

Driver Responsibilities

Remember

- State owned/leased vehicles are public property
- Treat the vehicle with respect
- When driving a university vehicle, you publicly represent Washington State Government
- The public is attuned to state vehicle use and public employees' driving behavior
- Misuse of state property gets reported, recorded and shared with the university and your supervisor

DO

- Drive safely and defensively
- Carry a valid and current driver's license with you
- Use seat belts (driver and passengers).
- Be courteous and obey all traffic laws
- Use vehicle headlights at all times
- Avoid distractions while driving
- Adjust driving speed to changing weather conditions

DO NOT

- Drive under the influence of intoxicating beverages, drugs or other impairing substances
- Use cell phones or other hand-held communication devices while driving, except in an emergency
- Drive drowsy – make sure to take breaks and/or share driving to avoid driving drowsy
- Transport alcohol, intoxicating substances, firearms, weapons or explosives (concealed or otherwise) unless needed for official state business
- Use or allow the use of tobacco products, smoking or vaping in vehicle
- Drive dangerously, aggressively or speed
- Use radar detectors
- Use ear phones or ear buds while driving
- Use state vehicles for personal business
- Pick up hitchhikers or transport passengers who are not on official state business

EWU Contact Numbers

Location	Phone #
Vehicle Maintenance Shop	(509) 359-6438
Risk Manager	(509) 359-6618
EWU Police Department	(509) 359-7676

Violations

When you are driving a University vehicle on official University business, you must comply with state and University policies.

Failure to comply with these policies may result in disciplinary action, up to and including deductions from pay, suspension without pay, or termination of employment.

24-Hour Emergency Roadside Assistance

For WEX Fuel Card Holders – Call (800) 329-3471

For all others – Call EWU PD at (509) 359-7676

Winching | Jump starts | Lock outs

Tire change Fluid delivery | Towing



University Vehicle Drivers Quick Reference Guide



University Contacts

Director of Risk Management
Tawanka Hall – TAW 211
(509) 359-6618 / riskmanager@ewu.edu

Automotive / Equipment Services
Central Services – CES 105
(509) 359-4638 / workrequest@ewu.edu

Maintenance



- Call 509-359-4638 for all maintenance questions.
- Keep all fluids at correct levels – such as oil, windshield wiper fluid, and radiator coolant.
- Check vehicle fluids and tire pressure monthly
- Conduct visual inspection of the vehicle weekly and before each use.
- Report all vehicle damage and issues to EWU Automotive/Equipment Services as soon as possible. Email to workrequest@ewu.edu or call 509-359-2245.

Fuel



- Use only regular 87 octane-unleaded or diesel fuel
- Obtain fuel at service stations (using the WEX Fuel Card) or at the Cheney campus fuel farm.

WEX Fuel Card

- The WEX Fuel Card is for purchases related to EWU business only.
- The WEX Fuel Card may be used for:
 - Fuel and Fluids (e.g. oil, coolant, wiper fluid, etc.)
 - Emergency Towing and Assistance
 - Service and Maintenance
- Rules for WEX Fleet Card Use:
 - The WEX fuel card works at locations operated by national fuel service providers such as BP, Union 76, Shell, Exxon, Chevron etc. It may not work at local sites such as Safeway, Costco, or Fred Meyer.
 - Use WEX fuel cards outside at the pump ONLY

Repairs



Tires - Firestone / Goodyear

- Call 800-____-____ for directions to closest location. Note: Les Schwab is not an authorized vendor

Auto glass – Safelite

- Call 800-469-3941, have account number and vehicle plate number ready

Proof of Insurance



The state of Washington is self-insured. Policy and tort claim information is located in the vehicle glove box along with the vehicle registration.

Please direct any questions about coverage to:

EWU Office of Risk Management
509-359-6618 | riskmanager@ewu.edu

Emergency 24-Hr Roadside Assistance



If you are a WEX Fuel Cardholder, you have access to nationwide roadside assistance.

Should your vehicle become disabled, call **1-800-329-3471**. Service is dispatched to assist you 24/7. Any necessary services will be billed directly to your WEX Fuel Card, with no out-of-pocket expense required.

Services available include:

Fluid Delivery	Jump Starts
Lockout Services	Towing
Spare Tire Change	Winching

If you do not have a WEX Fuel Card and need roadside assistance, contact the University Police Department at (509) 359-POPO (7676).

Accidents & Collisions



For collisions and accidents, call 911 if needed. Use the collision information in your glove box packet.

Tickets, Infractions & Citations



- Drivers are personally liable and responsible for the payment of all fines, citations, and impounding fees.
- You will not be reimbursed by the state.
- Violations will be sent to your supervisor.

General information



Here are a few other things you should know when using EWU vehicles

Lock the vehicle

- Lock vehicles when left unattended. EWU does not assume responsibility for personal property left in vehicles.
- Do not leave fuel cards or spare keys in vehicle

Toll fees



- All bridge and tunnel tolls incurred by drivers are billed to the university.
- Tolls associated with the use of high occupancy toll (HOT) lanes and toll roads are not permitted.
- Agencies need to set up their own HOV Flex passes accounts.
- Agencies opting out of Fleet billing will need to maintain and manage their own Good to Go accounts.

State ferries



- Drivers are responsible for paying ferry fees at time of use.
- Ferry toll fees may be reimbursable; contact the department.

Electric vehicles



- Electric charging stations can be found on plugshare.com
- Charge cards are issued with car and should be kept with keys

For other questions and information, please visit the EWU Transportation and Driver Safety website at:
<https://inside.ewu.edu/rcp/risk-management/driver-safety/>

