



Port of Seattle Aviation Security Senior Access Controller Vehicle Operations

I. STATEMENT AND APPLICABILITY

The Purpose of this procedure is to identify and regulate the use of Port of Seattle Aviation Security Department Vehicles by Senior Access Controllers and Security Personnel while on duty. This Policy shall be a departmental supplement to the Port of Seattle's Driver Safety Policy EX-14 and Fleet Management Policy EX-17. EX-14 applies to Port drivers whether one is driving a Port vehicle, or driving a personal vehicle for Port business. All incidents involving motor vehicles are to be reported following EX-14 Procedure – Motor Vehicle Procedures, Reporting, and Analysis.

A Driver Briefing is required for any person who uses a Port owned, leased, or rental vehicles, or uses their own personal vehicle for Port business. This includes employees who may use their own personal vehicle to attend a meeting at Pier 69, or other Port-sponsored program on approved time.

II. DEFINITIONS.

The term "eligible employees" or "Senior Access Controllers" as used in this policy includes those employees occupying employment positions or performing the duties of Senior Access Controllers for the Port of Seattle's Aviation Security Department.

III. RESPONSIBILITIES.

1. Senior Access Controllers/Eligible Employee.
 - a. Senior Access Controllers shall remain within strict compliance of Port of Seattle Vehicle Policy EX-14.
 - b. Employees driving Port vehicles must have a valid Washington State Driver's License (and Commercial Driver License, where applicable) and have completed the Port's Driver Safety Training course.
 - c. When operating any Port vehicle, all employees must maintain and carry with them a valid and properly classed Washington State Drivers' License. Drivers with out-of-state licenses must obtain a valid Washington State Drivers' license if they are residents of Washington State. All Drivers' licenses shall be validated by Port of Seattle's Risk Management Department.
 - d. Port vehicles are to be used for Port business only, not for personal use or convenience. Port policies regarding vehicles must be observed at all times.
 - e. Vehicle operators are required to complete the vehicle safety inspection prior to the use of a Port vehicle. Any major safety device failure(s), such as a back-up warning system, brakes, etc. are to be brought to the attention of a Supervisor for immediate repair, and such a vehicle must be removed from service and not operated until repaired.

- f. Using vehicles for transportation to lunch/dinner or other meal periods away from Port property is not allowed.
- g. Seat belts must be worn at all times.
- h. Smoking is not allowed in vehicles.
- i. Cell phone use is not permissible at any time when operating a vehicle. Drivers should pull over in a safe manner and conduct cell phone business while the vehicle is at rest.
- j. Vehicle engines must be turned off when not occupied and idle time minimized to reduce fuel costs and emissions.
- k. Safe, courteous, and legal operating practices must be observed at all times.
- l. All vehicles shall be kept clean and in a condition acceptable for use by others.
- m. **Port Drivers are responsible for conducting a pre-trip inspection** each time a Port vehicle or a personal vehicle is used for Port business. The pre-trip inspection shall include: the vehicle exterior, tires, lights, brakes, mirrors, fuel, and wipers.
- n. Any damage or defects noted in a Port vehicle should be reported immediately to Port maintenance.
- o. **Drivers should not use a vehicle if they do not feel it is in a safe operating condition.**
- p. It is the responsibility of all port drivers to know the limitations, height restrictions, and other characteristics of the vehicle being driven.
- q. Vehicle operators are responsible for protecting vehicles and equipment in vehicles from loss; keep vehicles locked at all times when unattended.
- r. **Drivers must not operate any motor vehicle at any time when their ability to do so is impaired, affected, or influenced by alcohol, illegal narcotics, prescribed drugs, over-the-counter medication, illness, fatigue, or injury.**
 - 1) Drivers must inform their immediate manager or supervisor if they feel their driving may be impaired.
 - 2) Managers or Supervisors will respond accordingly based on information provided by a reporting employee.
- s. Any Port of Seattle vehicle that sustains damage (scrapes, scratches, dents, breakage, etc) shall be reported **immediately** to the following personnel:
 - 1) Your immediate Supervisor, Manager, or designated on-call personnel.
 - 2) Fleet Management Office (ext. 6884)
 - 3) POS Claims Management (ext. 3017)

4) **Complete Incident Report within 24 hours.** Go to Compass Page / Quick Links / Forms & Templates / Incident Report.

- t. Port Drivers who notice physical damage to a Port Vehicle in their possession must complete and submit an Incident Report to Claims Management regardless of whether the vehicle was occupied at the time of damage. Physical damage must be reported regardless of whether the source of the damage is identifiable.
- u. **If you are injured in a motor vehicle collision** while on Port Business (whether or not in a Port Vehicle), then you must report the injury to the Port's Worker's Compensation Department, Manette Moses (206-787-3058), or Britney Padrones, (206-787-3052) by phone or email. **You and your Manager / Supervisor must also complete the SIF-2 and Accident Report Forms** and **forward these forms to POS Workers' Compensation Department within seven (7) days** of reported injury.

Senior Access Controllers found to be insubordinate with respect to either Port or Departmental policy will be subject to disciplinary action or progressive discipline in accordance with HR-18 and current Local 9 Contract.

2. Daily Inspection.

In order to ensure compliance with Port of Seattle EX-14, EX-17, and the Aviation Security Department's Vehicle Operations Policy on a fair and equitable basis, daily inspections may be performed. Security Supervisors shall be responsible for ensuring that all policies and regulations are adhered to, and that necessary maintenance is scheduled.

IV. BOUNDARIES OF VEHICLE OPERATION.

Below are the boundaries within which all Senior Access Controllers and those operating in the capacity and performing the duties of a Senior Access Controller are required to remain while operating a Port of Seattle vehicle:

1. North: 152nd St.
2. South: 200th St.
3. East: Pacific Highway/International Boulevard
4. West: Des Moines Memorial Drive

Any travel outside these boundaries while operating a Port of Seattle vehicle is strictly prohibited unless on an authorized route and dispatch pursuant to the execution of duties (e.g. detail assignment to Blumenthal's, etc.) This ensures prompt response times for staffing personnel in the event of an emergency or other critical need.

V. VEHICLE USE WHILE ONE LUNCH BREAK.

Port of Seattle vehicles are to be used for official Port business only, and are not to be driven off of Port property during breaks.

1. Port Vehicles will not be used to patronize any restaurants, delis, drive-through restaurants, grocery or convenience stores, or similar outside of Seattle-Tacoma International Airport.
2. Personnel wishing to patronize an establishment outside of Seattle-Tacoma International Airport during their designated break must use their personal vehicle.

3. **Personnel may not consume food inside the vehicle for any reason.** Consumption or transport of any food and drink other than regular water in a sealable container is prohibited.

VI. MANDATORY INCIDENT REPORTING.

The following procedures must be observed when an appropriately licensed and badged driver is involved in a collision with another vehicle, pedestrian, bicyclist, tug, or any other person or object, whether in a Port vehicle or in their Personally Owned Vehicle (POV) while on Port business:

1. Following any collision, the first priority is always the physical well-being of the individuals involved. Therefore, seek any appropriate medical attention first. Determine if the occupants of the other vehicle or bystanders have been injured. Unless there is immediate danger to the injured party, do not attempt to move them. Call 9-1-1 if there are any serious injuries or significant vehicle damage.
2. Secure the vehicle. Turn on the hazard lights and set out cones or flares if necessary. If no one is injured and the vehicles can be driven, move them to a safer location to help facilitate the flow of traffic and provide a more secure environment.
3. Exchange information with all parties involved (see below). To assist with the information exchange, each Port vehicle should contain an identification card for the Port Driver to follow.
 - a. Name, address, and phone number of all drivers
 - b. Name, address, and phone numbers of all passengers and witnesses
 - c. Driver's license numbers
 - d. Year, make, model, and license plate number of a vehicles involved
 - e. Registered owner of vehicles
 - f. Insurance company and policy number (The Port is self-insured)
 - g. Rental cars involved? Provide the name of the rental agency.
4. Cooperate with the Police and other authorities, but do not admit fault, make accusations, or give written statements.
5. If the Port vehicle is damaged and unsafe to drive, notify Airport Dispatch at (206). 787-3350. Port drivers using a personal vehicle are responsible for making and paying for their own towing arrangements.
6. If the incident involves an unattended vehicle or other property, you are required by law to take reasonable steps to locate and notify the owner. If the owner cannot be located, you must leave a note in a conspicuous place providing contact information.

[For More information on appropriate use of Port vehicles, please refer to Port Policy EX-14 – Driver's Safety Policy.](#)