

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION  
(Instruction for Completion on Back of Page)

FROM: Community College District VIII  
(Name of Institution)

TO: CODE REVISER  
LEGISLATIVE BLDG (Southwest Corner, Ground Floor)  
Olympia 98504

The enclosed Permanent rules   
Emergency rules  , being order No. 21

relating to (Name of rules or description of subject matter)

Rules concerning: Adoption of Automobile Use Policy of Community College  
District VIII

(ALTERNATIVE A. Use only for adoption of permanent rules)

pursuant to Notice No. \_\_\_\_\_ ① filed with the code reviser  
on \_\_\_\_\_ ② were regularly adopted as permanent rules of this  
(date)  
institution at \_\_\_\_\_ on \_\_\_\_\_ and are herewith  
(place) (date)  
filed in the office of the code reviser pursuant to chapter  
28B.19 RCW (1971 1st ex.s. c 57). The effective date of such rules  
shall be \_\_\_\_\_. ③

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding that the immediate adoption of  
these rules is necessary for the preservation of the public  
health, safety, or general welfare and that observance of the  
requirements of notice and opportunity to present views on the  
proposed action would be contrary to the public interest, were  
regularly adopted as emergency rules of this institution at  
Belleveue Community College on 6-4-74 and are herewith filed in the office  
(place) (date)  
of the code reviser pursuant to chapter 28B.19 RCW (1971 1st ex.s.  
c 57).

The undersigned hereby certifies that the requirements of chapter  
28B.19 RCW (1971 1st ex.s. ch 57) and of the Open Public Meetings  
Act of 1971, chapter 42.30 RCW (1971 1st ex.s. ch 250) have been  
fulfilled.

Dated this \_\_\_\_\_ 4th \_\_\_\_\_ day of \_\_\_\_\_ June \_\_\_\_\_ 1974.

STATE OF WASHINGTON  
**FILED**  
JUN - 7 1974  
CODE REVISER'S OFFICE  
DOCKET # 325 FILE # active 9/7/71

Community College District VIII  
(INSTITUTION)  
*Merle E. Landerholm*  
By Merle E. Landerholm  
Secretary - Board of Trustees  
Title

- ① Notice number as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use no. of last notice)
- ② Stamped date as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use date of last notice)
- ③ Unless a later date is specified in this order or is prescribed in another statute, rules are effective 30 days after filing: RCW 28B.19.050(2) (1971 1st ex.s. c 57 §5 (2)). Leave this space blank except in such special cases.

01/10/74  
12 2 13 3  
RCW 28B.19.050(2)  
1971 1st ex.s. c 57 §5 (2)

STATE OF WASHINGTON  
COMMUNITY COLLEGE DISTRICT VIII  
BOARD OF TRUSTEES

RESOLUTION NO. 46

Administrative Order No. 21

A RESOLUTION Relating to the adoption of emergency rules for an Automobile Use Policy for Community College District VIII.

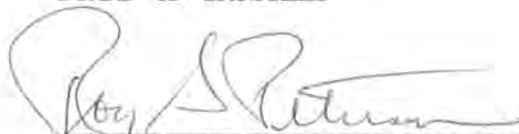
BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT VIII, STATE OF WASHINGTON.


WAC 132H.204.010 through WAC 132H.204.170. AUTOMOBILE USE POLICY FOR COMMUNITY COLLEGE DISTRICT VIII.

The Board of Trustees of Community College District VIII hereby finds that the immediate adoption of an Automobile Use Policy is necessary for the preservation of the public health, safety and general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to the public interest. Therefore, the Board hereby adopts as emergency rules of this institution Automobile Use Policy for Community College District VIII, WAC 132H.204.010 through WAC 132H.204.170, to be effective for ninety days.

APPROVED AND ADOPTED June 4, 1974.

BOARD OF TRUSTEES

  
\_\_\_\_\_  
Roy S. Peterson, Chairman

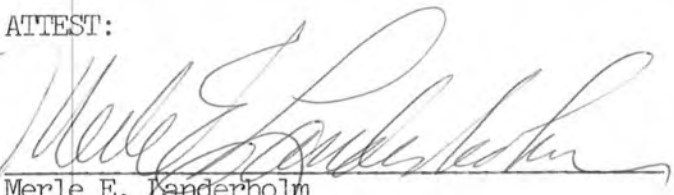
  
\_\_\_\_\_  
Harriet S. Jaquette, Vice-Chairman

(absent)  
\_\_\_\_\_  
Neil L. McReynolds, Member

  
\_\_\_\_\_  
C. W. Duffy, Member

(absent)  
\_\_\_\_\_  
Delores E. Teutsch, Member

ATTEST:

A handwritten signature in cursive script, appearing to read "Merle E. Landerholm". The signature is written in dark ink and is positioned above a horizontal line.

Merle E. Landerholm  
Secretary, Board of Trustees

new WAC 132H.204.010 TITLE. WAC 132H.204.010 through WAC 132H.204.170 will be known as the Automobile Use Policy of Community College District VIII.

new WAC 132H.204.020 OBJECTIVE. To promote the most efficient and safe utilization of all state-owned automobiles.

new WAC 132H.204.030 POLICY OF USE. State vehicles shall be used for official state business only.

new WAC 132H.204.040 All users of motor pool vehicles shall be in the employment of the college or a student of the college.

new WAC 132H.204.050 Written permission of organizational head shall precede the use of any vehicle.

new WAC 132H.204.060 The user shall not be allowed to keep the vehicle overnight at his/her residence.

new WAC 132H.204.070 While on a trip and when vehicle is left in a public place for extended (over 24 hours) periods of time, the Washington State Patrol shall be notified of placement, by the operator.

new WAC 132H.204.080 If involved in any accident, the operator shall notify the authority of jurisdiction immediately and file an accident report with the college motor pool office on return to the campus. In case of serious injury or accident, call motor pool office.

new WAC 132H.204.090 Whenever possible, the vehicle shall be returned in good condition, full of gas and with interior clean.

- new WAC 132H.204.100 Vehicles shall be issued on a first come - first served basis.
- new WAC 132H.204.110 All operators shall have a valid Washington State driver's license.
- new WAC 132H.204.120 All operators shall have a current state vehicle permit, which is issued at the motor pool office, in addition to the state license.
- new WAC 132H.204.130 All rules and regulations of the state of Washington shall be obeyed while operating the vehicle.
- new WAC 132H.204.140 Any citation for violation of said rules and regulations shall be the sole responsibility of the operator.
- new WAC 132H.204.150 Vehicles shall be used within the time arranged for at time of checkout.
- new WAC 132H.204.160 Trip ticket shall be completed with all information asked and left with the motor pool office on return to the campus (or security).
- new WAC 132H.204.170 ENFORCEMENT OF POLICY. This policy shall be enforced by existing Student, Faculty and Staff codes and regulations as defined within handbooks.