

(Sample Checklist)

Supervisor's Risk Management and Safety Checklist for State Drivers

This checklist is provided as a training tool for use with state driving safety programs as outlines in the *State Administrative and Accounting Manual (SAAM)*, Chapter 12 - Transportation, Subsections 12.20.15 and 12.20.20. Use of this or any other checklist is not required. The sample provided below can be modified or adapted to meet agency needs.

Note: Specific driver training checklists are required for 15 and 12-Passenger Van Drivers as outline in SAAM Subsection 12.60.30.b.

- 1. **Check Driver's License and Insurance:** Valid license check is to determine (1) that the driver has in their possession a license valid under Washington law, and that it has not expired; (2) license photo matches employee or operator and name matches agency records; and (3) driver is a minimum of 18 years old and states he/she has two years of driving experience. Valid insurance check is to determine that drivers who use their personally owned vehicle have current insurance.

- 2. **Review with Driver:** Policy to report invalid license per Subsection 12.30.20.b #5. Advise the state driver they are to report to the supervisor/manager by the next business day any time the applicable licensing agency notifies them their driver's license has been revoked, suspended or otherwise determined invalid.

- 3. **Review with Driver:** Location and how to access as needed state driving policies outlined in Chapter 12 (<http://www.ofm.wa.gov/policy/12.htm>). **Only specified drivers as outlined in Subsection 12.20.20 are to receive a supervisor review of specific Chapter 12 policies as follows:**
 - Section 12.10 – About Transportation Policies
 - Section 12.20 – Agency Motor Vehicle Management
 - Section 12.30 – State Motor Vehicle Driver Requirements
 - Section 12.40 – Insurance Coverage and Related Requirements
 - Section 12.60 – Van Management

- 4. **Have Driver Complete Driver Training (Specified Drivers Only):** Explain the agency procedure or process for attending and completing Defensive/Safe Driving Training if/when the state driver meets the criteria as outlined in Subsection 12.20.20. Refer to the OFM Risk Management Division website at:
<http://des.wa.gov/services/Risk/StateDrivers/Pages/default.aspx>

- 5. **Review with Drivers of State-Owned Vehicles:** Location and use of State Vehicle *Proof of Liability Insurance* Card, available from the DES Risk Management Division website at:
<http://des.wa.gov/services/Risk/StateDrivers/Pages/default.aspx>.

- 6. **Optional:** Have driver review the "Safe Driving Habits: A State of Mind" video, available and downloadable on the DES Risk Management Division website at:
<http://des.wa.gov/services/Risk/lossPrevention/LossPrevTraining/Pages/watchTrainingVideos.aspx#safedriving> and the Defensive Driving Course available in [LMS](#).