

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

FROM: Columbia Basin College, District No. 19
(Name of Institution)

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

The enclosed Permanent rules
Emergency rules , being order No. 74-4

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

Transportation Policy - Use of Agency Vehicles

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

pursuant to Notice No. 4736 ① filed with the code reviser
on 7/5/74 ② were regularly adopted as permanent rules of this
(date)
institution at Columbia Basin College on 8/5/74 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 8/5/74 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
_____ on _____ 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 Fifth day of August 1974.

STATE OF WASHINGTON
FILED
AUG - 8 1974
CODE REVISER'S OFFICE
DOCKET # 5728 FILE # 1

Columbia Basin College
(INSTITUTION)
[Signature]
By Fred L. Esvelt
Secretary, Board of Trustees
Title _____

Effective 9/7/71

[Form CR-5]

COMMUNITY COLLEGE DISTRICT NO. 19

STATE OF WASHINGTON

BOARD OF TRUSTEES

RESOLUTION 74 - 4

BE IT RESOLVED by the Board of Trustees of Community College District No. 19, State of Washington, that:


WAC 132S-16-080, USE OF VEHICLES, be repealed and replaced by WAC 132S-16-081 through 084. The annexed rules are in compliance with Executive Order 74-07 wherein all community colleges are required to file transportation policies that parallel the State transportation policy.

ADOPTED THIS 5th day of August, 1974, at a meeting of the Board of Trustees of Washington State Community College District No. 19, with a quorum of such trustees duly present after notice of such meeting was duly and regularly given as required by law.

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 19


C.J. Mitchell, Chairman

Attest:


Fred L. Esvelt, Secretary
Board of Trustees

NEW WAC 132S-16-081 PURPOSE. In compliance with Executive Order 74-07, dealing with the use of State agency automobiles, Columbia Basin College herein submits its agency automobile statement.

NEW WAC 132S-16-082 TRANSPORTATION OFFICER. The Director of Maintenance Services is hereby named Transportation Officer.

NEW WAC 132S-16-083 POLICY STATEMENT.

A. No vehicle shall be used for any purpose other than official college business or scheduled student activities.

B. A written request shall be necessary for the use of any agency vehicle and the administration reserves the right to approve, disapprove or otherwise make all dispositions of priority assignments.

C. Transportation requests shall be honored in the following priority order: student groups, faculty, administration (campus maintenance and operation vehicles excepted).

D. It is not the policy of the agency to regularly assign vehicles to any individual, however, it is occasionally deemed advisable to do so for certain extended field programs. When this occurs, the assignee shall return the vehicle to the campus after each day's work when in driving radius of the official station.

NEW WAC 132S-16-083 FUNDING. A transportation fund shall be established, sufficient in scope to provide for gasoline, oil, tires, repairs and vehicle replacement and perpetuated as follows:

1. Each department, division or student body activity shall be charged a fixed amount for each mile driven during approved assigned period and shall also be charged a fixed amount per hour for the amount of time vehicle is in possession. Such charges shall be debited to divisional or departmental travel budget item and credited to transportation account.

2. All net proceeds from the sale of surplus vehicles shall be returned to the transportation account.

NEW WAC 132S-16-084 POLICY ENFORCEMENT. A penalty assessment shall be provided for failure to comply with agency policy or for willful misrepresentation of vehicle use, miles driven or hours in possession. A point system shall be established and enforced as followed:

1. Each assignee shall be assessed one (1) point for each violation and after the loss of three points, said assignee shall be precluded from driving agency vehicles during the remaining balance of current quarter.

Each division or department shall be assessed one (1) point for each internal violation and after the loss of ten (10) points, the said division or department shall be precluded from the use of agency vehicles during the remaining balance of quarter.

WAC 132S-16-080 is hereby repealed.