

EASTSIDE FIRE & RESCUE

ADMINISTRATIVE POLICY AND PROCEDURES/GUIDELINES

SUBJECT: Motor Vehicle Operator Standards

Policy Number: **2702**

Approved By: **Chief Clark**

Effective Date: **10/94**

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Pages: **3**

Attachments: **0**

1 Purpose

- 1.1 To establish the minimum standard allowing employees to operate an Agency vehicle, establish the minimum hiring standard for employees who must drive Agency vehicles, or operate their own vehicle while on duty, and to provide for the safe operation of Agency vehicles limiting the liability to the Agency.
- 1.2 Compliance with insurance provider requirement(s) and the Washington State Department of Licensing (DOL) requirements.

2 Reference

- 2.1 RCW 46.52.130
- 2.2 RCW 48.62.031
- 2.3 RCW 48.62.021
- 2.4 RCW 46.29
- 2.5 VFIS Department of Motor Vehicles Evaluation Requirements
- 2.6 Washington State Department of Licensing Abstract of Driving Record Release of Interest

3 Responsibility

- 3.1 All employees shall be familiar with and adhere to this policy.

4 Policy

- 4.1 The Agency establishes and enforces minimum motor vehicle operating standards.

5 Procedures/Guidelines

- 5.1 The Fire Chief shall ensure employees or those considered for employment shall maintain/meet minimum requirements relating to the operation of motor vehicles (i.e., a background check shall be conducted during the pre-hire process).
- 5.2 All employees whose job description requires driving shall possess a valid Washington State driver's license.
- 5.3 All applicants for employment shall submit an employment record driver's abstract and a photocopy of the valid driver's license at time of application. If the applicant has not lived in the state of Washington within the past five years, he/she shall submit a complete driver's abstract from the state they resided prior.

- 5.3.1 Human Resources shall ensure applicants meet the minimum requirements for employment as related to driving motor vehicles.
- 5.3.1.1 In the event an applicant's background check returns with questions or concerns, the Agency may involve its Insurance Representative/Risk Management to review, approve, and confirm what impacts, if any, the violations may have on the Agency's liability coverage and insurability.
- 5.3.2 To be considered insurable as a driver in the Agency, the following minimum qualifications are as follows:
- Shall be minimum 18 years old to drive utility/staff vehicles
 - Shall be minimum 21 years old to drive emergency response apparatus
 - No major conviction (Class A violations) on Motor Vehicle Record in the **last three years**; or,
 - No more than two citations issued because of an accident in the past three years; or,
 - No more than two minor (Class B violations) convictions in the past three years; or,
 - No more than one citation issued because of an accident and one minor conviction in the last three years.
- Does Not Include:**
- Illegal vehicle equipment (over WGT/HGT/Length; motor vehicle equipment, load, or size requirements); or,
 - Illegal use of plates (improper display or failure to display license plates); or,
 - Registration violation (failure to sign or display registration card); or,
 - No license on person (failure to have in possession a valid Washington driver's license).
- 5.4 Violations are determined from the date of the ticket. Multiple minor violations occurring from the same event are deemed to be one minor conviction.
- 5.5 The Agency may acquire an employment record driving abstract of an employee's, or prospective employee's, driving record to determine whether the licensee should be employed to operate a commercial vehicle utilizing the Washington State Department of Licensing Abstract of Driving Record Release of Interest.
- 5.6 Employees shall notify the Employer (i.e., Direct Supervisor and Human Resources) of any material change in one's driving ability, within 10 calendar days of the material change. This would include a Department of Licensing infraction or "disability" that may suspend, limit, or revoke one's driving privileges. Human Resources shall alert the Fire Chief when advised.

- 5.7 All volunteers shall demonstrate financial responsibility by maintaining and providing proof of mandatory insurance.
- 5.8 All employees (if applicable) are subject to inspection of their driver's license.
- 5.9 Supervisors shall visually verify their employees have a valid Washington State driver's license during the annual performance evaluation process.
- 5.10 Unusual circumstances with individual cases may be evaluated on a one-on-one basis.

6 Definitions

Class A Violations/Major Convictions

- 6.1 Examples of Class A violations include:
 1. Driving while intoxicated or under the influence;
 2. Negligent homicide arising out of the use of a motor vehicle (gross negligence);
 3. Operating during a period of suspension or revocation;
 4. Using a motor vehicle for the commission of a felony;
 5. Operating a motor vehicle without owner's authority;
 6. Permitting an unlicensed person to drive;
 7. Reckless driving;
 8. Reckless endangerment involving a motor vehicle;
 9. Open container law (possession of an open container of alcoholic beverage).

Class B Violations/ Minor Convictions

- 6.2 Any moving traffic violation, not considered a Class A violation. Examples of Class B violations include:
 1. Speeding;
 2. Unlawful lane change;
 3. Traveling too fast for conditions;
 4. Failure to stop and report an accident/injury.