INTRODUCTION
This procedure applies to all vehicles driven on city streets and highways and is covered in WAC 296-865; (Motor Vehicles). It does not cover utility/golf carts. Utility and golf carts are covered under EWU policy 603-06.

DRIVERS
All drivers must possess a valid driver’s license. The driver of a vehicle is responsible for the vehicle, its passengers, and its cargo. No vehicle shall be started until the driver is sure that all passengers are safely seated and the cargo properly secured. The driver is responsible for ensuring that seat belts are used.

COMMERCIAL DRIVER LICENSE (COMMERCIAL MOTOR VEHICLE SAFETY ACT OF 1986)
A commercial driver license is required in the state of Washington to drive vehicles with a manufacturer's weight rating of 26,001 pounds or more, trailers with manufacturer's weight rating of 10,001 pounds or more, or vehicles designed to transport 16 or more people.

VEHICLES
Each operator should perform a pre-use safety check to include lights, signals, horn, wipers, etc., before driving the vehicle each day. A checklist and record of daily inspections will be kept in each vehicle.

SEATBELTS
Seatbelts must be used in all university vehicles. The vehicle driver is responsible for any fines issued by law enforcement for failure to use a seatbelt.

TRAINING
Employees driving university or personal vehicles as part of their work must attend a safe driver training program.

FIRE EXTINGUISHERS AND OTHER SAFETY EQUIPMENT
It is the responsibility of the shop or department that operate state vehicles to ensure that assigned safety equipment are in proper working order and not out dated (ex. fire extinguishers, anaphylaxis kits, etc).

SMOKING AND CELLPHONE USE
Smoking is prohibited in state vehicles.

Cellphone use while driving is prohibited unless used in conjunction with a speaker phone, headset, or earpiece. Putting the cellphone to you ear is a traffic infraction.