

EXECUTIVE ORDER 72-04

EXECUTIVE ORDER PERTAINING TO STATE VEHICLE DRIVER PERMITS

Effective July 1 all persons operating motor vehicles owned or operated by the State of Washington will be required to have a State Vehicle Driver Permit in their possession while operating state vehicles, and on this same date all State Vehicle Driver Identification Cards will become void.

The transition will take place as follows:

1. Each agency will:

A. Contact the Driver Improvement Division, Department of Motor Vehicles,. Olympia, to obtain a supply of "Applications for State Vehicle Driver Permit". Telephone: 753-6969.

B. Distribute applications to all employees operating state-owned or leased vehicles. (Persons who operate privately-owned vehicles are excluded from this requirement.)

2. Each employee shall complete the application form and:

A. Return the original (white) copy to his employing agency.

B. Retain the second (buff) copy which is a temporary permit to operate state vehicles. The temporary permit expires 90 days from date of application.

3. The agency will submit all applications to the Driver Improvement Division, Department of Motor Vehicles, within a week of the date of application.

4. The Driver Improvement Division will:

A. Screen each applicant's driving record.

1. Applicants who have less than three violations and less than two moving collisions in the past two years will receive a two-year State Vehicle Driver Permit within 90 days of application. The permit will be mailed directly to the applicant's home address.

2. Applicants who have three or more violations, or two or more moving collisions in the past two years will receive their two-year permits after attending a refresher driving course conducted by the Department of Motor Vehicles.

The refresher driving course will be available at a number of locations throughout the state. Employees will be notified by mail of the exact time and locations. The refresher course consists of one two-hour session. Attendance at such sessions shall be credited as time worked.

5. The permanent Vehicle Driver Permit will expire every two years, 30 days after the expiration of the holder's Washington driver license. New permits will thenceforth be issued automatically each two years, subject to a driving record review as described in Section 4-A.

6. All persons who commence driving state vehicles subsequent to the effective date of this directive will follow the foregoing procedure in applying for a State Vehicle Driver Permit.

7. After initial processing the application forms will be returned to the originating agencies for filing. When an employee terminates service or transfers to another agency, the agency he is leaving will complete the "termination" section and send the application to the Driver Improvement Division so that the driver's record can be updated. After transferring the employee must re-apply for a permit.

8. Permanent permits will be issued only to persons who possess a valid Washington Driver License. Temporary permits issued to persons who possess driver licenses from other states W411 be valid for a period of one year from date of application. Temporary permits held by persons licenses to drive in other states must be renewed annually.

9. Under no circumstances will a State Vehicle Driver Permit be issued to a person who does not have a valid driver's license.

10. Collision Frequency Report

Each agency will compute its own collision frequency on a quarterly basis. The quarter shall end on March 31, June 30, September 30, and December 31. Collision frequency is to be computed by multiplying by 1,000,000 the number of reported collisions involving a state vehicle in a given quarter, then dividing by the number of miles driven by employees in state vehicles during the same period of time. By the 15th of the month following the end of each quarter, each agency shall send to the Governor's Office a collision rate report containing the following information:

Name of Agency

Quarter Ending (Month and Year)

Number of Collisions Involving State Vehicles

Number of Miles Driven in State Vehicles

Collision Rate (Computed as Shown Above)

Percentage Increase or Decrease over Previous Quarter

11. All questions concerning the new State Vehicle Driver Permit and the application procedure should be directed to the Driver Improvement Division, Department of Motor Vehicles, Olympia.

12. Since the State Vehicle Driver Identification Card will become void this July 1, it is incumbent upon each state agency to initiate the foregoing process promptly by following steps 1, 2 and 3. Application blanks are now available from the Driver Improvement Division, Department of Motor Vehicles.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the State of Washington to be affixed at Olympia this 14th day of April A.D., Nineteen hundred and seventy-two.

Daniel J. Evans
Governor of Washington

BY THE GOVERNOR:

Secretary of State
