



## Member Driver Record Monitoring Policy

Governance Section: Operations

Revision Date: 3/27/2025

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### Purpose

To require Pool Members to implement a program that requires all Members to monitor at least monthly for driving violations for every employee or volunteer for which the Pool provides liability coverage.

### Authority

1. RCW 48.62.031(3)(a) ("provide for risk management and for loss control services);
2. Interlocal Agreement, Section 3e ("provide for risk management, loss control, and other services); and
3. Member Driver Record Monitoring Program Audit Guide.

### Policy Statement

1. Through contracts, the Pool and its Members will have access to databases of Department of Licensing (DOL) driver records and databases of court records from the state court systems. This access is for the Member to monitor information relative to driver license status, driver record activity, and other driver activity.
2. Members will monitor for driver record information in all States for which their driver record monitoring vendor has access.
3. No less often than monthly Members shall check the databases for activity of their employees and public rideshare volunteers who drive vehicles for which the Pool provides liability coverage.
4. If the database check reveals adverse events the Member shall act in accordance with its policies.
5. Members shall maintain appropriate confidentiality and security in the implementation of this program.
  - a. Members may share the information obtained through this program only with its employees involved in the implementation of this monitoring program or to auditors or regulators entitled to access the information.
  - b. Members shall appoint at least two program administrators. Program administrators and all other Member employees having access to the information obtained through this program shall execute appropriate confidentiality agreements.
  - c. Members shall notify the Pool promptly of any unauthorized access, misuse, or unauthorized use, or disclosure of information obtained through this program.
  - d. Members shall notify the Pool of any breach or ransomware relative to these databases such that WSTIP can properly notify third parties.
6. Members shall keep their lists of monitored drivers up to date and complete internal audits of their driver record monitoring program in accordance with program requirements.
7. The Pool's Executive Director or their designee shall assist Members in the implementation of their obligations under this policy.
8. The Pool shall fund the monitoring required by this policy through an assessment to each Member as set forth in the annual budget as approved by the Pool's Board of Directors.

### Amendment

The Executive Committee may amend this policy.

### Policy History

This policy was revised in 2021 to add program features and in response to a DOL audit of the driver record monitoring contract. This policy was amended in 2023 to change vanpool to public rideshare. This policy was amended in 2025 to reflect no longer having access to criminal activity with the closure of the program that had that service originally.



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Passed by the Executive Committee on March 27, 2025.

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Joseph Macdonald, President

Attest:

Signed by:

*Miranda Nash*

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Approved as to form:

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*Richard L. Hughes*

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