



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: STATE OPERATED LIVING ALTERNATIVES POLICY 6.05
(SOLA) TRANSPORTATION

Authority: [RCW 71A.12](#) *State Services*
[Chapter 388-101 WAC](#) *Certified Community Residential Services and Supports*

Reference: DSHS Policy 14.12 *Accountability for State-Owned Vehicles*
[OFM State Administrative & Accounting Manual \(SAAM\)](#)

BACKGROUND

Whenever possible, State Operated Living Alternatives (SOLA) program participants should use public transportation and receive any needed training to maximize transportation skills. However, it is recognized that SOLA clients may not always be able to use the public transportation system due to a lack of necessary skills and availability of staff to provide training, limiting health conditions that preclude the use of public transportation (especially in inclement weather), or the inability of the public transportation system to transport at a specific time or to a specific location needed or desired by the program participant.

PURPOSE

This policy describes requirements and procedures for the vehicles owned or leased by SOLA programs as well as standards for vehicle replacement.

SCOPE

This policy applies to Division of Developmental Disabilities (DDD) employees responsible for acquisition, operating, and maintaining SOLA vehicles.

POLICY

- A. Each SOLA program must provide and/or arrange transportation to meet client needs. SOLA vehicles, like all state vehicles, are to be used only for activities related to the SOLA program and never to conduct personal staff business. The first priority for use of SOLA vehicles is to transport SOLA clients to appointments, employment/day programs, and social activities, as stated in Chapter 388-101 WAC. The second priority is to conduct SOLA business.
- B. The SOLA Program Manager is responsible for the safe operation, regular maintenance, and timely repairs of all SOLA vehicles to ensure their optimum performance.
- C. SOLA vehicles must be replaced when it is determined that a vehicle is unsafe, unreliable, or need extensive repairs.
- D. Staff must hold a valid driver's license when operating a state or privately owned vehicle on official state business. Staff must also comply with Washington State's liability laws when operating a privately owned vehicle on official state business.
- E. All SOLA employees must operate SOLA vehicles in a safe manner, observe all traffic laws (including the use of seat belts and applicable laws regarding cell phone usage) and road conditions, and provide for the safety of program participants while riding in SOLA vehicles. No smoking is allowed in SOLA vehicles.
- F. The use of privately owned vehicles (POV) must be kept to a minimum and used only when authorized by the SOLA Program Manager. Staff must request reimbursement for travel related expenses through the Office of Financial Management (OFM) Travel and Expense Management System (TEMS).

PROCEDURES

- A. Acquisition of SOLA Vehicles
 - 1. SOLA vehicles must be replaced by leasing from the State Motor Pool or purchased by using the state procurement process when the SOLA management team determines that the current vehicle:
 - a. Is unsafe for transportation;
 - b. Is unreliable; and/or
 - c. Needs repairs and maintenance which are not cost effective.

2. Each DDD region with a SOLA program must establish and maintain a priority list of SOLA vehicles to be considered for replacement. The priority will be based on client usage, mileage, maintenance costs, and/or safety concerns.
3. The SOLA Program Manager must follow all state regulations for vehicle leasing and acquisition as detailed in the OFM State Administrative and Accountability Manual (SAAM) and coordinate acquisition/leasing with the Regional Business Manager.

B. Operation and Maintenance of SOLA Vehicles

1. Only authorized persons may be transported in SOLA vehicles. Authorized persons are: SOLA participants, SOLA staff on duty, and any other person(s) approved by the SOLA Program Manager. The blue disabled parking placard must also be displayed from the rear-view mirror in each SOLA vehicle.
2. All staff operating a SOLA vehicle must complete the SOLA Trip Log (see Attachment A, *SOLA Vehicle Trip Log*). All SOLA staff are responsible to refuel vehicles when the fuel level reaches one-half (1/2) of a tank. A trip is defined as going to an activity and returning back home. Each time the vehicle returns home should count as the end of the trip.
3. The SOLA Program Manager or designee must provide training to employees before authorizing them to drive a SOLA vehicle. Employees must:
 - a. View the [OFM Safe Driving Habits video](#); and
 - b. Have a signed [DSHS 03-427, Employee Driver's Statement of Understanding](#) included in their personnel file to comply with the completed [DSHS 03-380, Employee Annual Review Checklist](#). Note: These forms are available only on the DSHS Intranet website.
4. The SOLA driver must document the condition of the vehicle. The driver must use the trip log to identify any concerns about the physical condition or driving performance of the vehicle.
5. Any problems or concerns found by staff using a vehicle must be reported immediately to the supervisor or other designated staff.
6. All repairs for leased vehicles must be made in accordance with the Leasing Agreement.

C. Required Equipment and Documents

1. All SOLA vehicles must be furnished with an emergency road kit that includes at a minimum:
 - a. Flares/triangular reflector;
 - b. First aid kit;
 - c. Fire extinguisher;
 - d. Blanket;
 - e. Flashlight; and
 - f. A National Highway and Transportation Safety Administration (NHTSA) hang tag.
2. Additionally, each SOLA vehicle must have a packet containing the following documents:
 - a. Vehicle registration;
 - b. Accident forms and procedures;
 - c. Washington State map; and
 - d. Litterbag.

D. Accidents, Theft, Other Damage

1. Staff involved in or witnessing an accident, theft, vehicular damage or suspicious event must immediately:
 - a. Call 911 for assistance if needed;
 - b. Check all clients/passengers/employees for injury;
 - c. Remove self, others and vehicles to a safe place;

- d. Notify the SOLA office (or the Attendant Counselor Manager (ACM) if after hours). The SOLA office will notify the Program Manager immediately; and
 - e. Complete a THERAP General Event Report for any client involved in the accident/theft/damage/incident.
2. The SOLA Program Manager (or the ACM if after hours) will ensure the following entities are notified:
- a. The legal representative and/or family of any program participant who is involved in an accident and keep them informed of the participant's status if injured;
 - b. Regional Administrator;
 - c. Case Resource Manager (CRM);
 - d. DDD Central Office; and
 - e. RCS Complaint Resolution Unit Hotline (if relevant).

3. Accidents

In the event of an accident, the involved employee must:

- a. Report all accidents within two (2) working days to the Office of Financial Management (OFM) Risk Management Division. A *Motor Vehicle Collision Report (WSP 161)* must be submitted if damage exceeds \$700.
 - i. Drivers must comply with the OFM State Administrative and Accounting Manual, Section [12.30.40](#) for all accidents involving a state-owned vehicle.
 - ii. Drivers must refer to the [CEI brochure](#) kept in the glove box of each state-owned vehicle for instructions on reporting requirements.
 - iii. Drivers must take a driver's safety class in the event of an accident where the driver of a state-owned vehicle is at fault. This training is offered by the Department of Enterprise Services – Human Resources and must be taken within 90 days of the accident.

Documentation of course completion must be kept in the employee's personnel file.

- b. Give a Department of Transportation (DOT) 780-013, *Claim Notice Information*, to others involved in an accident with a SOLA staff/vehicle.
- c. Do not discuss the accident with others involved as all inquiries/claims will be handled by the DOT Claims Unit only.
- d. Within 24 hours or less of the accident, complete the following forms available at the SOLA office and submit to SOLA Program Management.
 - i. *Vehicle Accident Report*: Follow instructions in the [CEI brochure](#) provided in the vehicle glove box; and
 - ii. *Motor Vehicle Collision Report* ([WSP-3000-345-161](#)) if the damage exceeds \$700 and/or there is a personal injury.
4. The SOLA Program Manager must send copies of the completed reports described above to the appropriate state agencies and the Regional Operations Manager.
5. The SOLA Program Manager must also send copies of the completed *Motor Vehicle Collision Report* ([WSP-3000-345-161](#)) if the damage exceeds \$700 and/or there is a personal injury. Distribute as indicated on the form and send one copy of the form to the DSHS Agency Transportation Office.
6. Theft

If theft or other damage occurs that is not caused by an accident, employees that witness or discover the incident must immediately report it to the SOLA Program Manager (or the ACM if after hours).
7. Any accident, loss or damage due to staff negligence or culpability may result in disciplinary action and/or paying financial restitution for injuries/damages incurred.
8. Any inquiries from involved non-state parties are to be referred to the DOT Claims Office.

E. Use of Privately Owned Vehicle (POV)

1. When a SOLA vehicle is not available, SOLA staff may use their POV to conduct SOLA business and be eligible to receive financial compensation, providing they receive prior approval from the SOLA Program Manager.
2. SOLA staff may not transport program participants in a POV except in an emergency with approval from the SOLA Program Manager or the ACM.
3. Employee reimbursement for use of a POV will be processed using the Travel and Expense Management System (TEMS).

F. Record Keeping

1. The SOLA Program Manager or designee must maintain the following records for each SOLA vehicle:
 - a. Mileage driven and days utilized each month on the SOLA *Vehicle Trip Log* (see Attachment A of this policy);
 - b. Gallons of gas;
 - c. Cost per gallon; and
 - d. Total cost of gas per month.

EXCEPTIONS

Any exceptions to this policy must have the prior written approval of the Division Director.

SUPERSESSION

DDD Policy 6.05
Issued January 1, 2009

Approved: /s/ Linda Rolfe
Director, Division of Developmental Disabilities

Date: October 15, 2012

Attachments: A - SOLA *Vehicle Trip Log*

ATTACHMENT A
Division of Developmental Disabilities SOLA Vehicle Trip Log

License #: _____

For Month: _____ Year: _____

Note: Refuel vehicle before gas level reaches ½ tank.

Date	Start Time	Starting Mileage	Starting Fuel Level ¼, ½, ¾ or full	End Time	Ending Mileage	Ending Fuel Level ¼, ½, ¾ or full	Total Miles	Driver's Signature	Enter Client Initials and Destination	Purpose of Trip- (use code below)	Comments / Condition of Vehicle

1 - Employment/Day Program 2 - Community Activity 3 - Health 4 - Agency Business 5 - Shopping 6 - Other

A trip is defined as going to an activity and returning back home. Each time the vehicle returns home should count as the end of the trip.