



Washington State  
DEPARTMENT OF  
ENTERPRISE SERVICES

# DES Fleet Operations Quarterly ATO meeting

*MAY 2024*

**\*\*\*Please remember to MUTE your phones, introduce yourself via CHAT with:  
Your first and last name as well as your agency**

# MEETING AGENDA 5/2/2024

Section	Topic
<b>Welcome</b>	<ul style="list-style-type: none"><li>• Agenda and Ice Breaker</li></ul>
<b>Management</b>	<ul style="list-style-type: none"><li>• Personnel changes &amp; updates,</li></ul>
<b>Systems</b>	<ul style="list-style-type: none"><li>• EV rates, utilization, Good to Go / confidential plates, ATO Dashboard survey</li></ul>
<b>EVSE</b>	<ul style="list-style-type: none"><li>• Charger project updates</li></ul>
<b>Dispatch</b>	<ul style="list-style-type: none"><li>• Trucks, loaners</li></ul>
<b>Vendor Maintenance</b>	<ul style="list-style-type: none"><li>• Maintenance contract, towing, totals and roadwork cameras</li></ul>
<b>Vehicle Maintenance</b>	<ul style="list-style-type: none"><li>• Road projects, regen braking, tires and temps,</li></ul>
<b>CARS &amp; Transportation Team</b>	<ul style="list-style-type: none"><li>• ATO reports, Loaners / temp perms, form updates</li></ul>
<b>Wrap up</b>	<ul style="list-style-type: none"><li>• Upcoming events, operator trainings &amp; ATO meetings, post meeting survey</li></ul>

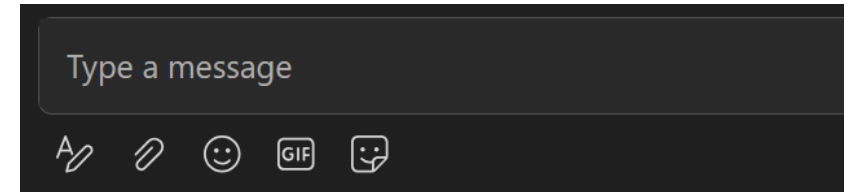
# WE WANT TO HEAR FROM YOU

These meetings give us the opportunity to discuss. If you have questions or have best practices to share – please let us know.

You can-

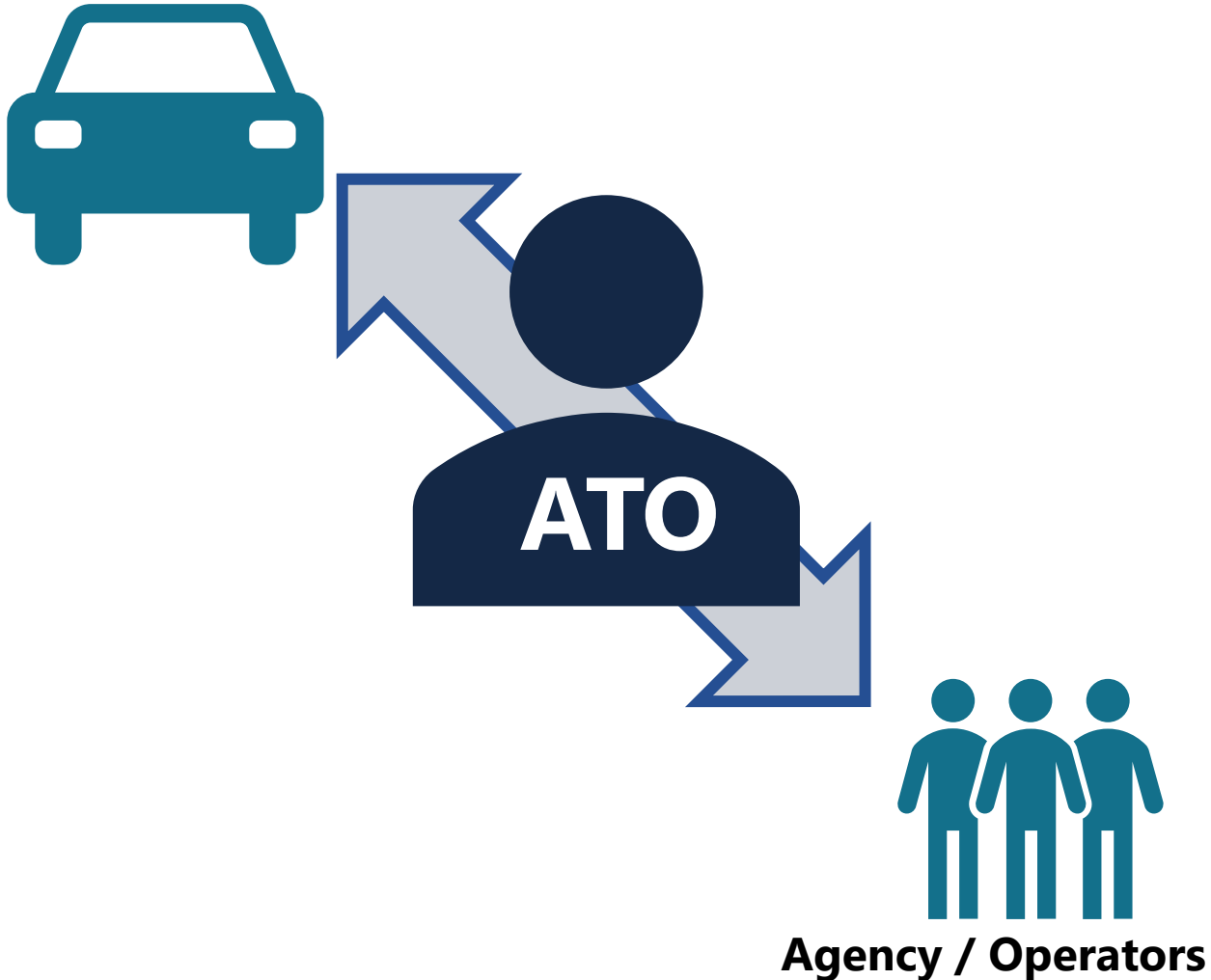
- Write your question or comment in chat
- Or raise your hand (in person or virtually) and we will call on you
- If something comes to mind outside of the meeting, send it to us at [mpmail@des.wa.gov](mailto:mpmail@des.wa.gov).

If you have an answer or a best practice you would like to share with the group, please do.



# THE ATO IS THE CONNECTION

## DES Fleet Operations



## Share the Information

- Fleet receives the information for this meeting from agency, government and industry
- Fleet shares this information to you the Agency Transportation Officers (ATOs)
- Please share this information with your agency and your operators
- You are the only connection some people will have to this information

# UPDATES & ANNOUNCEMENTS

- **Michael Petty**
  - DES Fleet Operations Program Manager
- **Cyndi Beveridge**
  - DES Fleet Operations Program Assistant Manager
- **David Bagnall**
  - Management Analyst – Fleet Operations

# PERSONNEL CHANGES TO FLEET OPERATIONS -JOINING-



**Tiah Lovato**  
Dispatch  
DES Fleet Operations



**Zane Vakerics**  
Finance / CARS Team  
DES Fleet Operations



**Amber Goforth**  
CARS Team  
DES Fleet Operations

# PERSONNEL CHANGES TO FLEET OPERATIONS -PROMOTIONS-



**Nadine Calderon-Dixon**  
CARS Team Supervisor  
DES Fleet Operations



**Joey Rivera**  
CARS Team Representative  
DES Fleet Operations



**Joshua Dotterer**  
Dispatch Customer Service  
DES Fleet Operations

# PERSONNEL CHANGES TO FLEET OPERATIONS -LEAVING-



**Steven Braley**  
Dispatch  
DES Fleet Operations



**Desiree Schott**  
CARS Team  
DES Fleet Operations



# AUTOMATED KEY MANAGEMENT SYSTEM

## Update

- Vendor Demos Recently Completed
- DES Contracts & Procurement making final evaluations.
- We are on track to implement new system before INVERS sunsets EOM December 2024.



# REQUESTING USE OF VEHICLE STICKERS, DECALS, EMBLEMS, WRAPS, ETC.

- 1) *A Request for Exception to the Vehicle Marking Requirements of RCW 46.08.065 must be submitted in writing (via email or mail).*
  - a. Requests must be specific what decals, etc. are desired, where they intend to be applied, and to which specific license-plated vehicles.
  - b. These can be **submitted to mpmail@des.wa.gov** .
  - c. **Please keep in** mind that all DES leased vehicles end in "M" (example 00000M). If the plates do not end in M, DES Fleet does not manage the vehicle and we have no governing authority over them.)
  
- 2) All submitted exception requests will be evaluated by DES's leadership and Director Tara Smith will approve or deny. The submitting agency will receive a written response informing them of the decision.

If approved, there are generally requirements. Some of those typically included to the requesting agency are:

- a) to ensure the placement and location of the decals do not pose any violation of RCW 46.16A.200 or RCW 46.17.310.
- b) to be responsible for facilitating the removal of these decals prior to returning any of these vehicles to DES.
- c) to be responsible for all associative costs relating to the purchase/replacement of the decal.
- d) (Any other stipulations for approval would be noted in the written approval response.

***If your agency is considering applying for an exception for your entire agency leased fleet (instead of a few specific vehicles), we encourage your agency make a single exception request listing all license plates that is submitted at the agency level, not many at the individual program level.***

# ELECTRIC VEHICLE RATES

## **Updates -**

- The per-mile rate is under review for electric vehicles
- All rates including base rates are under review for July 1
- Rate impact statements to be issued on or about 1 June

# UTILIZATION

## **Wrapping up 2023**

- 3-month extension ends 31 May
- Appeals to be submitted by 31 May
- Final waivers to be submitted by 15 June

# CONFIDENTIAL PLATES

## **Good to Go Tolling**

- Registering confidential plates
- Billing
- Agency owned

# ATO DASHBOARD SURVEY

## **Accessibility survey**

- Do you have access
- Describe your experience and suggest improvements
- <https://forms.office.com/g/HuZWcHBERY>

# EVSE TEAM

## JONATHAN LUCAS – EVSE IMPLEMENTATION ADMINISTRATOR



[Jonathan.lucas@des.wa.gov](mailto:Jonathan.lucas@des.wa.gov)



360-407-9392



[des.wa.gov](https://des.wa.gov)

# EVSE TEAM UPDATE

- Project Status Updated
- Ongoing Application
- Q&A



# SELECTED PROJECTS

Agency	Location	Date Completed	L2 Ports	L3 Ports	Current Phase
<b>DES</b>	Yakima	TBD	30	4	Procurement
<b>DES</b>	Olympia	TBD	22	0	Construction
<b>DOC</b>	Walla Walla	TBD	0	4	Quotes
<b>DSHS</b>	Omak	TBD	4	0	Construction
<b>DSHS</b>	Wenatchee	TBD	12	2	Construction
<b>DVA</b>	Walla Walla	TBD	0	1	Construction
<b>F&amp;W</b>	Ephrata	3/15	6	0	Complete
<b>F&amp;W</b>	Montesano	TBD	4	0	Construction
<b>L&amp;I</b>	Moses Lake	TBD	4	1	Quotes
<b>L&amp;I</b>	Wenatchee	TBD	6	0	Quotes
<b>L&amp;I</b>	Mount Vernon	TBD	6	0	Quotes
<b>MIL</b>	Camp Murray	TBD	26	2	Construction
<b>MIL</b>	Spokane	TBD	20	2	Construction
<b>MIL</b>	Yakima	TBD	8	0	Construction
<b>MIL</b>	Bremerton	TBD	8	0	Construction
<b>Skagit Valley College</b>	Friday Harbor	3/29	2	0	Reimbursement

# ONGOING APPLICATION

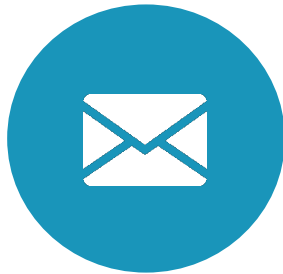
- Approximately \$6M available in funding
- Prioritizing maximum EV conversions to meet EO 21-04 goals
- Application open now through May 10
- Application link: [FY25 EVSE Project Funding Request \(office.com\)](#)

# APPLICATION DETAILS

- Projects of all sizes and locations will be considered for funding
- Chargers must have networking capability
- Funding covers project management, planning, and infrastructure
- Up to 5% of the total funding can be used for building assessments with DES/SEEP permission, even if the project is not selected for full funding

# DISPATCH

**MICHAEL SEIBOLD – CUSTOMER SERVICE MANAGER**



[mpdispatch@des.wa.gov](mailto:mpdispatch@des.wa.gov)



360-664-9207



[des.wa.gov](http://des.wa.gov)

# FLEET DAILY RENTAL LOCATIONS



## Fleet Operations HQ

1312 Fones Rd SE, Bldg. 4  
Olympia, WA 98504



## Capitol Campus

1129 Washington St SE  
Olympia, WA 98504



## Tumwater Vans

7510 New Market St SW  
Tumwater, WA 98501

**Fones Rd HQ Open  
M-F 7:30am-4:30pm  
Except Holidays**



## 2 Different Reservations Systems!

Fones Rd - HQ Reservation

Automated Key System Reservation



**Automated Key  
System Open  
24 hours a day, 7  
days a week**

# 16 FOOT BOX TRUCK



# 12 FOOT BOX TRUCK



**12 Foot Box truck/With Liftgate –  
at Tumwater Vans**

# FULL SIZED CARGO VAN





# 7 PASSENGER MINI VANS



**7 passenger minivans –  
At Fones Rd.**

# DAILY RENTALS – BOX TRUCKS AND VANS

Contact dispatch directly to reserve a larger vehicle or for any additional questions at 360-664-9208 or email [DESMPTransport@DES.WA.GOV](mailto:DESMPTransport@DES.WA.GOV).

You will need the following info –

- Dates you want to use it for
- Location where is it going to be used
- Employee ID number and contact phone number where they can be reached.

Reservation pick up and returns for full sized vans and box trucks are through the self-automated INVERS system 24 hours a day at Tumwater Vans - 7510 New Market Street. SW Tumwater, WA 98501

# LOANER VEHICLES

**Loaner Vehicles are available when Perm vehicle is in for maintenance or repair allowing employees to continue state business rather than wait.**

You can request a loaner vehicle when you schedule your appointment

- Inform staff of the situation and how long the vehicle will be needed
- Give us the license plate number ("M" Plate) of the vehicle in for service
- Loaners can be reserved for up to several weeks depending on need.
- Loaner vehicle use are charged for mileage only.

Dispatch can help determine type and body style needed / available

Call 800-542-6840 to find nearest loaner location if outside of Thurston County.

Return the loaner vehicle when you picking up your serviced vehicle.

**This is not a temp perm nor is it a replacement for your assigned vehicle.**

# DAILY RENTAL RATES

Daily rental rates are shown by class, daily rate and mileage used rate.

- Loaners are only charged for mileage used.

TRIP RATES PER CLASS			
CLASS	DAY RATE	MILE RATE	VEHICLE TYPES
<b>SEDANS</b>			
EHSEDAN (Sedan, Gas Hybrid)	\$32	\$0.18	<b>Togota</b> Prius, Prius Prime, Camry <b>Ford</b> C-Max, Fusion <b>Hyundai</b> Sonata <b>Honda</b> Civic
EESEDAN (Sedan, All Electric)	\$39	\$0.09	<b>Chevrolet</b> Bolt
<b>AWD SUVS</b>			
**ESUVSM4** (Standard SUV, Gas)	\$39	\$0.22	<b>Subaru</b> Outback <b>Togota</b> RAV4 <b>Mitsubishi</b> Outlander
**ESUVML4** (Large SUV, Gas)	\$43	\$0.29	<b>Chevrolet</b> Traverse <b>Ford</b> Explorer
EESUVSM4 (SUV, All Electric)	\$49	\$0.09	<b>Ford</b> Mach-E <b>VW</b> ID.4 <b>Togota</b> BZ4X <b>Tesla</b> Model y
**EUD7P** (Caged Patrol SUV, Gas)	\$41	\$0.30	<b>Ford</b> Interceptor
**EUD8** (Small SUV, 4x2)	\$35	\$0.24	<b>Chevrolet</b> Captiva
<b>TRUCKS</b>			
**ETRKFS4** (Full Size Truck, Gas)	\$40	\$0.30	<b>Chevrolet</b> Silverado <b>Ford</b> F-150 <b>Dodge</b> Ram 1500
**ETRKSM** (Small Truck, Gas)	\$38	\$0.23	<b>Chevrolet</b> Colorado
**EETRKFS** (Full Size Truck, All Electric)	\$48	\$0.09	<b>Ford</b> F-150 Lightning <b>Chevrolet</b> Silverado
**EBOX** (Box Truck, Diesel)	\$107	\$0.75	<b>GMC</b> T7500, 16'
<b>VANS</b>			
EVANM7 (7 Passenger Mini-Van, Gas)	\$40	\$0.26	<b>Chrgsler</b> Pacifica <b>Dodge</b> Caravan
EVANFS8 (8 Passenger Van, Gas)	\$45	\$0.40	<b>Ford</b> Econoline
EVANFS12 (12 Passenger Van, Gas)	\$49	\$0.39	<b>Ford</b> Transit T35 <b>Chevrolet</b> Express
EVANMADA (ADA Compliant Van, Gas)	\$85	\$0.39	<b>Chrgsler</b> Voyager
EVANMCGO (Mini Cargo Van, Gas)	\$40	\$0.24	<b>Ford</b> Transit Connect <b>Chevrolet</b> City Express
**ESTV** (Step Cargo Van)	\$77	\$0.53	<b>Chevrolet</b> Express Cutaway
EEVANSCGO (Mini Cargo Van, All Electric)	\$56	\$0.09	<b>Ford</b> E-Transit

VEHICLES WITH A \*\* REQUIRE CALLING  
360-664-9207 TO RESERVE

# VENDOR MAINTENANCE

## JARED HIATT- VENDOR MAINTENANCE



[mpmaint@des.wa.gov](mailto:mpmaint@des.wa.gov)



800-542-6840



[des.wa.gov](https://des.wa.gov)

# MAINTENANCE REPAIR HOTLINE

## 1-800-542-6840

**Call  
US!!!**

- Maintenance and repair billing
- Vendor options and locations
- General maintenance and repair questions
- Repair guidance and authorization
- PM notification questions
- Recall questions
- Roadside emergencies

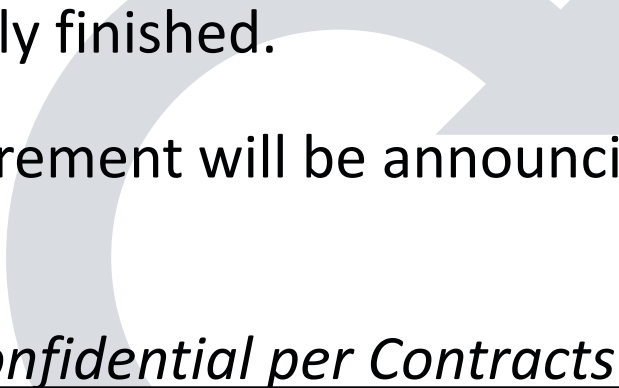


### **\*\* There are specific required vendor contracts for Tires and Auto Glass**

- **For tires, call 1-800-542-6840 and they will direct you to the closest contracted (Firestone or Goodyear) vendor in your area. NO STUDED TIRES TO BE USED!**
- **Les Schwab is not an Authorized Tire replacement vendor**
- **Contact maintenance for direction on where to glass repair for chips, cracks and broken glass.**

# MAINTENANCE AND REPAIR CONTRACT UPDATE

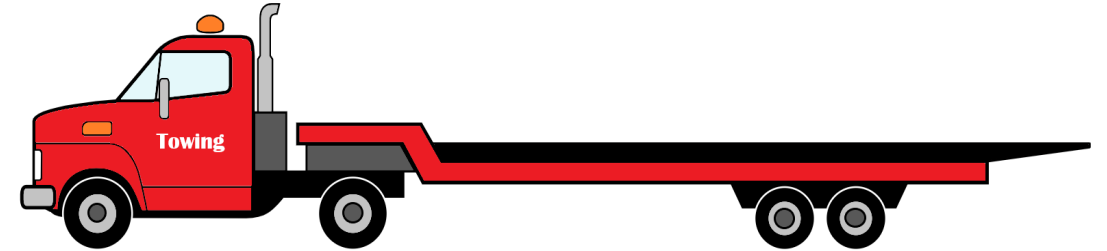
## **The new Maintenance and Repair Contract is in the works**

- Evaluations are nearly finished.
  - Contracts and Procurement will be announcing the Assumed Successful Bidders soon.
  - *Further info is still confidential per Contracts and Procurement.*
- 

# TOWING & ROADSIDE ASSISTANCE

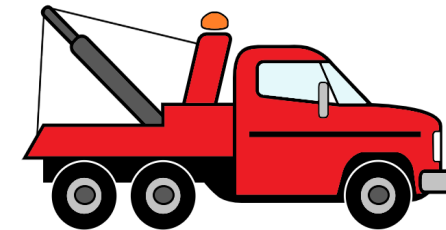
**For services outside Thurston County.**

Roadside Assistance- 24/7 (866) 329-3471.



**For services inside of Thurston County**

- Nisqually Towing (Contracted towing vendor K8192) –24/7. (360) 491-4357.

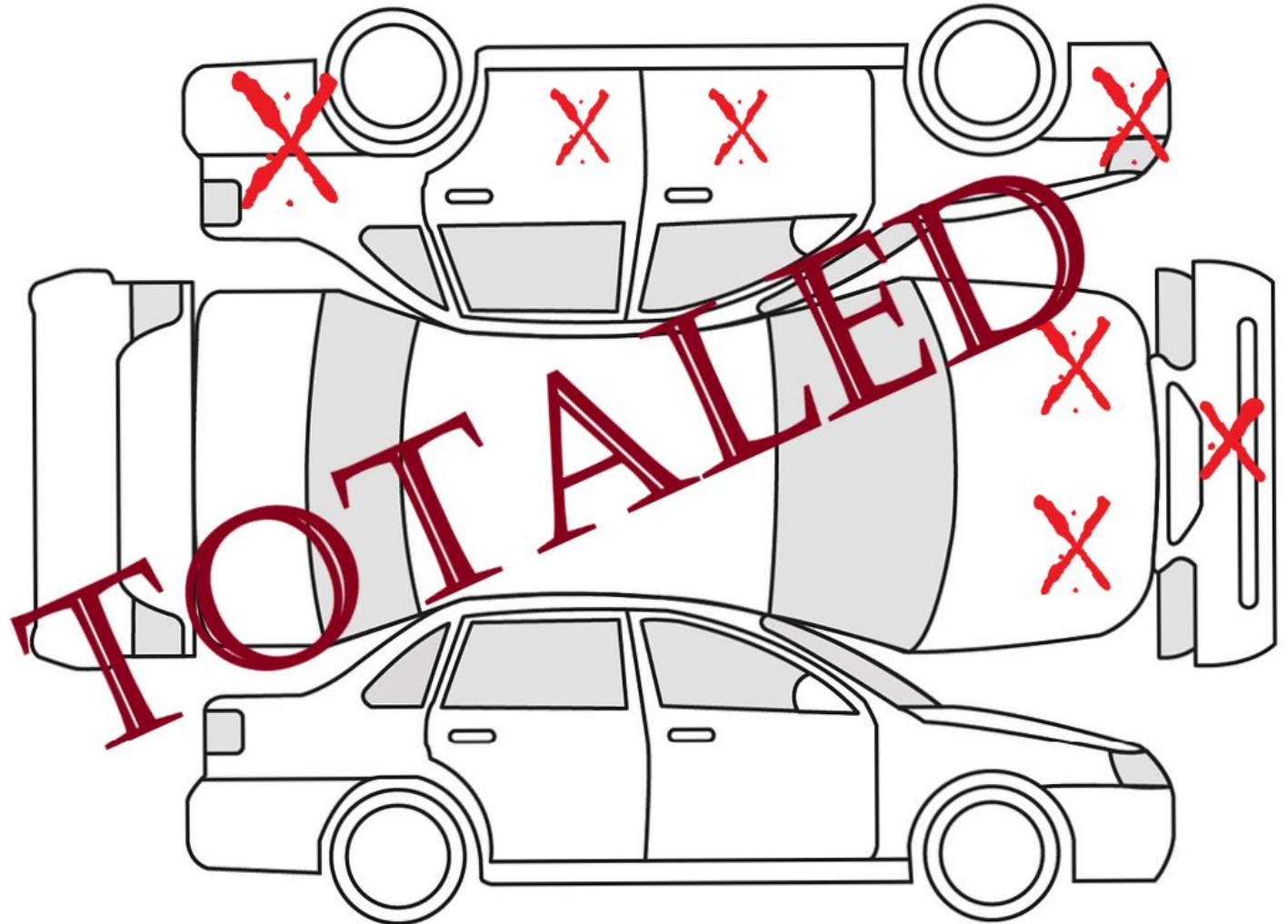




# VEHICLE TOTALS AND PROPERTY REMOVAL

**When a vehicle is totaled, get cleared out as soon as possible**

- Vehicle will be disposed of and moved to a salvage yard. Any items left in vehicle will be lost.
- Make sure to recover all personal and agency property.



# STATE ADDING CAMERAS TO WORK ZONES IN SUMMER OF 2024.



# VEHICLE MAINTENANCE

JUSTIN KYLLONEN- VEHICLE MAINTENANCE



[mpmaint@des.wa.gov](mailto:mpmaint@des.wa.gov)



800-542-6840



[des.wa.gov](http://des.wa.gov)

# DES FLEET SERVICE DEPARTMENT

Located on Fones Rd in Olympia

Call us to make an appointment

**Monday-Friday**

**7:30am-4:30pm**

**(360) 664-9200**

- Full-service repairs/maintenance
- Service loaners and hoteling stations available

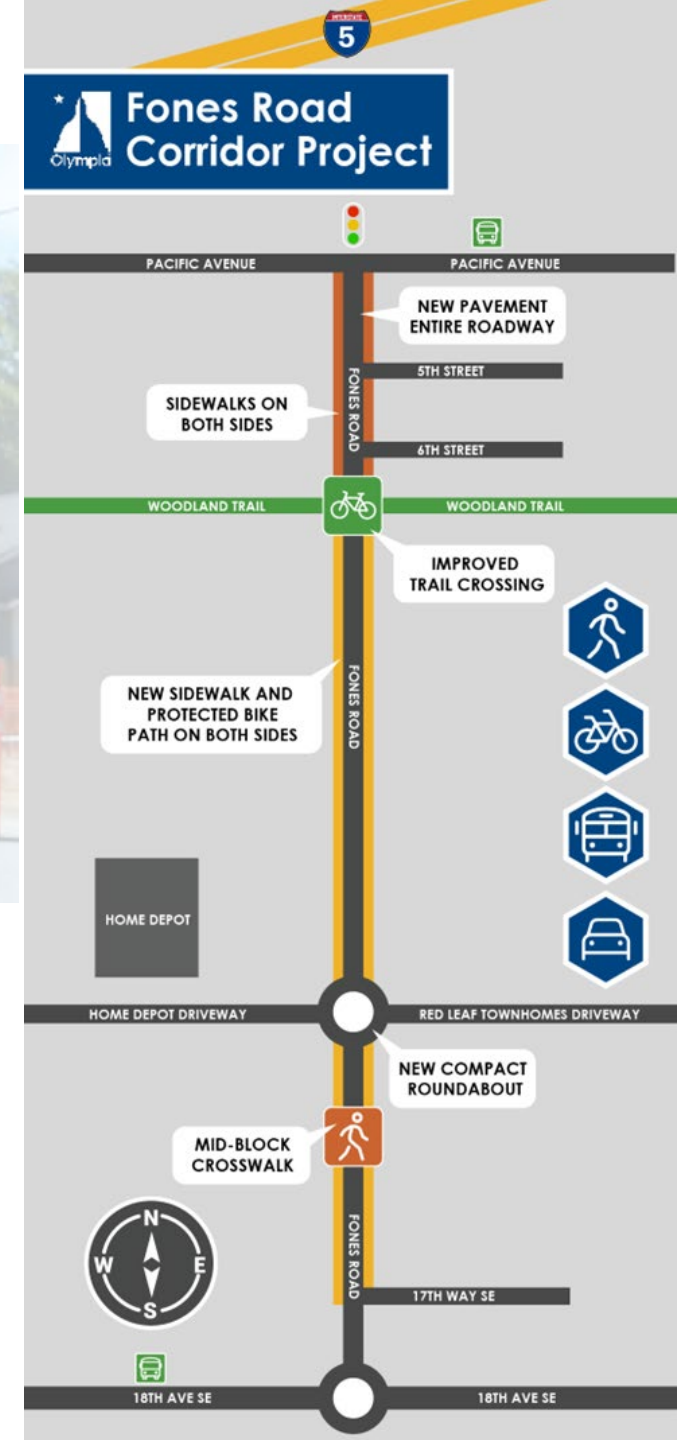


# FONES RD. IMPROVEMENT PROJECT



Coming soon – Fones road improvement project.

- When – July 2024 through October 2025
- What – Will affect access in and out of the Fleet Operations building.
- Who – Those coming daily rental, Fleet offices or the shop facility at Fones
- More details will be shared at future ATO meetings



# REGENERATIVE BRAKING



## **“One pedal” EV driving**

- Used to recharge the EV battery using the vehicles Kinetic energy when stopping, extending the range of your charge
- Feels “jerky” and the vehicle doesn’t coast like you would expect
- Most effective in stop and go or in town traffic
- Will extend the range, will not fully recharge vehicle
- Think ahead to make use of stops
- Still have to use brakes for fast or sudden stops.

# TEMPERATURES AND TIRE PRESSURE

**Heating or cooling temperatures can affect tire pressure**

- 10 degrees can equal 1 PSI
- Both under and overinflation causes issues
  - Uneven wear
  - Bad fuel economy
  - Affect the ride of the vehicle
  - Degrades tire faster causing it to fail prematurely

Check pressure regularly / monthly – in modern vehicles have sensors built in



# ONLINE SCHEDULING NOT AVAILABLE FOR SHOP APPOINTMENTS



We are reevaluating the vendor and our need. Currently this system has been discontinued.

If you have a link saved or receive a message with a link to make an appointment, it will not work. Please delete any old links for this system.

Contact the shop at 360.664.9209 to make any appointment with the shop.



# SHOP APPOINTMENTS

## – GIVE MORE INFORMATION

**When calling to make an appointment for services for Perm vehicles make sure to include all of the important information**

- Services you are bringing it in for – maintenance **as well as all other issues** you are wanting the shop to investigate.
- A contact phone number and the name of the person to be reached with any questions about the vehicle and to let them know when it is time to pick it back up

***\*\*\*Please remember to inform the people dropping or picking up vehicles of the correct "m" plate license number and what it was in for.***



# LOANERS WHILE PERMS ARE BEING WORKED ON

If you are bringing in a vehicle for anything more than a quick oil change, consider getting a loaner from Dispatch.

It is a better use of your time, no additional charges other than the miles you use it for.

Set one up and have it waiting when scheduling your service appointment.

Ask shop manager for details.



# APPOINTMENT NO-SHOW FEES COMING



Starting this next fiscal year July 1, 2024, the shop will be charging fees for all "no-show" vehicle appointments.

These will be charges concerning appointments set with the auto shop, cancellations, and failure to show up at set appointment times.

Specifics have not yet been set. Details will be sent out in an email for ATOs to share with their agencies before July.

# CARS TEAM

**NADINE CALDERON-DIXON – CARS TEAM LEAD**

**CHRIS CANTRELL – CARS TEAM REPRESENTATIVE**

**ANDREW CANNARD – CARS TEAM TRANSPORTATION LEAD**

**JOEY RIVERA – CARS TEAM REPRESENTATIVE**



[mpmail@des.wa.gov](mailto:mpmail@des.wa.gov)



360-664-9210



[des.wa.gov](https://des.wa.gov)

# ATO REPORTS – 3 USEFUL REPORTS

ATO – AssetWorks – Reporting  
DES Reports / Equipment  
info

- 1) DES Equipment Assignment and location
- 2) DES Operator List by Department and Account
- 3) DES Usage Last Date Entered

The screenshot shows the AssetWorks Reporting interface. The top navigation bar includes 'Messages', 'Screens', and 'Admin'. The main navigation bar has 'Home', 'DES Customer Access', 'Reporting' (highlighted), 'Ad Hoc Query', and 'DES Supervisor'. Below the navigation bar, the 'Reporting' section is active, showing a list of reports under the heading 'Reports:'. The left sidebar contains a 'My Favorites' section with a list of report categories: Capital Planning, Cost Analysis, DES Reports (expanded), Enterprise Purchasing, Equipment Info (highlighted), Fuel Info, Motor Pool, Operations Info, Parts Info, Recalls, Shop Operations, Utilities, WAMP, and Workload Statistics. The main content area displays a list of reports under the heading 'DES Reports\Equipment Info'. The reports listed are: DES Disposals by date range, DES Equipment Assignment and Location (highlighted with a red dashed line and '1)'), DES Equipment Assignment Spreadsheet, DES Equipment Inventory List, DES Equipment Usage - ALL, DES Equipment Usage by Department - Miles Gallons MPG, DES Equipment Usage by Department and Location - Miles Gallons MPG, DES Equipment Usage Per Month - ALL Agencies, DES Equipment Usage Per Month - by Agency, DES Equipment WO History, DES License Number 2, DES Operator List by Department, DES Operator List by Department and Account (highlighted with a red dashed line and '2)'), DES Pending Surplus Request by Date Range, DES Permanently Assigned Vehicles by Department, DES Service Requests/Defects w/o Recalls or Inspections, DES Usage Last Date Entered (highlighted with a red dashed line and '3)'), DES Usage Last Date Entered for All Departments, DES Usage Last Date Entered for Scheduling, and DES Usage Last Date Entered with Current Assignments.

# ATO REPORTS – DES EQUIPMENT ASSIGNMENT AND LOCATION

ATO – AssetWorks – Reporting  
DES Reports / Equipment info

- DES Equipment Assignment and location  
Shows all vehicles, vehicle facts, odometer, assigned driver, location



Washington State Department of  
**Enterprise Services**

## Fleet Operations

### DES Equipment Assignment and Location E179 - DEPARTMENT OF ENTERPRISE SERVICES

Report Date: 4/2/2024

License	Vehicle Description	Account & Operator	Location
00632M	2003 FORD RANGER VIN: 1FT7R4EE42BA04200	Account: E179000 Revenue Acct: E179044	City: OLYMPIA County: THURSTON

# ATO REPORTS – OPERATORS

In your ATO reports, you can run the **Operator List by Department and Account** to get a list of all active operators and their fuel pins for your agency



Washington State Department of  
**Enterprise Services**

## Fleet Operations

### DES Operator List By Department and Account

Department: E179

Account: All Accounts

Active: Active only

Operator #	Fuel PIN #	Operator Name	Position	Dept	Account	Phone	Email	MailStop	Exp Date	Active
000000	000000	TEST USER		E179	E179000		cdove@GA.WA.GOV		12/31/2049	Y

# ATO REPORTS – USAGE LAST DATE ENTERED

ATO – AssetWorks – Reporting  
DES Reports / Equipment info

- DES Usage Last Date Entered  
Shows all vehicles, odometer, assigned driver info, last mileage report date



## DES Usage Last Date Entered

Department: E179

Report Date: 04/02/2024

Equipment	Revenue Account / Account	Last Ending Usage Date	Odometer	Operator Name	Email	Phone	Date Entered	Days Used
00632M	E170000 / E170044	03/20/2024	128946	PHILLIP MARTIN	phillip.martin@des.wa.gov		03/20/2024	



# DIGITAL TRAINING

On demand training available online at DES.WA.GOV

- Currently – “Fueling a WA State M-Plate DES Fleet Vehicle
- Coming soon –
  - EV practices
  - EV charging
  - EV route planning

<https://des.wa.gov/services/fleet-vehicles-parking/fleet-operations/drivers-state-vehicles/driving-state-fleet-vehicle-how-videos>

## Fueling a WA State M-Plate DES Fleet Vehicle

This how-to video covers everything you need to know to effectively fuel your M-plate state fleet vehicle: terminology, how to fuel a vehicle with a fuel card, helpful resources, and contact information.



DIGITAL OPERATOR TUTORIAL  
**Fueling a WA State  
M-Plate DES Fleet Vehicle**

Watch on YouTube

FLEET OPERATIONS

# UTILIZATION REMINDER

Thank you! We appreciate all the active participation with the new utilization requirements.

Reminder – the current extension period ends on May 31, vehicles that are still underutilized will need waiver approval or arrangements made to return them.

DES Washington State DEPARTMENT OF ENTERPRISE SERVICES

Viewing data for ... All Organizations

Revenue AccountID All

Active Filter ... All Org Types

Inventory Mileage Reporting **Utilization** PM Services EV Measures Fuel-Mileage Billing Data Procurement Scorecard

Overperforming Passing Severely Underperforming Underperforming

View Monthly Usage →

### CURRENT YTD UTILIZATION DETAIL

Plate	CYTD Days	Days Rqd	CYTD Miles	Miles Rqd	PCT_miles	PCT_days	Use Category	Usage Trend	Date In Service	Org ID
00632M	94	58	1092	667	164%	162%	CAMPUS/INSTITUTION	Passing	3/24/2003	E179
01038M	04	55	761	1333	57%	172%	LOCAL AREA/ALTERNATE	Underperforming	4/10/2005	E179

# 2024 EV RIDE AND DRIVE

Thank you! The two-day event was a big success!

- More than **100 people** from **22 agencies** attended!
- Attendees took **9 different** type of electric vehicles for **223 test drives!**

Look for future events to come!



# VEHICLE REQUEST FORM UPDATES

The “New and Used Passenger Vehicle Purchase Approval Request” form will be undergoing a few changes to improve its usability.

We will keep you updated as changes are made.

Check the website to ensure you are using the most up to date version.



Washington State  
DEPARTMENT OF  
ENTERPRISE SERVICES

New and Used Passenger Vehicle Purchase Approval Request

[About this form](#)

State agencies, colleges and universities use this form to request approval from the director of the Department of Enterprise Services (DES) to purchase new and/or used passenger motor vehicles (sedan, station wagon, sport utility vehicle (SUV), van, or light-duty truck). In addition, DES Fleet Operations utilizes this form for any request for

# LOANERS VS TEMP PERM - LOANERS

## May 2024

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18				1	2	3	4
19	5	6	7	8	9	10	11
20	12	13	14	15	16	17	18
21	19	20	21	22	23	24	25
22	26	<u>27</u>	28	29	30	31	

Loaner – vehicle issued by DES Fleet Operations for use while Perm vehicle is being serviced or repaired.

Length of use – a few days to a few weeks

Not charged for days used, is charged for mileage put on vehicle.

# LOANERS VS TEMP PERM – TEMP PERM

2024



**Temp Perm** – vehicle issued by DES Fleet Operations for use while waiting for a replacement or ordered Perm

**Length of use** – a few weeks to several months

- Charged at perm rates and needs monthly mileage reporting
- To be exchanged for the new Perm when it is available

2025



# ACTIONS NEEDED FOR VEHICLE TOTAL

If a vehicle is determined to be totaled by accident, repair, or other factor -

- It means this vehicle is taken out of state service effectively immediately and can no longer be used
- Arrangements need to be made to return vehicle to DES
- All personal / agency property to be removed
- Contact needs to be made with your customer rep if you need to look for a replacement and a Temp Perm



# VEHICLE EXCHANGE PROCEDURES



- Process ready notices in a timely manner
  - Please ensure arrangements for pickup or delivery are made promptly
- Prepare operators for vehicle pickups
  - Operators picking up vehicles must follow instructions listed on ready notice
- Authorize turn in vehicles
  - Turns in which are not being replaced must be authorized by either an ATO or CARS team member

For appointments  
contact –  
360.451.9318  
OR  
DESMPTransport  
@des.wa.gov



# NEW VEHICLE BEST PRACTICES



## **When you receive a ready notice – don't hesitate to reach out!**

- CC us on emails to drivers. We're happy to work with them directly if it saves you time

## **Make appointments for pickups and turn-ins**

- We're often off-site at Fleet HQ or other locations
- Helps us be available for you
- Prevents delays in processing new vehicles

## **Come prepared to your appointment**

- Drivers will need a copy of the ready notice and their personnel ID#
- If exchanging a vehicle, bring all spare keys, and fuel cards for the turn-in vehicle

For appointments  
contact –  
360.451.9318  
OR  
DESMPTransport@d  
es.wa.gov

**Let us know how the transport team can make this process easier for your agency**

# ATO QUESTIONS – SEND MORE



Thank you for the questions you  
have sent in

Send us your questions for next  
time to [mpmail@des.wa.gov](mailto:mpmail@des.wa.gov)





# UPCOMING EVENTS / WORKSHOPS



2024

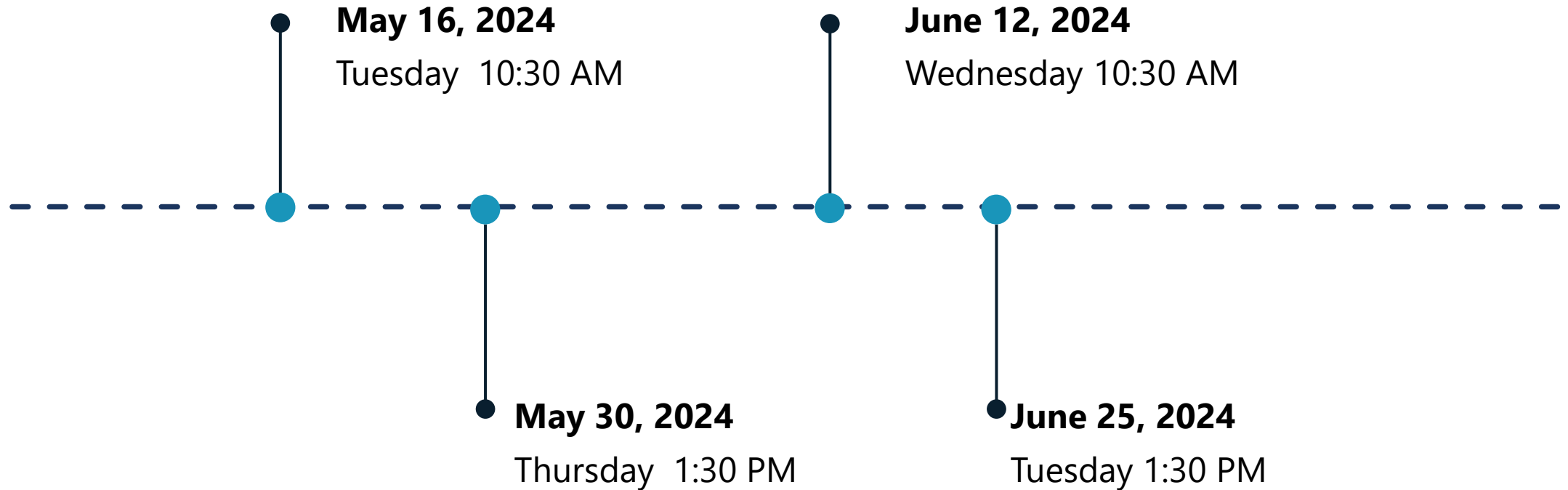
Spring -

- May 7-10 – **Government Fleet Expo & Conference** – Louisville, Kentucky
- May 20-23 – **ACT Expo** – Las Vegas, NV

Fall-

- September 14-15 – **Electrify Expo** – Seattle, WA
- November 6-8 – **Fleet Forward Conference** – San Diego, CA

# UPCOMING VIRTUAL OPERATOR TRAININGS



*For more information or an invite to this training, contact us by email at [mpmail@des.wa.gov](mailto:mpmail@des.wa.gov)*

# UPCOMING QUARTERLY ATO MEETINGS

- **Thursday August 8, 2024**
- **Thursday November 7, 2024**

