



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
8/25/20

PAGE NUMBER  
1 of 5

NUMBER  
**DOC 230.510**

**POLICY**

TITLE  
**VEHICLE ACQUISITION, MAINTENANCE,  
AND DISPOSAL**

**REVIEW/REVISION HISTORY:**

Effective: 2/19/01  
 Revised: 5/12/04  
 Reviewed: 6/6/06  
 Revised: 6/6/07  
 Revised: 8/25/08  
 Revised: 5/29/09  
 Revised: 10/18/10  
 Revised: 8/1/12  
 Revised: 9/1/15  
 Revised: 8/25/20

**SUMMARY OF REVISION/REVIEW:**

I.B. & C., II.A.3.c., II.B., II.D., II.D.1., and IV.B. - Adjusted language for clarification  
 II.C., II.D.2., and IV.C. - Added language for clarification  
 Removed section III. that vehicles require emissions testing  
 Added IV.B.1. that employees will ensure that partitioning, weapon mounts, and/or 2-way radios are removed before the vehicle is transported for disposal  
 V.A. - Removed unnecessary language

**APPROVED:**

Signature on file

\_\_\_\_\_  
**STEPHEN SINCLAIR**, Secretary  
 Department of Corrections

7/21/20  
 \_\_\_\_\_  
 Date Signed

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**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; [RCW 39.26.102](#); [RCW 43.19.622](#); [RCW 46.16A.060](#); [RCW 70.120.170](#); [DOC 230.500 Vehicle Use](#); [Governor's Executive Order 05-01](#); [Department of Enterprise Services \(DES\) BR.01.01 Enterprise-Wide Transportation Policy](#); [Records Retention Schedule](#)

**POLICY:**

- I. All state-owned and operated passenger vehicles will be acquired, maintained, and disposed of per requirements established by the Washington State Department of Enterprise Services (DES) and the Revised Code of Washington (RCW).

**DIRECTIVE:**

- I. Vehicle Acquisition
  - A. For a vehicle purchase, employees will submit [DES BR.01.F3 New and Used Passenger Vehicle Purchase Approval Request](#) to the Headquarters Business Services Procurement Unit. Correctional Industries is exempt from this requirement per RCW 39.26.102.
    1. If there is a hybrid (e.g., plug-in) or all-electric vehicle that will accommodate Department needs, it or a vehicle with equivalent fuel efficiency will be purchased. If one is not available, a flexible fuel vehicle should be purchased, if available.
  - B. To request assignment of a leased vehicle for 30 days or more, employees will forward [DES BR.01.F3 New and Used Passenger Vehicle Purchase Approval Request](#), along with justification to the Agency Transportation Officer.
  - C. The Headquarters Business Services Procurement Unit will submit an annual report of hybrid/all-electric vehicle and flexible fuel vehicle purchases to the Environmental Planner 5 at Headquarters.
- II. Vehicle Maintenance and Repair
  - A. All facilities/offices with state vehicles will designate employees to:
    1. Maintain a preventive maintenance program for each vehicle that follows the manufacturer's recommendations, including regular interior and exterior cleaning, to maintain optimal vehicle efficiency and value.
    2. Ensure items identified in DOC 230.500 Vehicle Use are kept in every vehicle during operation.

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3. Maintain a file for each vehicle that contains, at a minimum:
    - a. Monthly mileage reports, and
    - b. Maintenance and repair records.
  4. Submit a mileage report for each leased fleet operations vehicle to DES Fleet Operations by the 20<sup>th</sup> of each month.
- B. State vehicle maintenance and repair will be performed at a state facility, whenever possible. When repairs are beyond the capability of state facilities, authorization must be obtained before having the repairs made by a local contracted vendor.
1. For Department vehicles, authorization will be obtained from the appropriate Appointing Authority.
  2. For State Fleet Operations vehicles, authorization will be obtained from DES Fleet Operations - Vehicles Services.
- C. All vehicles owned, leased, or used in the operation of a Work/Training Release or Field Office will have an annual safety inspection conducted by a trained Motor Vehicle Maintenance Technician. Employees responsible for facility/office vehicles will complete DOC 15-019 Vehicle Safety Inspection Checklist annually.
- D. When repair is for damage resulting from an accident, the Regulatory Litigation Administrator should work with employees from the DES Office of Risk Management to determine liability for the damages before proceeding with repairs.
1. If other parties are liable for some or all of the repair costs, claims may be filed.
  2. Department authorization must be obtained before proceeding with repairs for Department-owned vehicles.
- E. Upon detection of a problem, repairs required to make the vehicle safe to operate will be completed immediately. The vehicle will be returned to service after the repairs.
- III. Vehicle Disposal
- A. A Department-owned vehicle may be disposed of when one of the following criteria is met:
1. No longer needed

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2. Wrecked or damaged beyond economical repair
3. Deemed uneconomical to retain, regardless of age or mileage
4. 7 years old and has 100,000 miles or more, or a pre-1996 light duty vehicle driven 2,000 miles or more per year

B. Department-owned vehicle disposals will be processed using DOC 19-083 Equipment Disposal Request - Surplus/Donate/Scrap/Lost/Stolen.

1. Employees will ensure any partitioning, weapon mounts, and/or 2-way radios are removed before the vehicle is transported for disposal.

C. Proceeds from a Department-owned vehicle sale will be deposited as revenue to the fund that originally purchased the vehicle. The proceeds will not be used to recover the cost of a replacement vehicle unless the replacement was already approved in the budget.

#### IV. Recordkeeping

A. Cost records relating to the operation, maintenance, and management of Department-owned or leased passenger vehicles will include all costs, including:

1. Depreciation
2. Overhead
3. Service and repairs
4. Fuel
5. Oil/lubrication/antifreeze
6. Parts (e.g., tires, chains, batteries)
7. Insurance
8. Storage

B. Results of emission testing will be kept in the vehicle file per the Records Retention Schedule.

#### DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

#### ATTACHMENTS:

None

#### DOC FORMS:

[DOC 15-019 Vehicle Safety Inspection Checklist](#)



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[DOC 19-083 Equipment Disposal Request - Surplus/donate/Scrap/Lost/Stolen](#)