviewed, at a minimum, State Driver Responsibilities and State Driver Standards in the Enterprise-Wide Transportation Policy and agree to comply with the requirements established in the policy. I will immediately inform my supervisor should my license be revoked or suspended for any reason. I understand that any behavior not adhering to the Enterprise-Wide Transportation Policy will result in disciplinary action by my agency per [RCW 43.19.635 Motor vehicle transportation service—Unauthorized use of state vehicles—Procedure—Disciplinary action](#).

Important:

- In order to drive 12 or 15 passenger vehicles, driver must also review and sign the “Safe van driving practices acknowledgement statement” prior to operation.
- Maintain this acknowledgement form in the employee’s file.

Office or Department: [Click or tap here to enter text.](#) Date: [Click or tap to enter a date.](#)

Driver's Printed Name: [Click or tap here to enter text.](#)

Driver’s Signature _____