



STATE OF WASHINGTON

UTILITIES AND TRANSPORTATION COMMISSION

1300 S. Evergreen Park Dr. S.W., P.O. Box 47250 • Olympia, Washington 98504-7250

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May 1, 2019

Dear Private, Non-profit Transportation Provider:

RE: Updated Safety Investigative Policy

One aspect of the Utilities and Transportation Commission's mission is to ensure transportation services are safe, available, and reliable.

Over the past few years, commission staff have documented a rise in safety violations throughout the non-profit transportation industry.

In response to this trend, the commission is updating its safety investigation policy. We're writing to communicate the commission's expectation of your company and encourage increased safety compliance.

Washington Administrative Code (WAC) 480-31 excludes vehicles seating six or fewer passengers (including the driver) and the drivers of those vehicles from the traditional safety investigation process.

If you operate vehicles that fit into this exemption the following policy applies:

Six or fewer passengers (including driver) companies must:

- Maintain minimum insurance \$500,000
- Ensure drivers have valid driver licenses
- Regularly inspect, repair, and maintain vehicles according to 49 Code of Federal Regulation (CFR) Part 396

If you operate larger vehicles the following rules apply:

Carrying seven to 15 passengers (including driver), companies must:

- Maintain minimum insurance of \$500,000
- Maintain an accident register with accident reports (49 CFR Part 390)
- Maintain driver qualification files **including medical certificates** (49 CFR Part 391)
- Ensure vehicle is properly marked (WAC 480-31-110)
- Maintain vehicle maintenance files and inspect, repair, and maintain vehicles (49 CFR Part 396 and WAC 480-31-120). (Department of Transportation periodic inspections are not required for vehicles with this seating capacity)

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Carrying 16 or more passengers (including driver), companies must:

- Comply with all requirements related to 49 CFR when operating a commercial motor vehicle including commercial driver license, medical certification, and controlled substance and alcohol testing requirements

The commission appreciates the non-profit transportation industry's services to enhance quality of life for those with special transportation needs. Visit UTC's website to download a copy of our guide to "[Achieving a Satisfactory Motor Carrier Safety Record](#)" for additional information.

If you have any questions, please contact Mathew Perkinson at mathew.perkinson@utc.wa.gov or call (360) 701-1601.

Sincerely,



Mark J. Johnson
Executive Director and Secretary