

# King County Vehicle Driver's Operating Manual



**King County**

Fleet Services Division



Important Contact Numbers

<b>Police and Medical Services</b>	911
<b>Risk Management</b>	206-263-2250
KSC-ES-0320	201 S. Jackson St., #320, Seattle, WA 98104
<b>Safety and Claims Management Office</b>	206-296-0510
ADM-ES-0500	500 Fourth Ave., Room 500, Seattle, WA 98104
<b>Fleet Services</b>	206-477-3880
KSC-ES-0822	201 S. Jackson St., #822, Seattle, WA 98104
<b>Emergency Vehicle Services</b>	
<b>Orcas Street Motor Pool Shop</b>	206-263-9800
ORC-ES-0100	707 S. Orcas St., Seattle, WA 98108
<b>Renton Maintenance and Repair Shop</b>	206-477-2540
RSD-ES-0155	155 Monroe Ave. NE, Bldg. G, Renton, WA 98056
<b>Motor Pool Vehicle Dispatch</b>	
Dispatch customer service	206-477-3880
	motorpool.dispatch@kingcounty.gov
KSC-ES-0822	201 S. Jackson St., #822, Seattle, WA 98104
<b>Fuel and Fuel Card Information</b>	
Fleet Services	206-477-3880

In Case of Vehicle Emergency

During normal working hours

Take the vehicle to the Renton Maintenance Repair Shop or to the Orcas Street Motor Pool Shop.

- Renton Maintenance Repair Shop ...206-477-2540 Mon-Fri 5 a.m. - 5 p.m.
- Orcas Street Motor Pool Shop .....206-263-9800 Mon-Fri 7 a.m. - 4 p.m.

After-hours and weekends

If an emergency occurs between 5 p.m. and 5 a.m. or on a holiday or weekend, you may incur reimbursable charges of up to \$90, or make arrangements to have the vehicle towed (see Section 8).

# In Case of Accident

1. **Stop as soon as it's safe to do so.**
2. **Serious injuries?** Call 9-1-1 for medical assistance.
3. **Assess the situation.** Protect the scene to prevent further injury or damage.
4. **Call police** (9-1-1). The dispatcher will tell you if an officer will be sent to the scene.
5. **Call a Fleet Maintenance and Repair Shop** for assistance and to report the incident:
  - Renton 206-477-2540 Mon-Fri 5 a.m. - 5 p.m
  - Orcas Street (Georgetown) 206-263-9800 Mon-Fri 7 a.m. - 4 p.m
  - After hours, call and leave a message at one of the shops.
6. **Gather data and exchange information.**  
**DO NOT DISCUSS THE INCIDENT WITH ANYONE EXCEPT POLICE. Do not admit fault. Do not agree to settle any claims against you or King County.**
  - **Get the name and address of any and all witnesses** using the "Witness Information" card from the packet in the glove compartment. If a witness cannot stay at the scene, get their name and address, and give him/her the "Witness Information" card to fill out and mail.
  - **Exchange contact information** (name, phone number, address) with parties involved (driver/pedestrian/property owner) using the "Notice to Involved Parties" card (in packet).
  - **Take photos** of the scene and damage.
7. **Fill out the "State of Washington Vehicle Collision Report"** (in packet) at the scene, regardless of the amount of damage.
  - Make two copies of the completed form.
  - Send the original completed form (top copy) to Risk Management (ADM-ES-0320) and keep the duplicate copy (bottom copy) for your records.
  - Send one copy of the completed form to your supervisor.
  - Send one copy of the completed form to King County Fleet Services (KSC-ES-0822).
8. **If you need a tow truck after the Fleet Maintenance shops are closed, call a towing provider.** See pages 20-22 in the King County Vehicle Driver's Operating Manual (in glove box) for a list of towing providers.
9. **Within 24 hours:**
  - **Notify your supervisor**
  - **Notify Risk Management**
  - **Send vehicle collision reports (as per step 7)**

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**Map of Fleet locations . . . . . Inside back cover**

# 1 Introduction

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## 1.1 Purpose

The purpose of this manual is to provide drivers of King County vehicles with basic information about their responsibilities regarding safety, vehicle operation, and accident and emergency procedures. This information applies to all vehicles and equipment issued or assigned by King County Fleet Services. Everyone who drives a King County vehicle should be familiar with the contents of this manual and should display appropriate courtesy and conduct while sharing the road with members of the public or while on King County property. If you have any questions about this information, please direct them to your supervisor or call one of the phone numbers listed in Section 1.2.

A copy of this manual should be in every King County vehicle, and copies should also be made available to employees at all facilities and offices. There should also be a vehicle owner's manual in the glove compartment of each county vehicle. Please read both manuals thoroughly before operating your vehicle.

This manual is also available on Fleet Services's intranet website, [www.kingcounty.gov/fleet](http://www.kingcounty.gov/fleet).

## 1.2 Contact Numbers

**Police and Medical Services** . . . . .911

**Risk Management** . . . . . 206-263-2250

Mail Stop: KSC-ES-0320  
201 S. Jackson St., #320, Seattle, WA 98104

**Safety and Claims Management Office** . . . . . 206-296-0510

Mail Stop: ADM-ES-0500  
500 Fourth Avenue, Room 500, Seattle, WA 98104

**Fleet Services** . . . . . 206-477-3880

Mail Stop: KSC-ES-0822  
201 S. Jackson St., #822, Seattle, WA 98104

**Emergency Vehicle Services**

**Orcas Street Motor Pool Shop** . . . . . 206-263-9800  
Mail Stop: ORC-ES-0100  
707 S. Orcas St., Seattle, WA 98108

**Renton Maintenance and Repair Shop** . . . . . 206-477-2540  
Mail Stop: RSD-ES-0155  
155 Monroe Ave. NE, Bldg. G, Renton, WA 98056

**Motor Pool Vehicle Dispatch**  
Mail Stop: KSC-ES-0822  
201 S. Jackson St., #822, Seattle, WA 98104  
Dispatch customer service . . . . . 206-477-3880  
motorpool.dispatch@kingcounty.gov

**Fuel and Fuel Card Information**  
Fleet Services . . . . . 206-477-3880

**2 Driver authorization and safety guidelines**

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**2.1 Authorization**

Only employees of King County who have valid Washington State driver’s licenses are permitted to operate a King County vehicle. Individuals not employed by the county are prohibited from driving county vehicles without prior written approval from the Deputy King County Executive. (Per Executive Policy FES 12-1-3 (EP))

**2.2 Washington State Driver’s License**

Each agency’s director, or the director’s designee, is responsible for verifying that the agency’s employees have valid Washington State driver’s licenses before authorizing the employee’s use of a King County vehicle. The employee’s license must cover the class of vehicle that the employee is assigned to operate—for example, a motorcycle license or a commercial driver’s license (CDL) may be required. Every person requesting permission to operate a county Motor Pool Dispatch vehicle must indicate that he or she has a valid Washington State driver’s license each time he or she reserves a vehicle through the Motor Pool Dispatch online reservation system. The Fleet Services Division may request the driving records of any King County vehicle operator from the State Department of Licensing. Employees may also have to meet additional requirements before they can use a King County vehicle (for example, drivers operating with a CDL may be required to undergo drug testing).



## 2.3 King County policy on driver safety

As a provider of various public services, King County holds safe operation above all other performance criteria. Employees should operate all vehicles and equipment and conduct themselves in a manner that reflects the highest regard for the safety of the public, other King County employees, and the property of our community members and organization.

When you are operating county vehicles and equipment, you should give every courtesy and consideration to the motorists, cyclists, and pedestrians with whom you share the streets and highways. Behavior that endangers others will not be tolerated. Unsafe equipment should be reported to the appropriate vehicle maintenance shop manager.

## 2.4 Defensive driving

Employees who drive King County vehicles should use the principles of defensive driving, which help you drive safely and avoid accidents. Obey all traffic laws, be courteous to other drivers, and always be prepared to yield. Remember that driving demands your full concentration and attention.

Here are five defensive driving habits that will help you drive safely and avoid accidents:

1. **Get the big picture.** Watch over a wide and deep traffic scene rather than any one detail.
2. **Keep your eyes moving.** Move your eyes about every two seconds—and much more often in heavy traffic.
3. **Aim high in steering.** Don't focus your attention on the vehicle in front of you. Instead, focus three to four vehicles ahead.
4. **Make sure that others see you.** Get eye contact before taking action. Make sure that other people (drivers, pedestrians, bicyclists, etc.) see you and show by their actions that they are aware of you.
5. **Leave yourself an “escape route.”** Pace yourself so you always have an “out” if trouble develops. Do not follow any moving vehicle ahead of you too closely. Give yourself enough braking distance for stopping. Avoid driving side-by-side with other vehicles or in their blind spots.

## 2.5 Driver training

Employees driving a county vehicle an average of once a month or more must be trained in King County defensive driving procedures. Division directors should contact the Safety and Claims Management (206-296-0510) or check out the County website for training at [www.kingcounty.gov/audience/employees/safety-claims/safety-at-work/safety-training-classes.aspx](http://www.kingcounty.gov/audience/employees/safety-claims/safety-at-work/safety-training-classes.aspx) to coordinate training as needed. If you are a driver and have not received this training, it is your responsibility to contact your supervisor immediately.

## **3 Policies and procedures for vehicle operators**

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### **3.1 Personal use**

Personal use of county vehicles is prohibited except where reasonably necessary to accommodate the employee's meals and other physical needs.

### **3.2 Transporting non-county employees**

County vehicles should not be used to transport any person or employee other than the vehicle operator unless that transport is directly related to county business.

### **3.3 Driving outside of King County**

County vehicles may be driven outside the county or outside the state of Washington and into Canada *only with prior authorization* from the driver's division or department director. Because the vehicle's Voyager Fuel Card is not valid outside of the state of Washington, you will need to make alternative arrangements for fueling the vehicle by contacting Fleet Services at 206-477-3880.

### **3.4 Traffic and parking violations**

If you are pulled over by law enforcement while driving a county vehicle, the officer may ask you for the vehicle's registration and proof of insurance. The vehicle registration certificate is in the glove compartment of each county vehicle managed by Fleet Services. A copy is also kept on file at the Fleet Services Division. Per RCW chapters 46.30.020 and 46.16.020, government vehicles are exempt from the requirement to carry proof of insurance. A copy of this certificate of Self-Insurance is located in section 10.3 of this manual.

If you are cited for a moving or parking violation while driving a county vehicle, you are responsible for paying any fines (per Executive Policy FES 12-1-3 (EP)).

King County vehicles are not exempt from paying for metered parking. Parking in a space reserved for disabled persons may result in a \$250 fine unless a disabled parking permit is clearly visible in the windshield (RCW 46.16.381).

You are also responsible for paying any fines resulting from automated photo enforcement of traffic laws. These tickets are mailed to the registered owner of the vehicle, which in this case is King County. Fleet Services will forward them to the driver via the driver's department or division. If the driver of the vehicle cannot be identified, the agency that employs the driver and/or operates the vehicle must pay the fine.

Your agency is responsible for ensuring that any fines you incur while operating a county vehicle are paid. If you do not pay the fine, your agency is responsible for paying it. All citation fines must be paid on time.

### **3.5 Seat belts**

All drivers and passengers in county vehicles are required to wear seat belts at all times when the vehicle is in use.

### **3.6 Smoking**

Smoking is prohibited in all county vehicles, per King County Code Section 12.50.030. This includes electronic smoking devices, such as e-cigarettes, hookah pens, e-hookahs, and vaping pens. The use of these devices is prohibited in county vehicles as well as in all places where smoking is prohibited under state law and King County policy. This regulation comes from Title 19 of the Board of Health Code. Using chewing tobacco in county vehicles is also prohibited per Executive Policy FES 12-1-3 (EP).

### **3.7 Driving under the influence**

No one who is under the influence of drugs or alcohol may operate a King County vehicle.

### **3.8 Cell phones**

**It is against the law to use a personal device while driving.**

In 2017, the Washington State Legislature passed the Driving Under the Influence of Electronics (DUIE) Act. Under this new law, it is a traffic infraction to operate a vehicle while:

- Holding a personal electronic device in either or both hands
- Using your hand or finger to compose, send, read, view, access, browse, transmit, save, or retrieve email, text messages, instant messages, photographs, or any other electronic data
- Watching a video.

Using your finger to activate, deactivate, or initiate a function on a device such as hands-free calling or GPS maps remains legal.

The Act specifies four exemptions from the infraction:

1. A driver summoning emergency services
2. A driver operating an authorized emergency vehicle
3. A transit system employee using a system for time-sensitive relay communication with transit dispatch services
4. A commercial motor vehicle driver with a valid CDL using the device within the scope of their employment as allowed by federal law.

Although using devices in hands-free mode remains legal, even “hands-free” doesn’t necessarily mean the driver is distraction-free. The new law addresses more than just using personal electronic devices -- it is also illegal to drive dangerously distracted in any manner that interferes with the driver’s ability to operate the vehicle safely.

The county encourages employees to use cell phones to call for help or to help others in emergencies. However, do not place yourself or others in danger while doing so. If you witness a serious auto accident, a crime in progress, or another serious emergency that puts lives in danger, call 911 and give the exact location and other relevant information. Stay on the line as long as the dispatcher requires.

### **3.9 Secure your load**

State law requires drivers to secure all loads transported in vehicles or trailers before driving on public roads in Washington (RCW 46.61.655). Even if you are driving a short distance, your load—and any items used to cover or secure the load, such as tarps or straps—must be secured. By taking the time to make sure your load is safe to transport, you can prevent harm to others and save yourself a costly fine.

For the complete King County executive order, refer to PER 18-9 (AEO).

### 3.10 Parking assigned and dispatch vehicles

#### Assigned vehicles

Request authorization to park assigned King County vehicles in county parking garages through your Division Director. County parking garages are operated by different management companies; parking access cards can be obtained from the management company for your garage (see table below).

Downtown county parking garages and their current management companies:

Parking facility	Management Company
Goat Hill Garage 415 6th Avenue, Seattle, WA 98104	Standard Parking 206-652-0849
King Street Center 201 S Jackson Street, Seattle, WA 98104	Diamond Parking 206-686-6141

Loaning or transferring an assigned King County garage access card is prohibited.

#### Dispatch vehicles

When you return the vehicle, park it in its assigned space, lock it, note the stall number, and return the keys to the key-manager box. When returning the keys, note if the vehicle needs servicing, cleaning, or re-fueling on the keypad when prompted.

If the assigned parking space is not available, park in the nearest non-assigned parking space and notify Fleet Services by calling 206-477-3880 or e-mailing [motorpool.dispatch@kingcounty.gov](mailto:motorpool.dispatch@kingcounty.gov).

## 4 Use of dispatch vehicles

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Motor Pool Dispatch vehicles are available 24 hours per day, seven days per week through the use of our online reservation system and unattended key-manager boxes.

Before reserving a vehicle, county employees should carefully assess the need for travel by car to a meeting outside of county facilities. Could the same goals be accomplished with telephones, e-mail, web conferencing, or other alternatives to physical travel? Could the employee get to the meeting and back with public transportation or in a carpool?

Please schedule vehicle reservations online if possible, saving telephone reservations for those who lack access to the Internet or e-mail, or for emergencies such as network failures or severe time constraints.

### **Motor Pool Dispatch website**

<http://fleet.invers.com/kic>

### **Motor Pool Dispatch locations. Listed below plus various remote sites.**

- **Goat Hill Garage – 8th Floor**  
415 Sixth Avenue, Seattle  
Entrance on Jefferson Street between Fifth Avenue and Sixth Avenue
- **King Street Center – Level A Key Manager Box, Level B Parking**  
201 S Jackson Street, Seattle  
Entrance on King Street

### **Contact information**

Fleet Services Division    206-477-3880  
[motorpool.dispatch@kingcounty.gov](mailto:motorpool.dispatch@kingcounty.gov)

### **4.1 How to add the Dispatch icon to your computer desktop (Windows)**

1. Move your cursor to a clear space on your screen.
2. Right-click your mouse and scroll down the menu to "New."
3. Select "Shortcut" and left-click your mouse.
4. A new shortcut icon will appear and a new menu with a box.
5. Type the following <http://fleet.invers.com/kic>
6. Click "Next."
7. Name the shortcut "Dispatch" or something else that you will recognize as the vehicle reservation system.
8. Click "Finish."
9. You can drag the new icon to place it where you want it on your screen.

## 4.2 Registering as a user

You must have a valid Washington State driver's license and King County PeopleSoft employee ID number to register. Your PeopleSoft ID number is included on your pay stub.

1. To register, go to the Motor Pool Dispatch website:  
<http://fleet.invers.com/kic>
2. Click on "Motor Pool Online Sign-up" at the middle of the page.
3. Complete all of the required fields, including POETA for billing.
4. Click "Submit form" at the bottom of the page.

Once you submit a request, it may take a day to process your registration and send a confirmation e-mail with your PIN.

## 4.3 Reserving a car

1. Click on your desktop icon or go to the Motor Pool Dispatch website.
2. At the top of the page, fill in your employee ID number and PIN.
3. Select "Login."
4. Click "New reservation."
5. Enter your name and select the vehicle category.
6. Enter your destination and select which garage you will be using.
7. Choose the day(s) and times for your departure and return.
8. Click "Reserve."
9. You will be prompted for the "cost center." This is your six-digit Oracle Low Org number, a required entry. Enter a project number and task, if not charging the default values of your Low Org.
10. Click "Confirm reservation."
11. Write down your access code, which will also be sent to you via e-mail.

## 4.4 Picking up your key and car

You can pick up your car up to 15 minutes before the start of your reservation.

Go to the key manager box. These are located on the eighth floor of Goat Hill Garage, and the A Level of King Street Center.

You must have your six-digit access code to open the box.

1. Enter the access code on the keypad.
2. Press "Y."
3. Make note of your parking stall number before you open the box.
4. Open the door and take the keys under the blinking green light.
5. Once you are in the vehicle, touch the round metal end of the yellow key fob on the key ring to the black ignition lock on or near the dashboard.
6. When the light on the ignition lock turns from red to green, you can start the vehicle. You must do this every time you start the vehicle.

## 4.5 Pre-trip inspection

You must inspect the vehicle before you accept it and leave the Motor Pool Dispatch parking area. Walk around the vehicle and examine its exterior to determine its general condition, and inspect the interior—including the trunk—to be sure it is clean and free of debris, dirt, and smoke odors.

1. Exterior: check the tires (for over-inflation, under-inflation, or extreme wear) and lights, and look for body damage. The applicable tire pressure for each vehicle is listed on a plate on the driver's-side door jamb or on the glove compartment door.
2. Interior: check the mirrors, gauges, horn, wipers, defrosters, lights, emergency equipment, and seat belts, and secure all loose objects. Clean the windows and mirrors if necessary.
3. **Do a test stop to check the brakes.**

Report any problems or concerns to the Fleet Services Division by calling 206-477-3880 or e-mailing [motorpool.dispatch@kingcounty.gov](mailto:motorpool.dispatch@kingcounty.gov).

## 4.6 Returning the car and key

As a courtesy to the next driver, please return a clean and fueled vehicle. The Fleet Services Division may charge your agency \$50 for any returned vehicle that needs cleaning, has less than a half tank of fuel, or if a "locked" Voyager fuel card is not reported to Fleet Services Division. ***(For security reasons, if you swipe the fuel card more than three times, it will be locked.)***

1. When you return, touch the round metal end of yellow data key to the car lock. This will record your trip data.
2. Enter your access code on the keypad to re-enter the key manager box. After you answer a brief set of questions, return the key to any slot in the box.
3. Close the key box door and make sure it is locked.

Note: Report any damage to the vehicle, or a non-working fuel card, to the Fleet Services Division by calling 206-477-3880 or e-mailing [motorpool.dispatch@kingcounty.gov](mailto:motorpool.dispatch@kingcounty.gov).

## 5 Assigned vehicles and authorized take-home vehicles

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### 5.1 Assigned vehicles

A vehicle may be assigned to a single employee or retained within the agency for use by several employees at the agency manager's discretion. Employees may be assigned vehicles overnight for the conduct of county business.

Employees may obtain authorization on a case-by-case basis for occasional overnight use, or approval for a take-home vehicle assignment. In either



case, they must provide justification and prior written approval from the department director or their authorized representative.

Whenever possible, pick up or drop off a county vehicle at a designated county parking area to avoid the unnecessary assignment of an overnight vehicle.

Provisions for take-home vehicle assignments are outlined in Executive Policy FES 12-2-3 (EP) and King County Code 3.30.

## **5.2 Definitions: Assigned vehicles and authorized take-home vehicles**

**Occasional overnight use:** Employees may make occasional business-related overnight use of county owned vehicles. KCC 3.30.020 defines occasional overnight use as no more than 12 times per quarter, on average. Employees who need to take county vehicles home more frequently must request authorization for take-home vehicles.

**Assigned take-home vehicles:** An assigned take-home vehicle is one that is used by a county employee for county business and for regularly commuting to and from the employee's home and workplace.

## **5.3 Authorization of take-home vehicles**

The Fleet Services Division must approve and monitor the assignment of take-home vehicles, and is also required to re-evaluate and update all take-home vehicle assignments twice per year. Employees seeking authorization to take county vehicles home must complete the Take-Home Vehicle Assignment Authorization Request form, have it signed by their department or division directors, then forward it to the Fleet Services Division for review and approval.

Take-home vehicle assignments may be authorized for the following reasons:

1. The vehicle is needed for emergency response.
2. Economic benefit to the county.
3. The vehicle is a special vehicle or has special equipment in it.
4. A take-home vehicle is one of the provisions of a union contract.
5. The employee is a commissioned police officer, road use investigator, or arson investigator. (Employees in this category are exempt from the need to request authorization.)

To learn more about the authorization process, review Executive Policy 12-2-3 (EP) or contact the Fleet Services Division.

If you take a county vehicle home more than 12 times per quarter, you must complete monthly Vehicle Take-Home Trip Log forms and submit them to your director or the Sheriff, or the appropriate designee. Copies of these forms will be forwarded to Payroll and the Fleet Services Division. The forms

and instructions for completing them are available from the Fleet Services Division. Commissioned officers of the Sheriff are exempt from having to complete these forms.

#### **5.4 Commuting in a vehicle assigned to another employee**

A commuting trip is considered to be personal use for the driver and each rider. Employees who commute more than once per month in vehicles assigned to other employees are personally responsible for reporting the total number of commute trips (non-control employees) or personal miles (control employees) each month on the respective log form. If an employee makes only one round-trip commute in the month, the IRS considers this inconsequential and no reporting is required.

## **6 Fueling**

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### **6.1 Dispatch vehicle fueling policies and procedures**

Drivers are responsible for ensuring that their vehicles are adequately fueled, both before leaving and before returning the vehicles to the garage. Each vehicle must be returned with no less than half a tank of fuel. If a driver returns a dispatch vehicle with low fuel, the Fleet Services Division may charge the driver's department a \$50 penalty fee. Report **any** fueling problems to the Fleet Services Division at 206-477-3880.

### **6.2 General fueling policy**

Use only self-service, regular, unleaded gasoline in county vehicles. They are designed to use 87-octane fuel in order to keep fuel costs low. Drivers are encouraged to use county fueling sites for fueling county vehicles whenever possible. Refer to section 6.9 for a list of county in-house fueling sites. If your vehicle is equipped to use ethanol (E85) or some other alternative fuel as well as gasoline, you should use the alternative fuel whenever possible. This helps keep operating costs low, and the air clean.

### **6.3 Unauthorized use of unleaded-plus, premium gasoline, and full-service fueling**

In addition to the normal vehicle rental rates, the Fleet Services Division may separately bill your agency for the added cost of any unauthorized use of unleaded-plus, premium gasoline, or full-service fueling.

If you repeatedly use more-expensive fuel or services, the Fleet Services Division will notify you of non-compliance with its policies, and may ultimately deactivate or cancel your fuel card.

## 6.4 Tips for achieving fuel efficiency

Drivers are responsible for using county vehicles in a manner that will ensure maximum fuel savings. Here are some tips for fuel efficiency:

1. Eliminate unnecessary trips.
2. Plan all travel routes in advance.
3. Remove excess weight from the vehicle.
4. Drive within the speed limit.
5. Avoid unnecessary idling.
6. Develop and maintain proper driving habits.  
(Examples: don't over-accelerate; avoid constant braking.)
7. Inflate tires to meet manufacturer recommendation.
8. Take assigned vehicles to county maintenance shops at the scheduled mileage intervals.

## 6.5 Use of fuel cards

Fleet Services assigns a specific fuel card to each vehicle. The card may be used at county fuel sites or commercial vendor stations. The cards are coded with information specific to each vehicle, including fuel type and tank size.

1. Commercial fuel cards may be used only for the vehicles to which they are issued. Never use the card to fill up other vehicles or containers.
2. Commercial fuel cards may be used at self-service islands.
3. Commercial fuel cards may be used for discounted car washes at county-approved commercial car wash facilities.
4. Commercial fuel cards may be used to pay for vehicle emergency services, if the total cost (including tax) does not exceed \$90.
5. Copies of receipts for any non-fuel purchases must be submitted to the Fleet Services Division on the next business day. Write the vehicle number on the receipt.
6. Each time you fuel a county vehicle at an automated fueling station, enter the correct vehicle odometer reading and your PIN into the fuel dispenser.
7. If a fuel card does not work at a retail station, please report it to Fleet Services, 206-477-3880.

**Voyager card does not work at AM/PM, ARCO, 7-11, Safeway, QFC/Fred Meyer, or Costco.** There are "Voyager" signs on approved pumps/vendors.

The use of commercial fuel cards to fuel personal vehicles, or for any uses other than those prescribed in this document, is prohibited. Employees who violate this policy are subject to disciplinary action, up to or including termination.

## 6.6 Fuel Card procedures

1. Insert the commercial fuel card or King County card.
2. Enter your PIN which is the last 5 or 6 digits of your employee ID number.
3. Enter your current odometer/mileage reading and press "Enter."
4. Enter the hose/pump number and press "Enter."

### Troubleshooting fuel card problems

1. Does the station accept the King County commercial fuel card? 2. Verify that you are entering a valid PIN (the last 5 or 6 digits of your employee number).
3. If you swipe the fuel card more than three times, it will be locked.

You'll need to call the toll-free number on the back of the card (1-800-987-6591) to have it unlocked.

If you are still unable to purchase fuel, you may pay out-of-pocket. Write the vehicle number and odometer reading on the receipt and keep it as a record of your purchase. Contact the Fleet Services Division (206-477-3880) to find out where to submit the receipt for reimbursement.

If you are fueling at a county in-house facility and the fuel card assigned to your vehicle is damaged so the card reader cannot read it, go to the card reader, type in the vehicle number then push "enter" and follow prompts to obtain fuel. If you have questions call Fleet Services at 206-477-3880 (8 a.m. -5 p.m. Monday-Friday) or leave a message and Fleet staff will respond the next business day.

## 6.7 Safeguarding the fuel card

Each driver is responsible for safeguarding the vehicle's fuel card. Do not keep your PIN with the fuel card. Do not expose the card to magnetic items, heat, or direct sunlight. Be sure to store it in a place that is not exposed to these things, and keep it in its cardholder at all times. On most county vehicles, the card holder is permanently attached inside the glove compartment door or to the key ring.

If your vehicle's fuel card is lost, damaged, or not working, or if the system states that your vehicle has a bad odometer, report the problem immediately to Fleet Services at 206-477-3880 (8 a.m. -5 p.m. Monday-Friday) so the issue can be resolved.

## 6.8 Inventory of fuel cards

Each agency with assigned vehicles must maintain a list of all active fuel cards. The list must contain fuel card numbers and vehicle numbers, verifying that each vehicle has its own respective assigned card. If you find additional fuel cards, report them immediately to Fleet Services.

## 6.9 King County fueling sites

Below is a list of King County in-house fueling sites that King County vehicle drivers may use. Drivers must use their assigned fuel cards when obtaining fuel. If a county fueling site is not operating, please call 206-477-3880 for assistance with manually dispensing fuel. While fuel pumps are in manual operation, you must record the amount of fuel you dispense in this way on the Weekly Fuel and Oil Log Sheet at the site (See Appendix 10.1).

### King County fueling sites

Site	Address	City, State, Zip Code	Telephone
Black Diamond	20827 SE Auburn Black Diamond Road	Auburn, WA 98092	206-296-7714
Fall City	4341 Preston-Fall City Road SE	Fall City, WA 98024	206-296-4539
Renton Maintenance Facility	155 Monroe Ave NE	Renton, WA 98056	206-477-2540
Renton Waste Water Treatment	1200 Monster Road	Renton, WA 98057	206-684-2494
Vashon Island	10021 SW Cemetery Road	Vashon Island, WA 98070	206-296-3806
<b>King County fueling sites with propane and/or compressed natural gas:</b>			
Renton Maintenance Facilities	155 Monroe Ave NE	Renton, WA 98056	206-477-2540

To keep fueling costs as low as possible, Fleet Services encourages drivers to use King County fueling locations whenever possible. A driver's second choice should be Pacific Pride stations for those vehicles that have Pacific Pride cards. Major brand, commercial fueling stations are a third choice.

## 6.10 Pacific Pride fueling stations

Below is a list of Pacific Pride fueling stations that may be used by drivers of King County vehicles. These stations are unattended and require a Pacific Pride fuel card to buy fuel. Fleet Services has issued Pacific Pride cards to agencies and vehicles that are participating in the Pacific Pride program.

**Do not use the Fleet-issued Voyager cards at Pacific Pride stations** because the county will be charged the full retail price as opposed to the bulk fuel price.

### Commonly used Pacific Pride fueling sites

Address	City, State, Zip Code
18207 8th Avenue S	Burien, WA 98148
666 Griffin Avenue	Enumclaw, WA 98022
20007 80th Avenue S	Kent, WA 98032
730 Central Avenue S	Kent, WA 98032
1005 8th Street	Kirkland, WA 98033
6016 204th Street SW	Lynnwood, WA 98036
22429 SE 231st Street	Maple Valley, WA 98038
14420 468th Place SE	North Bend, WA 98045
1303 Valentine Avenue SE	Pacific, WA 98047
2460 S 161st Street	Seatac, WA 98158
1617 SW Lander Street	Seattle, WA 98134
3215 4th Avenue S	Seattle, WA 98314
9014 14th Avenue S	Seattle, WA 98108
13435 Interurban Avenue S	Tukwila, WA 98168
24019 Woodinville-Snohomish Road	Woodinville, WA 98072

For assistance with fueling at Pacific Pride stations, please call 1-800-950-3835. For a list of more Pacific Pride sites, visit their website: [www.pacificpride.com](http://www.pacificpride.com) and select "show Pacific Pride Cardlock only".

## 7 Maintenance and repair services

### 7.1 Shop hours

Employees may take their assigned vehicles to the Renton Maintenance and Repair Shop or the Orcas Street Motor Pool Shop for maintenance and repair. Hours are as follows:\*

Orcas Street (Georgetown) 7 a.m. – 4 p.m., Monday-Friday, 206-263-9800

Renton 5 a.m. – 5 p.m., Monday-Friday, 206-477-2540

\*These hours may be extended to 24 hours per day, seven days per week during emergencies related to flooding, snow, etc.

### 7.2 After-hours vehicle drop-off or pickup

Both the Orcas Street Motor Pool and the Renton Maintenance and Repair Shops offer 24/7 drop-off and pickup services. The same procedure applies to picking up and dropping off general purpose and Sheriff vehicles.

## **Orcas Street Motor Pool Shop**

Pull up to the Orcas Street Motor Pool Shop entrance at 5915 Padilla Place and push the call button to alert security. Identify yourself to gain access to the parking lot.

For drop-off: Find the blue box with repair request forms to the right of the gate. Complete a repair request form with your name, telephone number, and exact mileage (odometer reading), and put it in the blue box along with the vehicle's keys, where applicable. If you have made advance arrangements to use a loaner vehicle, the keys will be in the drop box.

For pickup: Find the blue box to the right of the gate. If you have made arrangements to pick up your vehicle after hours, the keys will be in the drop box. When returning a loaner vehicle, put the keys—with a copy of the dispatch slip with the date, stall number, and mileage fields completed—in the drop box.

If you are walking out and the gate is closed, push the call button to exit the facility.

## **Renton Maintenance and Repair Shop**

Pull up to the 'T' junction at 155 Monroe Avenue NE. Turn right at the stop sign and pull up to the left of the main entrance straight ahead. Push the button on the left to alert staff on duty in the Roads Maintenance Administration Building that you need access. Identify yourself if asked. Drive forward and follow the road to the left, the Maintenance Building (G) is directly east of the fuel island.

For drop-off: Find the blue box with repair request forms at the southwest corner of Building 'G'. Complete the repair request form with your name, telephone number, and your vehicle's exact mileage (odometer reading), and put the form in the blue box along with the vehicle's keys, where applicable. If you have made advance arrangements to use a loaner vehicle, the keys will be in the drop box.

For pickup: Find the blue box at the southwest corner of Building 'G'. If you have made arrangements to pick up your vehicle after hours, the keys will be in the drop box. When returning a loaner vehicle, put the keys—with a copy of the dispatch slip (if provided) with the date, stall number, and mileage fields completed—in the drop box.

On the way out, keep to the right and the gate will automatically open. If for some reason the gate is not working, call 206-477-8100 for assistance.

**7.3 Scheduling preventative maintenance**

King County Fleet has established the following guidelines as the normal interval for vehicle services:

General Purpose:

- 6,000 miles or six months (regardless of the mileage) for lube/oil/filter
- 12,000 miles or twelve months for safety inspections

Patrol:

- 4,000 miles or four months for lube/oil/filter and safety inspection.

It is the responsibility of the vehicle operator, for assigned vehicles, or the unit vehicle coordinator, to have vehicles serviced on time. A 15% variance is allowed before or after the actual miles reached. This allows the service to be scheduled around peak loads and travel requirements. It is advised to schedule appointments on weekday mornings, between 6:30 a.m. and noon. Contact the Fleet shop that is convenient for you to schedule service.

Each time you bring the vehicle in for a scheduled repair, you must complete a Repair Request form (sometimes called a BO form) provided by the shop manager (see Appendix 10.2). The accurate current mileage must be included on the Repair Request form.

**7.4 Unscheduled repairs**

If your vehicle requires an immediate unscheduled repair, notify the shop maintenance supervisor if possible before bringing the vehicle in to have the repair done. If the vehicle is not drivable or unsafe to operate, call the appropriate maintenance shop to make arrangements to have it towed. After normal work hours, call the nearest towing company listed in Section 8. Each time the vehicle is brought into the shop for an unscheduled repair, you must also complete a Repair Request (BO) form, which will be provided by the shop manager (see Appendix 10.2).

**7.5 Emergency repairs**

During normal work hours, a vehicle in need of repair must be taken either to the Orcas Street Motor Pool Shop or to the Renton Maintenance and Repair Shop. You will be required to fill out a Repair Request (BO) form stating the problem or symptoms. For additional questions or help, call the shop:

Orcas Street Motor Pool Shop	206-263-9800 7 a.m. – 4 p.m., Monday - Friday
Renton Maintenance and Repair Shop	206-477-2540 5 a.m. – 5 p.m., Monday - Friday

If the emergency occurs between 5 p.m. and 5 a.m. or on a holiday or weekend, use your best judgment in deciding whether or how to get a vehicle repaired. Drivers may incur reimbursable charges of up to \$90, or make



arrangements to have the vehicle towed (see Section 8). It is your responsibility to inform your supervisor, as well as the vehicle maintenance managers, of your vehicle's problem and to notify the Orcas Street Motor Pool Shop or Renton Maintenance and Repair Shop.

If maintenance or repair of the vehicle will take longer than originally estimated, the shop manager will notify the driver or agency contact of the new expected completion date/time.

## 7.6 Loaner vehicles

If you need to use a vehicle while your assigned vehicle is being repaired:

1. First, check to determine whether another vehicle is available for use within your agency.
2. If no vehicle is available within your agency, check with the appropriate Fleet Maintenance Shop supervisor to see if a loaner vehicle is available for temporary use. There is no charge to customers for the use of a loaner vehicle.
3. If no loaner vehicle is available, you may rent a vehicle from Motor Pool Dispatch at the applicable rental rate (see section 4).

## 7.7 Reimbursement for emergency expenses

Certain emergencies may occur that can be easily remedied at a service station (for example, a broken fan belt or radiator hose). You may make the necessary purchase, either by cash or with your personal credit card, or make arrangements to have the vehicle towed to the closest county Fleet Maintenance Shop (see map on page 21 for King County's contracted towing providers). If you incur any expenses on your personal card, you must get a receipt with the vehicle number, license number, and current mileage noted when making reimbursable emergency purchases. The purchase must not exceed \$90, including tax. Submit the original receipt to Fleet Services Division for tracking of all charges for the vehicle. **Note: This type of purchase should be made in emergency situations only.**

# 8 Towing and car washing

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## 8.1 Towing

If a vehicle becomes unsafe to operate, get off the road or out of traffic! Do not continue to operate a vehicle that is unsafe.

Certain vehicle emergencies can easily be remedied at a service station (broken fan belt, radiator hose, etc.). If no commercial fuel card has been issued to you, you can make the necessary purchase either by cash or personal credit card. You must get a receipt with the equipment number, license number, and odometer reading noted. The purchase must not exceed

\$90, including tax. You can get reimbursed for this cost by turning the receipt in to Fleet Services at the downtown office or at either maintenance facility.

Remember, this type of purchase is authorized only for emergencies. If possible, notify either the Orcas Street Motor Pool Shop (206-263-9800) or Renton Maintenance and Repair Shop (206-477-2540) before you make the purchase.

**Towing a vehicle to the Orcas Street Motor Pool Shop after hours—**

Please tell the tow truck driver to press the red call button at the entrance of 5915 Padilla Place for the Security Officer, who will let him or her drive into the parking lot.

**Towing a vehicle to the Renton Maintenance and Repair Shop after hours—**Please tell the tow truck driver to follow these directions:

- Turn right at the stop sign at 155 Monroe Avenue NE.
- Pull up to the left of the main entrance.
- Push the button on the left to alert staff in the Roads Maintenance Administration Building and request access.
- Drive forward and follow the road to the left, turn left again at the fuel island. The Maintenance Building (Bldg. G) will be on your right.
- On the way out, keep right and the gate will automatically open.
- If for some reason the gate is not working, call 206-477-8100 for assistance.

**24-hour towing services for county vehicles**

**Area 1 - Northwest King County**

**PRIMARY:**  
Lincoln Towing  
Seattle, WA 98133  
206-364-2000

**SECONDARY:**  
Airport & Burien Towing Burien,  
WA 98166  
Airport: 206-243-6252  
Burien: 206-433-0660

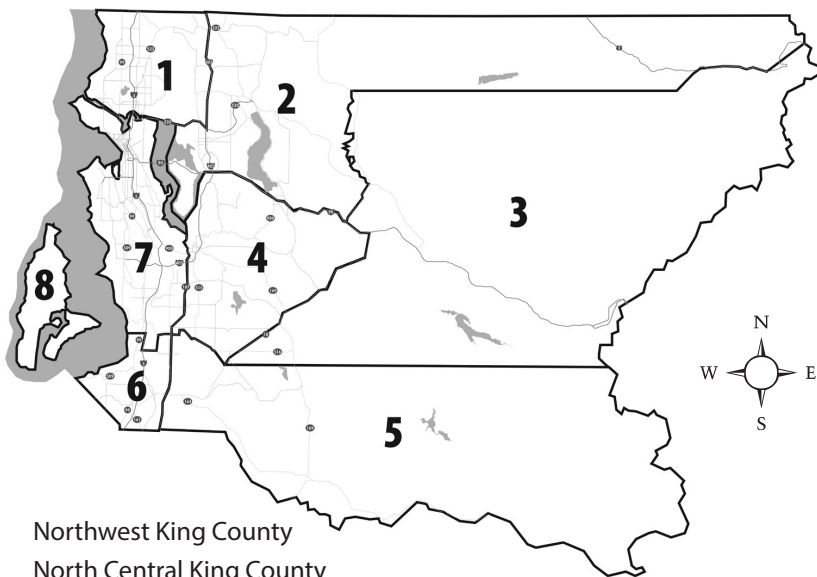
**TERTIARY:**  
Skyway Towing & Recovery  
Renton, WA 98057  
425-226-8050

**Area 2 - North Central King County**

**PRIMARY:**  
Airport & Burien Towing  
Burien, WA 98166  
Airport: 206-243-6252  
Burien: 206-433-0660

**SECONDARY:**  
Skyway Towing & Recovery  
Renton, WA 98057  
425-226-8050

**TERTIARY:**  
Lincoln Towing  
Seattle, WA 98133  
206-364-2000



- |                                 |                         |
|---------------------------------|-------------------------|
| 1 Northwest King County         | 6 Southwest King County |
| 2 North Central King County     | 7 Seattle Area          |
| 3 Northeast King County         | 8 Vashon Island         |
| 4 Southeast Central King County |                         |
| 5 Southeast King County         |                         |

### **Area 3 - North East King County**

#### **PRIMARY:**

Airport & Burien Towing  
 Burien, WA 98166  
 Airport: 206-243-6252  
 Burien: 206-433-0660

#### **SECONDARY:**

Lincoln Towing  
 Seattle, WA 98133  
 206-364-2000

#### **TERTIARY:**

Skyway Towing & Recovery  
 Renton, WA 98057  
 425-226-8050

### **Area 4 - Southeast Central King County**

#### **PRIMARY:**

Pete's Towing  
 Des Moines & Kent, WA  
 206-878-8400

#### **SECONDARY:**

Skyway Towing & Recovery  
 Renton, WA 98057  
 425-226-8050

#### **TERTIARY:**

Lincoln Towing  
 Seattle, WA 98133  
 206-364-2000

*continued on next page*

## **Area 5 - Southeast King County**

### **PRIMARY:**

Airport & Burien Towing  
Burien, WA 98166  
Airport: 206-243-6252  
Burien: 206-433-0660

### **SECONDARY:**

Pro-Tow  
Auburn & Maple Valley, WA  
Auburn: 253-245-5454  
Maple Valley: 425-310-1010

### **TERTIARY:**

Skyway Towing & Recovery  
Renton, WA 98057  
425-226-8050

## **Area 6 - Southwest King County**

### **PRIMARY:**

Pete's Towing  
Des Moines & Kent, WA  
206-878-8400

### **SECONDARY:**

Skyway Towing & Recovery  
Renton, WA 98057  
425-226-8050

### **TERTIARY:**

Airport & Burien Towing  
Burien, WA 98166  
Airport: 206-243-6252  
Burien: 206-433-0660

## **Area 7 - Seattle Area**

### **PRIMARY:**

Pete's Towing  
Des Moines & Kent, WA  
206-878-8400

### **SECONDARY:**

Lincoln Towing  
Seattle, WA 98133  
206-364-2000

### **TERTIARY:**

Skyway Towing & Recovery  
Renton, WA 98057  
425-226-8050

## **Area 8 - Vashon Island**

### **PRIMARY:**

Lincoln Towing  
Seattle, WA 98133  
206-364-2000

### **SECONDARY:**

Airport & Burien Towing  
Burien, WA 98166  
Airport: 206-243-6252  
Burien: 206-433-0660

### **TERTIARY:**

Skyway Towing & Recovery  
Renton, WA 98057  
425-226-8050

**Note:** The list of county towing providers is subject to change. The current contract is in effect from June 19, 2017–June 18, 2022. Check with the Orcas Street Motor Pool Shop, 206-263-9800, or Renton Maintenance and Repair Shop, 206-477-2540, for other towing providers.

## **Towing outside King County**

If you are outside the county's boundaries and need towing, please contact the Orcas Street Motor Pool Shop, 206-263-9800, or Renton Maintenance and Repair Shop, 206-477-2540. For after-hours and weekend towing outside King County, call the primary towing company closest to your location (see map on page 21). If you are unable to call a towing provider, call the Roads 24 hour line at 206-477-8100 or 911 and request the non-emergency line.

## **8.2 Vehicle washing and cleaning**

The cleanliness and condition of our vehicles have an effect on the public's perception of King County government, so we encourage agencies and individuals with assigned vehicles to keep them clean. Vehicles should be cleaned and washed at least once a month. Fleet Services has made arrangements for discounted vehicle washing. See the table on page 24 for a list of car wash locations and the recommended payment method.

Several Brown Bear car wash locations have implemented RFID technology. Fleet Services is installing new Brown Bear car wash RFID tags when vehicles come into the shop for service. Drivers may stop by the Motor Pool or the Renton ER&R shop to request the installation of the BBCW RFID tag on their Fleet vehicle.

The Brown Bear car washes that do sell gasoline still accept the Voyager card, but you must select "discount coupon" on the kiosk to get to the cashier.

### **To purchase a car wash using the new RFID tags:**

1. Drive up to the car wash kiosk.
2. The kiosk should read the RFID tag on the windshield and raise the lift arm gate.
3. The car wash attendant will signal for you to enter the car wash. **DO NOT** give the attendant the Voyager card since this would cause us to be double-billed for the car wash. The RFID will record the car wash charge.

### **If your vehicle has an RFID tag and you want to purchase a car wash at a location which does not sell fuel, and does not have a new kiosk:**

1. Pull up to the cashier.
2. The cashier will open the driver's side door to scan the bar code sticker in the door jamb.
3. Then you may enter the car wash.

## Discounted car washes

**Note:** The county's vehicle washing vendor list is subject to change. Please contact Fleet Services for a current list of vendors.

City, Zip Code	Business name	Address	Fuel	Payment method
Auburn, 98002	Brown Bear Car Wash	814 Auburn Wy S	N	Door bar code
Bellevue, 98006	Elephant Car Wash	12900 NE Bel-Red Rd	N	Voyager
Bellevue, 98006	Brown Bear Car Wash	3724 Factoria Blvd SE	Y	RFID, door bar code
Burien, 98166	Elephant Car Wash	13855 1st Ave S	N	Voyager
Cheney, 99004	Brown Bear Car Wash	2400 1st Ave	N	RFID, door bar code
Des Moines, 98198	Brown Bear Car Wash	22706 Marine View Dr S	N	Door bar code
Everett, 98201	Brown Bear Car Wash	3523 Broadway Ave	Y	RFID, door bar code
Federal Way, 98023	Brown Bear Car Wash	34007 Hoyt Rd SW	Y	RFID, door bar code
Federal Way, 98023	Elephant Car Wash	31458 Pacific Hwy S	N	Voyager
Issaquah, 98027	Brown Bear Car Wash	22121 SE 56th St	Y	RFID, door bar code
Kent, 98032	Mr. Sudsy Car Wash	209 Central Ave S	Y	Voyager
Kent, 98032	Brown Bear Car Wash	1202 W Meeker St	Y	RFID, door bar code
Maple Valley, 98038	Elephant Car Wash	27018 Maple Valley Hwy	N	Chg Sheet
Maple Valley, 98038	Maple Valley Union 76	23324 Maple Valley Hwy	Y	Voyager
Poulsbo, 98370	Brown Bear Car Wash	18764 State Hwy 305 NE	N	RFID, door bar code
Puyallup, 98373	Brown Bear Car Wash	4412 S Meridian St	N	RFID, door bar code
Redmond, 98052	Brown Bear Car Wash	17809 Redmond Wy	Y	Door bar code
Redmond, 98052	Brown Bear Car Wash	15248 Bel-Red Rd	Y	Door bar code
Renton, 98055	Brown Bear Car Wash	621 Rainier Ave S	N	RFID, door bar code
Renton, 98055	Brown Bear Car Wash	77 Rainier Ave S	Y	Door bar code
Renton, 98055	Brown Bear Car Wash	800 S Grady Wy	Y	Door bar code
Renton, 98056	Exxon	5321 NE 4th St	Y	Voyager

City, Zip Code	Business name	Address	Fuel	Payment method
Renton, 98059	Shell	4102 NE 4th St(near Union Ave NE)	Y	Voyager
Sammamish, 98075	Brown Bear Car Wash	3050 228th Ave SE	Y	Door bar code
Seattle (Ballard), 98119	Brown Bear Car Wash	5111 15th Ave NW	N	RFID, door bar code
Seattle (Lake City), 98125	Brown Bear Car Wash	14312 Lake City Wy NE	N	RFID, door bar code
Seattle, 98119	Brown Bear Car Wash	1800 15th Ave W	Y	RFID, door bar code
Seattle, 98119	Elephant Car Wash	616 Battery Str	N	Voyager
Seattle, 98125	Lake Forest Park Car Wash	16827 Bothell Wy NE	N	Voyager
Silverdale, 98383	Brown Bear Car Wash	3082 NW Bucklin Hill Rd	N	RFID, door bar code
Shoreline, 98133	Brown Bear Car Wash	16032 Aurora Ave N	N	RFID, door bar code
Tacoma, 98042	Elephant Car Wash	2501 Pacific Ave	N	Voyager
Tacoma, 98406	Brown Bear Car Wash	5950 6th Ave	N	Door bar code
Tacoma, 98409	Brown Bear Car Wash	3002 S 38th St	Y	RFID, door bar code
Tacoma, 98444	Brown Bear Car Wash	13204 Pacific Ave S	Y	Door bar code
Tacoma, 98499	Brown Bear Car Wash	10913 Bridgeport Wy SW	N	Door bar code

If you are not within a reasonable distance of a county facility and you are buying retail fuel at a commercial station that offers a discounted car wash for \$9.00 or less, you may use the Voyager Card for this car washing service please provide the vendor with the vehicle's current odometer/mileage reading and your Peoplesoft ID number.

Some Chevron stations are now requiring the entry of a zip code. When using a Fleet fuel card, enter **98056**.

## 9 Accidents

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### 9.1 Vehicle Accident Reporting

If you are involved in an accident while operating a county vehicle, follow these procedures:

1. **Stop as soon as it's safe to do so.**
2. **Serious injuries?** Call 9-1-1 for medical assistance.
3. **Assess the situation.** Protect the scene to prevent further injury or damage.
4. **Call police** (9-1-1). The dispatcher will tell you if an officer will be sent to the scene.
5. **Call a Fleet maintenance shop** for assistance and to report the incident:
  - Orcas Street Motor Pool Shop  
206-263-9800      7 a.m. – 4 p.m., Monday - Friday
  - Renton Maintenance and Repair Shop  
206-477-2540      5 a.m. – 5 p.m., Monday - Friday
  - After hours, call and leave a message at one of the shops.
6. **Gather data and exchange information.**  
**DO NOT DISCUSS THE INCIDENT WITH ANYONE EXCEPT POLICE. Do not admit fault. Do not agree to settle any claims against you or King County.**
  - **Get the name and address of any and all witnesses** using the "Witness Information" card from the packet in the glove compartment. If a witness cannot stay at the scene, get their name and address, and give him/her the "Witness Information" card to fill out and mail.
  - **Exchange contact information** (name, phone number, address) with parties involved (driver/pedestrian/property owner) using the "Notice to Involved Parties" card (in packet).
  - **Take photos** of the scene and damage.



## **7. Fill out the “State of Washington Vehicle Collision Report”**

(in packet) at the scene, regardless of the amount of damage.

- Make two copies of the completed form.
- Send the original completed form (top copy) to Risk Management (ADM-ES-0320) and keep the duplicate copy (bottom copy) for your records.
- Send one copy of the completed form to your supervisor.
- Send one copy of the completed form to King County Fleet Services (KSC-ES-0822).

## **8. If you need a tow truck after the Fleet Maintenance shop is closed, call a towing provider.** See pages 20-22 in the King County Vehicle Driver’s Operating Manual (in glove box) for a list of towing providers.

## **9. Within 24 hours:**

- **Notify your supervisor**
- **Notify Risk Management**
- **Send vehicle collision reports (as per step 7)**

## **DO NOT...**

- State that the county will take care of any expenses.
- **Give any statement or discuss accident responsibility with anyone other than law enforcement authorities.**

## **9.2 Bodily injuries to King County employees —Driver or passenger**

Bodily injury sustained through a vehicle accident by a county employee on county business is covered by the King County Self-Insured Worker’s Compensation Program. The injury must be reported to the Safety and Claims Management Office (206-296-0510), and the employee’s supervisor as soon as possible.

## **9.3 Insurance coverage (Self-Certificate No. 33)**

King County is self-insured for automobile liability. Any authorized King County employee acting in good faith within their scope of employment is covered by the county’s self-insured program (see Appendix 10.3) while driving or riding in a county vehicle.

Government vehicles are exempted from the requirement that vehicles carry proof of insurance papers (see RCW chapters 46.30.020 and 46.16.020). When completing the State of Washington Motor Vehicle Collision Report Form, therefore, in the section of the form requesting the name of your insurance company enter Self-Certificate No. 33 (see Appendix 10.3).

## 9.4 Responding to an observed or discovered vehicle accident scene

The public often perceives King County employees as public servants with a duty and authority to assist in emergency situations. King County employees who are not trained professional responders are not obligated to provide medical care or assistance. However, the county offers the following guidance for responding to a severe vehicle accident.

If you observe or come upon the scene of a vehicle accident before professional responders have arrived, and **all** of these things are true:

- You believe the accident may have resulted in serious injuries; and
- You have a way to summon assistance; and
- You can safely stop your vehicle out of harm's way;

Then follow these steps:

1. Park your vehicle in a safe location, out of traffic lanes if possible, and turn on your emergency flashers.
2. Pause for a few seconds and evaluate the situation.
3. Call the accident in to 911. Be prepared to give the dispatcher your location and information about any apparent injuries.
4. Use **extreme caution** if you choose to exit the vehicle. If a reflective vest is available, use it.
5. Tell people at the scene that you have called for help.
6. If you can do so safely, alert oncoming traffic to the accident. Stay out of traffic lanes.
7. If you can do so safely, turn off the ignition switch on vehicles involved to reduce the risk of fire.
8. Do not provide first aid or CPR unless you have been properly trained. If the victim is conscious, ask if he or she wants assistance before attempting to render aid. If the victim rejects an offer of help for any reason, do not aid him or her. If you are trained and certified in first aid or CPR, you are authorized to use universal precautions and provide aid to the level of your training.
9. Do not move a victim unless there is some other danger, such as fire. Victims in the roadway can be protected from traffic by positioning vehicles appropriately with their emergency flashers turned on.

10. If you can do so safely, remain at the scene until professional responders arrive and take control. Give a brief report to the officer in charge explaining who you are and what you have done. If the officer in charge determines your assistance is no longer needed, ask if you can be released from the scene.
11. Communicate your involvement with your supervisor. You may be asked to complete an incident report.

Your primary concerns, in order, are:


1. Maintain your own safety.
2. Summon assistance.
3. Protect the victim(s) from further injury.
4. Communicate with others to manage the scene until professional responders arrive.

*Thank you for reading this manual,  
and remember to drive safely!*

10 Appendices

10.1 Weekly fuel and oil log

Site: Renton ERR (22)

Department of Transportation  
Fleet Administration  
Division


Weekly Fuel and Oil Log Sheet

(Complete only when fueling through manual operation.)

	(a) Date	(b) KC Vehicle # or Project #	(c) Odometer Reading	(d) Check Fuel Type Dispensed	(e) # of Gallons Pumped	(f) Quarts of Oil Used	(g) Please print your full name
1				<input type="checkbox"/> Unleaded <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> CNG			
2				<input type="checkbox"/> Unleaded <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> CNG			
3				<input type="checkbox"/> Unleaded <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> CNG			
4				<input type="checkbox"/> Unleaded <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> CNG			
5				<input type="checkbox"/> Unleaded <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> CNG			
6				<input type="checkbox"/> Unleaded <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> CNG			
7				<input type="checkbox"/> Unleaded <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> CNG			
8				<input type="checkbox"/> Unleaded <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> CNG			
9				<input type="checkbox"/> Unleaded <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> CNG			
10				<input type="checkbox"/> Unleaded <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> CNG			
11				<input type="checkbox"/> Unleaded <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> CNG			
12				<input type="checkbox"/> Unleaded <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> CNG			
13				<input type="checkbox"/> Unleaded <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> CNG			

0378 (Rev. 7/12)

Site supervisor must submit completed sheet(s) each Friday to Fleet Services, KSC-TR-0822. If questions, call 206-296-6521



# 10.2 Repair request form

## Repair Request ER&R / Motor Pool



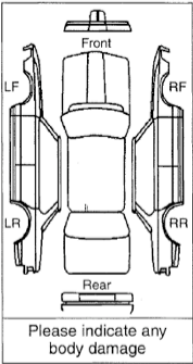
Vehicle No.	Date Received in Shop	Assigned Driver / Contact
Mileage	Time Deadline	Assigned Location
Stall Number		Phone Number

Please check applicable boxes below and provide additional comments in the space provided:

<input type="checkbox"/> Battery	<input type="checkbox"/> Engine	<input type="checkbox"/> Other
<input type="checkbox"/> Body	<input type="checkbox"/> Engine Fluid Leaks	<input type="checkbox"/> Radio
<input type="checkbox"/> Brakes	<input type="checkbox"/> Engine Service Light	<input type="checkbox"/> Steering & Suspension
<input type="checkbox"/> Cooling System	<input type="checkbox"/> Exhaust System	<input type="checkbox"/> Tires & Wheels
<input type="checkbox"/> Defroster	<input type="checkbox"/> Fuel System	<input type="checkbox"/> Transmission
<input type="checkbox"/> Differential	<input type="checkbox"/> Heater & Air Conditioning	<input type="checkbox"/> Windows
<input type="checkbox"/> Door Handles & Locks	<input type="checkbox"/> Horn	<input type="checkbox"/> Wiper Blades
<input type="checkbox"/> Drive Train	<input type="checkbox"/> Ignition System	
<input type="checkbox"/> Electrical/ Charging System	<input type="checkbox"/> Lights	<input type="checkbox"/> Safety Check
<input type="checkbox"/> Emergency Equipment	<input type="checkbox"/> Mirrors	<input type="checkbox"/> Lubrication

Customer's Input

**SAMPLE**  
Obtain form from  
Fleet Maintenance Shops



10.3 Certificate of self-insurance for King County

No. 33

STATE OF WASHINGTON  
DEPARTMENT OF MOTOR VEHICLES  
Financial Responsibility Division  
Olympia, Washington

CERTIFICATE OF SELF-INSURANCE

This is to certify that

King County

King County Courthouse Seattle, Wa 98104  
Address

has been approved as a self-insurer under Chapter 211, Laws of 1949 (Financial Responsibility Law), and assigned Number S. I. 33 by the Director of the Department of Motor Vehicles. This number should be inserted in the space provided on the accident report form in reporting all accidents coming under this self-insurance.

If the holder of this Certificate is a municipality or other public body or agency, the self-insurance evidenced by this certificate shall not apply as to motor vehicle accidents as to which such certificate holder may have or claim to have immunity from liability on account of its governmental status.

This approval is effective May 13, 1977 and may be cancelled by the Director as provided by law.

  
Director of the Department of Motor Vehicles

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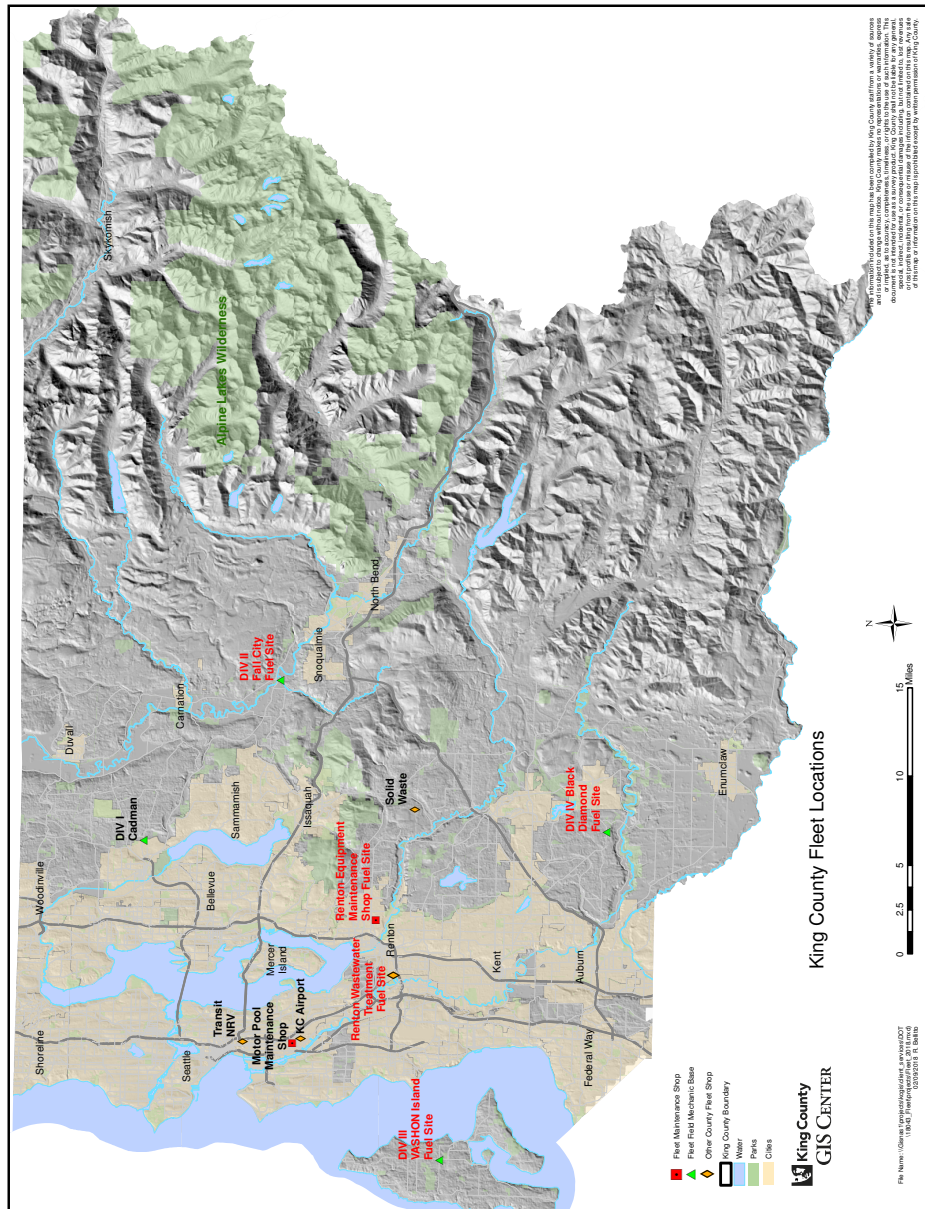
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# REMEMBER

No smoking  
in County  
vehicles.

Leave your gas tank  
with at least half a  
tank of gas.

Do not  
use a  
cell phone  
while  
driving.

No  
idling.

No  
texting  
while  
driving.

Secure your load.

## YOU

represent King County  
when you drive!

For more information, please contact  
Fleet Services Division at 206-477-3880.  
[www.kingcounty.gov/fleet](http://www.kingcounty.gov/fleet)



**King County**

Fleet Services Division

REVISED December 2021