



Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

DES Fleet Operations Quarterly ATO meeting

FEBRUARY 2025

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

MEETING AGENDA 2/6/2025

Section	Topic
Welcome	<ul style="list-style-type: none">• Agenda and poll
Management & Systems	<ul style="list-style-type: none">• Personnel updates, Automated Key Box Reservation System update, ATO dashboard, Purchasing freeze, Utilization
Dispatch	<ul style="list-style-type: none">• New Automated Key Box Reservation System overview
Vehicle Maintenance	<ul style="list-style-type: none">• Recall process, service appointments
EVSE Team	<ul style="list-style-type: none">• Electric vehicle charging calculator
Vendor Maintenance	<ul style="list-style-type: none">• Vehicle accident procedures, maintenance contracts
CARS & Transportation Team	<ul style="list-style-type: none">• New CARS contract, turning in vehicle keys, utilization, handling stolen license plates, EV charging, tire chains, available vehicles
Closing	<ul style="list-style-type: none">• Operator trainings & ATO meetings, post meeting survey



ICE BREAKER

Have you used the new Automated Key Box
Reservation System yet?



UPDATES & ANNOUNCEMENTS

- **Michael Petty**
 - DES Fleet Operations Program Manager
- **David Bagnall**
 - DES Fleet Operations Management Analyst
- **Rose Coates**
 - DES Business Resources Division Administrative Assistant

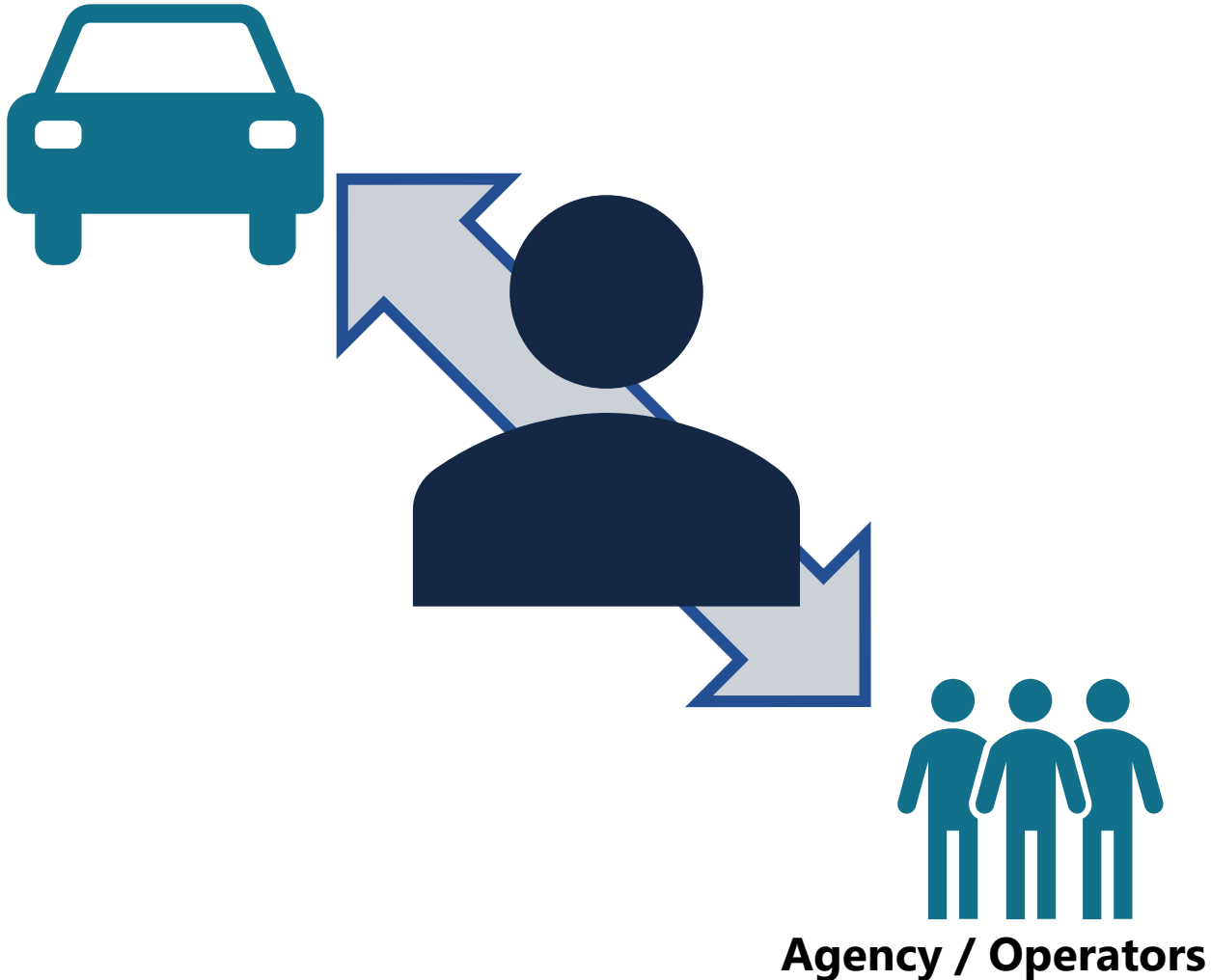
MICHAEL PETTY

FLEET OPERATIONS PROGRAM MANAGER

- *Introduction*
- *Personnel Updates*

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

PERSONNEL CHANGES TO FLEET OPERATIONS

-JOINING-



Rose Coates
Business Resources Admin
DES Fleet Operations



Joe Bass
CARS Team
DES Fleet Operations



Bill Sampson
Dispatch
DES Fleet Operations

PERSONNEL CHANGES TO FLEET OPERATIONS -LEAVING-



Justin Fabela
Transportation Team
DES Fleet Operations



DAVID BAGNALL

DES FLEET OPERATIONS MANAGEMENT ANALYST

- *ATO Dashboard overview & updates*

Inventory

Mileage Reporting

Utilization

PM Services

EV Measures

Fuel-Mileage

Billing Data

Procurement

Scorecard

Plate

YR-MK-MDL

De

08934M	2016 ISUZU NPR	12` CABOVER
07393M	2015 FORD TRANSIT BOX	14` VAN-BOX
10930M	2024 INTERNATIONAL MV607	16` BOX TRUCK
05412M	2007 GMC T7500	16` BOX TRUCK
09952M	2020 INTERNATIONAL MV607	16` BOX TRUCK
09097M	2018 ISUZU NRR	16` CABOVER
06298M	2016 PETERBILT 220 BOX TRUCK	18` BOX TRUCK
08912M	2017 PETERBILT 220 BOX TRUCK	18` BOX TRUCK
06014M	2014 KENWORTH K370 BOX TRUCK	20` BOX TRUCK
07556M	2016 INTERNATIONAL 4300 BOX TRUCK	20` BOX TRUCK
08076M	2016 INTERNATIONAL 4300 BOX TRUCK	20` BOX TRUCK
08626M	2017 INTERNATIONAL 4300 BOX TRUCK	20` BOX TRUCK
08876M	2017 INTERNATIONAL 4300 BOX TRUCK	20` BOX TRUCK

VIEWS

Major Class

Manufacturer

Status

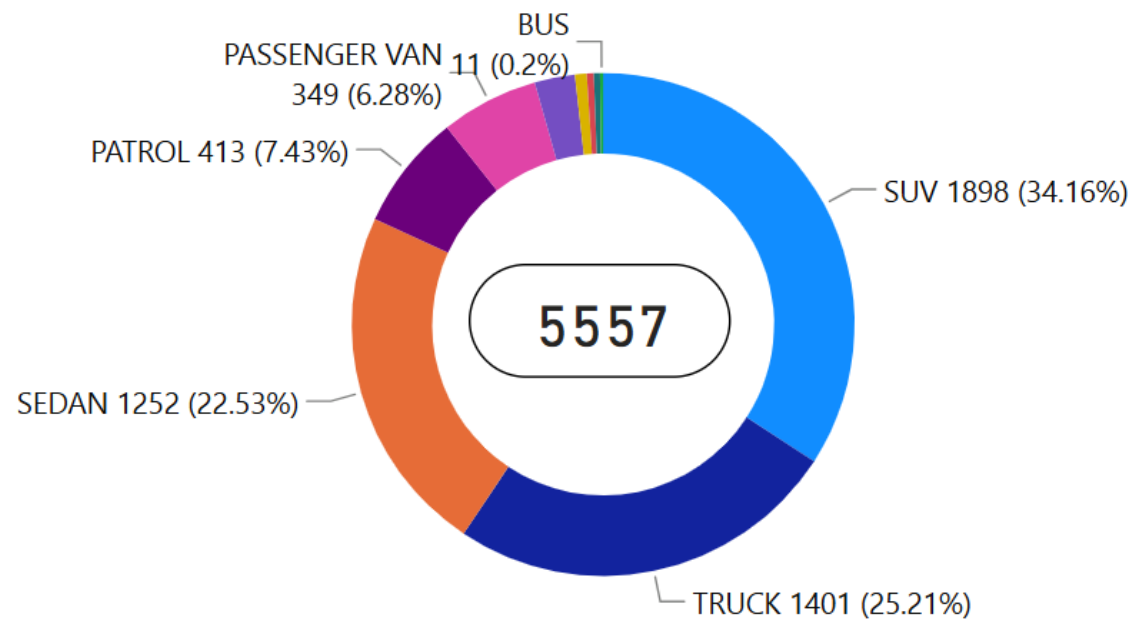
Use Category

Engine Type

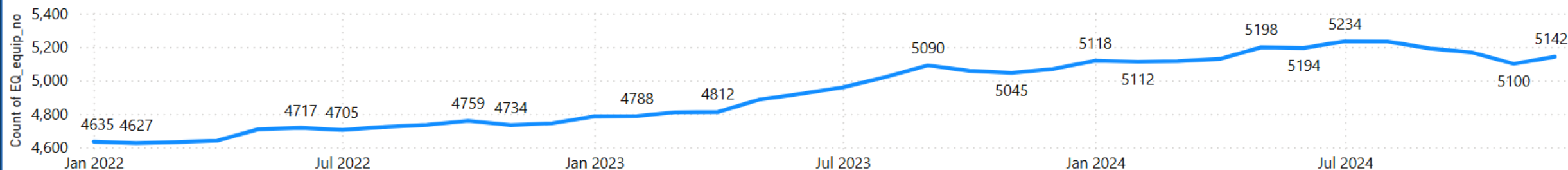
Weight Class

Location

Fleet Mix by Major Class



PERM Assignments by Year and Month - (Last 12 Calendar Quarters)



DES

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Viewing data for ...
All Organizations

Revenue AccountID
All

Active Filter ...
All Org Types

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YR-MK-MDL

08934M

2016 ISUZU NPR

12` CABOVER

07393M

2015 FORD TRANSIT BOX

10934M

2024 INTERNATIONAL MV607

05412M

16` BOX TRU

09954M

16` BOX TRU

09097M

2018 ISUZU NRR

16` CABOVER

06298M

2016 PETERBILT 220 BOX TRUCK

18` BOX TRU

08912M

2017 PETERBILT 220 BOX TRUCK

18` BOX TRU

06014M

2014 KENWORTH K370 BOX TRUCK

20` BOX TRU

07556M

2016 INTERNATIONAL 4300 BOX TRUCK

20` BOX TRU

08076M

2016 INTERNATIONAL 4300 BOX TRUCK

20` BOX TRU

08626M

2017 INTERNATIONAL 4300 BOX TRUCK

20` BOX TRU

08876M

2017 INTERNATIONAL 4300 BOX TRUCK

20` BOX TRU

Views

Major Class

Manufacturer

Status

Use Category

Engine Type

Weight Class

Location

by Major Class

5557

PASSENGER VAN 11 (0.2%)

BUS 349 (6.28%)

PATROL 413 (7.43%)

SEDAN 1252 (22.53%)

TRUCK 1401 (25.21%)

SUV 1898 (34.16%)

PERM Assignments by Year and Month - (Last 12 Calendar Quarters)

Count of EQ equip_no

5,400

5,200

5,000

4,800

4,600

4635

4627

4717

4705

4759

4734

4788

4812

5090

5045

5118

5112

5198

5234

5100

5142

Jan 2022

Jul 2022

Jan 2023

Jul 2023

Jan 2024

Jul 2024

Use the filter button to filter by organization

Page navigator improves your full screen experience

Click on any slice to drill down and gain greater insight

Quickly change views and explore data in new ways

NEXT - Learn more >

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VIEWS

Major Class

Manufacturer

Status

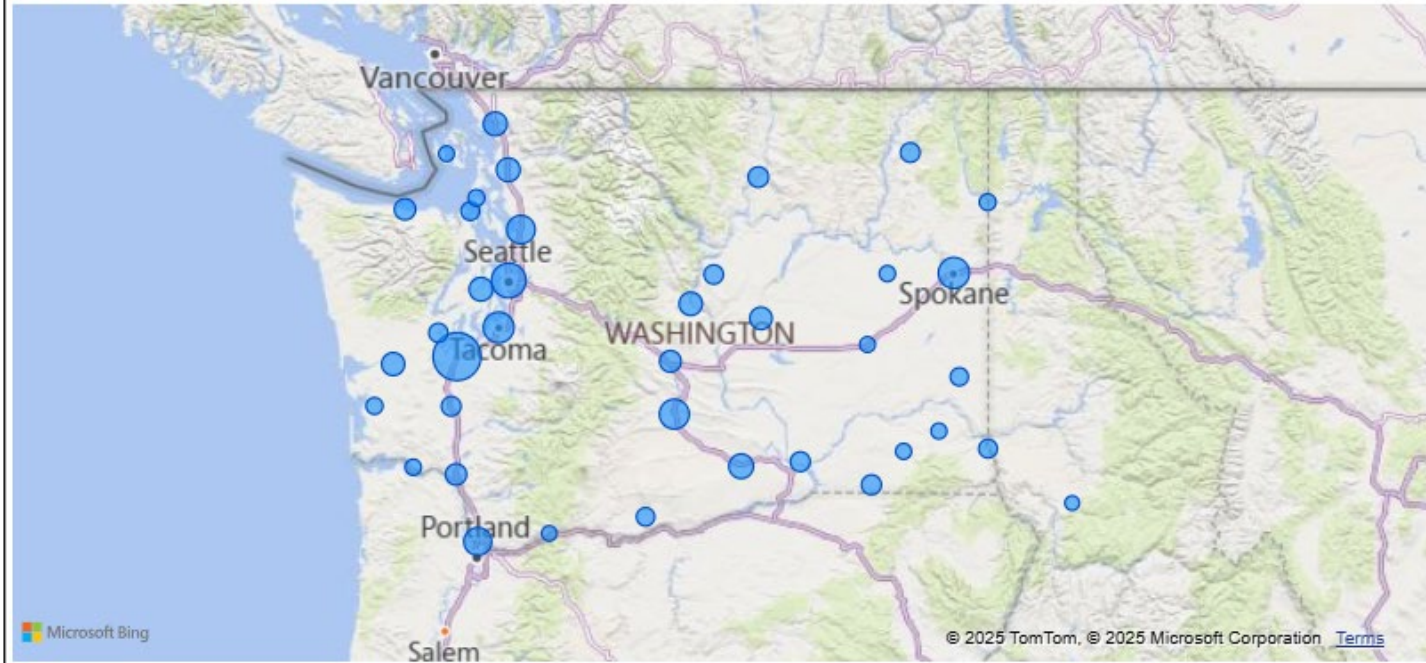
Use Category

Engine Type

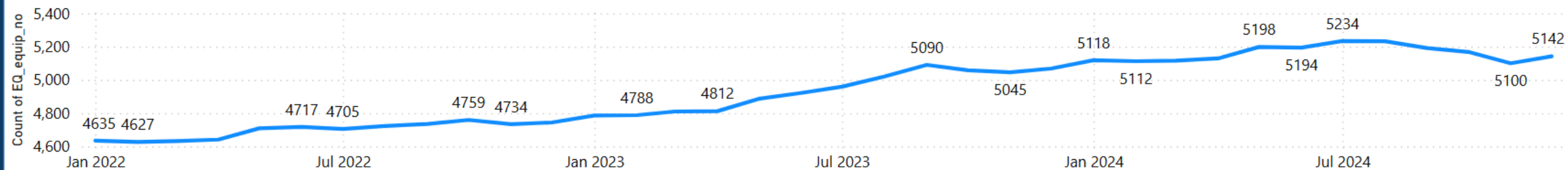
Weight Class

Location

Fleet Distribution by County



PERM Assignments by Year and Month - (Last 12 Calendar Quarters)



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Viewing data for ...
AGRICULTURE

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All Org Types

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YR-MK-MDL

Description

08927M 2017 FORD FUSION NON HYB SEDAN-AWD

← Close

Organization Type

☐ Cabinet

Select Organization

☐ ADMINISTRATIVE OFFICE OF THE COURTS

☒ AGRICULTURE

☐ ARTS COMMISSION

☐ ATTORNEY GENERAL

☐ BATES TECHNICAL COLLEGE

☐ BIG BEND COMMUNITY COLLEGE

☐ BOARD OF REG FOR PROF ENGINEERS AND LAND ...

☐ CENTER FOR DEAF & HARD OF HEARING YOUTH

☐ CENTRAL WASHINGTON UNIVERSITY

VIEWS

Major ClassManufacturerStatusUse CategoryEngine TypeWeight ClassLocation

Fleet Mix by Major Class

PASSENGER VAN 6 (1.89%)

SEDAN 57 (17.98%)

TRUCK 101 (31.86%)

SUV 150 (47.32%)

317

Quarters)

290

385

378

381

316

318

315

395

397

362

325

Jan 2022

Jul 2022

Jan 2023

Jul 2023

Jan 2024

Jul 2024

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Viewing data for ...

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

Revenue AccountID

All

☐ E300010

☐ E300011

☐ E300013

☐ E300014

☐ E300015

☐ E300016

☐ E300017

Active Filter ...

All Org Types

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Fuel-Mi

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YR-MK-MDL

Description

08626M 2017 INTERNATIONAL 4300 BOX TRUCK 20' BOX TRU

Close

Organization Type

☐ Cabinet

Select Organization

☐ DEPARTMENT OF HEALTH

☐ DEPARTMENT OF LICENSING

☐ DEPARTMENT OF NATURAL RESOURCES

☐ DEPARTMENT OF RETIREMENT SYSTEMS

☐ DEPARTMENT OF REVENUE

☐ DEPARTMENT OF SERVICES FOR THE BLIND

☒ DEPARTMENT OF SOCIAL AND HEALTH SERVICES

☐ DEPARTMENT OF TRANSPORTATION

☐ DEPARTMENT OF VETERANS AFFAIRS

VIEWS

Major Class

Manufacturer

Fleet Mix by Major Class

ADA VAN

PASSENGER VAN
57 (11.45%)

SEDAN 162 (32.53%)

SUV 230 (46.18%)

498

Engine Type

Weight Class

Location

Quarters)

507

504

513

508

520

511

518

526

516

520

507

511

496

502

Jan 2022

Jul 2022

Jan 2023

Jul 2023

Jan 2024

Jul 2024

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Vehicles not reporting Detail Current Month

Plate	Account ID	Odometer	Date Reported	OperatorName
01053M	E179044	135511	10/30/2024	CORY NOFFSIN
01327M	E179044	121859	12/27/2024	CORY NOFFSIN
02506M	E179044	94452	10/1/2024	PAUL BRUNNE
03610M	E179044	25794	11/26/2024	JEFF HARRIS
03613M	E179044	26359	10/25/2024	CHARLES SAW
03740M	E179044	18005	12/23/2024	TIM HILDEBRA
04477M	E235100	58807	12/23/2024	GARY GRAYSO
04564M	E179044	47068	12/27/2024	DEMOND RIVE
04641M	E179044	135965	12/27/2024	DEMOND RIVE
04676M	E477500	56249	12/31/2024	DARIN COMBS
04689M	E179049	115854	12/30/2024	FRANK CARLSC
04705M	E179044	45375	12/29/2024	KENNETH TAIN
04708M	E477400	70887	12/31/2024	BRENDA NASS
04713M	E477400	68394	12/31/2024	BRANDON TRC
04718M	E477400	93625	12/31/2024	ANTHONY NO
04730M	E495000	61165	11/29/2023	PHILIP GARCIA
04773M	E477100	93415	12/31/2024	NEIL CURNOW
05026M	E477300	86570	12/31/2024	ALEX UBER
05060M	E495000	77533	6/25/2024	JASMINE HERN
05078M	E179044	55082	12/30/2024	STEPHEN AUST
05380M	E461000	114290	12/31/2024	OLIVER BROCK
05431M	E179044	45611	12/30/2024	ROBERT HALL
05719M	E477500	65180	12/31/2024	SHAWN COLLII
05842M	E477400	85568	12/31/2024	ELLEN HEILHEC
05852M	E477300	66570	12/31/2024	NATE SCHMIDT

Current Month's Measures

5039

Assigned Units

772

Units not reporting

85%

Percent Reporting

Historical Reporting by Month

JUL	AUG	SEP	OCT	NOV	DEC
98%	96%	96%	99%	98%	96%

About Reporting

What this measures. This measure represents permanently assigned or project vehicles that have not recorded mileage for the current month.

Mileage reporting is a cornerstone of any fleet management program. Mileage is the primary indicator for vehicle servicing such as brake replacement, oil changes, and tune ups. Mileage is also a key indicator for vehicle end of life and planned replacement.

When to report

Operators should report mileage at least once per month. Typically, mileage is reported near the end of each month although it may be reported at any time within a given month.

[HOW TO REPORT MONTHLY MILEAGE](#)

%

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	City
01484M	33	0	118	0	100%	100%	SPECIAL PURPOSE	Passing	2/24/2005	E179	F
02006M	32	0	207	333	62%	100%	SPECIALLY EQUIPPED VEHICLES	Underperforming	6/16/2005	E300	C
02349M	33	0	23	0	100%	100%	SPECIAL PURPOSE	Passing	7/9/2007	E179	T
03589M	32	14	155	333	47%	234%	LOCAL AREA/ALTERNATE COMMUTE	Severely Underperforming	5/5/2014	E307	N
03611M	37	0	173	0	100%	100%	SPECIAL PURPOSE	Passing	7/23/2007	E179	L
03614M	27	0	33	0	100%	100%	SPECIAL PURPOSE	Passing	6/15/2007	E179	J
03749M	26	15	149	167	89%	179%	CAMPUS/INSTITUTION	Passing	12/17/2010	E179	A
03796M	33	15	204	167	122%	228%	CAMPUS/INSTITUTION	Passing	4/6/2010	E179	S
03797M	32	15	170	167	102%	221%	CAMPUS/INSTITUTION	Passing	5/17/2010	E179	L
04158M	36	14	320	333	96%	263%	LOCAL AREA/ALTERNATE COMMUTE	Passing	6/20/2008	E235	J
04187M	36	0	1	833	0%	100%	GENERAL USE	Severely Underperforming	2/2/2012	E495	D
04323M	32	14	296	333	89%	234%	LOCAL AREA/ALTERNATE COMMUTE	Underperforming	11/20/2012	E307	A
04325M	34	0	29	333	9%	100%	SPECIALLY EQUIPPED VEHICLES	Severely Underperforming	2/5/2013	E305	L
04334M	32	0	433	833	52%	100%	GENERAL USE	Underperforming	11/14/2012	E300	J
04475M	32	0	101	833	12%	100%	GENERAL USE	Severely Underperforming	11/18/2011	E235	C
04529M	32	14	388	333	116%	234%	LOCAL AREA/ALTERNATE COMMUTE	Passing	5/7/2014	E300	L

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%

Overperforming

Passing

Severely Underperforming

Underperforming

View Monthly Usage



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42006M	32	0	207	333	62%	100%	SPECIALLY EQUIPPED VEHICLES	Underperforming	6/16/2005	E300
					100%	100%	SPECIAL PURPOSE	Passing	7/9/2007	E179
					47%	234%	LOCAL AREA/ALTERNATE COMMUTE	Severely Underperforming	5/5/2014	E307
					100%	100%	SPECIAL PURPOSE	Passing	7/23/2007	E179
					100%	100%	SPECIAL PURPOSE	Passing	6/15/2007	E179
					89%	179%	CAMPUS/INSTITUTION	Passing	12/17/2010	E179
					122%	228%	CAMPUS/INSTITUTION	Passing	4/6/2010	E179
					102%	221%	CAMPUS/INSTITUTION	Passing	5/17/2010	E179
					96%	263%	LOCAL AREA/ALTERNATE COMMUTE	Passing	6/20/2008	E235
04187M	36	0	1	833	0%	100%	GENERAL USE	Severely Underperforming	2/2/2012	E495
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04334M	32	0	433	833	52%	100%	GENERAL USE	Underperforming	11/14/2012	E300
04475M	32	0	101	833	12%	100%	GENERAL USE	Severely Underperforming	11/18/2011	E235
04529M	32	14	388	333	116%	234%	LOCAL AREA/ALTERNATE COMMUTE	Passing	5/7/2014	E300

Usage Trend	Units	Percent
Underperforming	715	20.75%
Severely Underperforming	960	27.87%
Passing	1490	43.25%
Overperforming	280	8.13%
Total	3445	100.00%

Close this window

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Viewing data for ...

All Organizations

Revenue AccountID

All

Active Filter ...

All Org Types

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Y

PM Services

Recalls

PM Status table

Plate	Account ID	Last PM Date	Days Since	PM Status	Latest Odometer	PM Due Odometer
01053M	E179044	1/11/2024	382	PM not due	135511	137414
01327M	E179044	11/1/2022	819	PM overdue	121859	106987
01484M	E179044	5/11/2023	627	PM not due	97104	99012
02006M	E300033	2/27/2024	335	PM not due	98455	100700
02349M	E179044	12/26/2024	32	PM not due	131396	136382
02506M	E179044	7/19/2021	1289	PM overdue	94452	85567
03587M	E179005	6/18/2024	224	PM not due	50724	52339
03589M	E307400	10/17/2024	102	PM not due	81460	87645
03610M	E179044	2/28/2022	1065	PM not due	25933	26485
03611M	E179044	10/7/2024	113	PM not due	41241	44972
03613M	E179044	7/23/2020	1650	PM coming due	26359	26721
03614M	E179044	6/12/2024	229	PM not due	22545	26004
03645M	E179006	9/17/2024	132	PM not due	22512	23462
03740M	E179044	3/23/2020	1771	PM coming due	18025	18203
03749M	E179044	4/30/2024	272	PM not due	117400	120876
03796M	E179044	4/3/2024	299	PM not due	116609	119855
03797M	E179044	12/4/2023	420	PM not due	122789	125447

How are these determined?

PM Status	PM Count	PCT
PM not due	4906	88.32%
PM coming due	230	4.14%
PM due	214	3.85%
PM overdue	205	3.69%
Total	5555	100.00%

GENERAL SERVICE & REPAIR

You can schedule a service for your fleet vehicle by calling fleet vendor services at ph. 800-542-6820

FONES ROAD SERVICE INFO

For service at the Fones Road location, you may call 360-664-9200

Visit DES online to view additional PM resources

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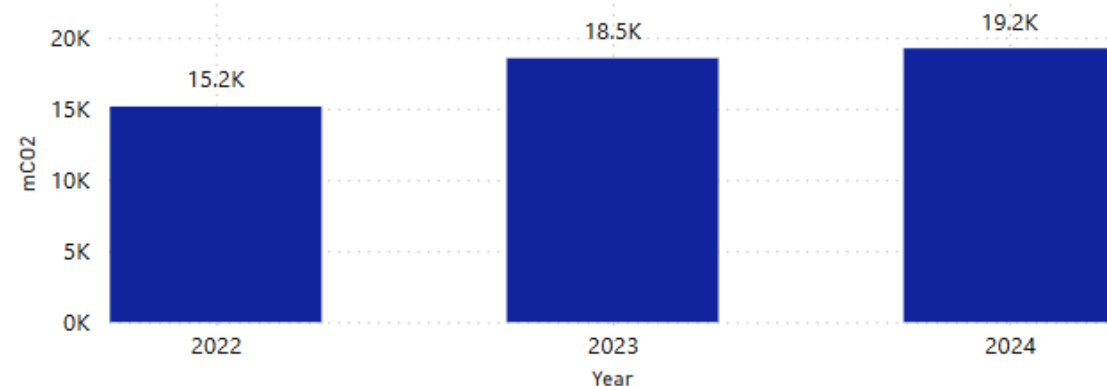
Procurement

Scorecard

Year	Gallons	Avg. PPG	Miles	MPG
2022	1,695,874	4.62	37,165,150	21.92
2023	2,077,499	4.47	44,804,340	21.57
2024	2,156,151	4.06	47,896,313	22.21
Total	5,929,524	4.36	129,865,803	21.90

- Year
- ☐ 2021
- ☐ 2022
- ☐ 2023
- ☐ 2024

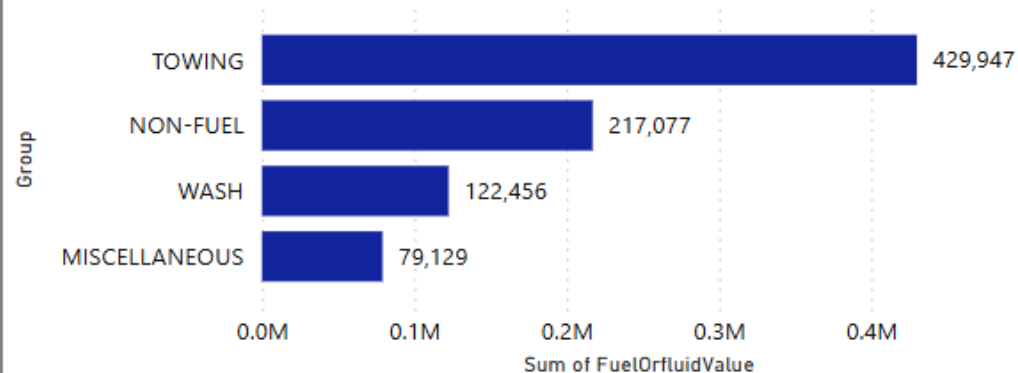
Fleet CO2 Emissions (Metric Tons) by Year



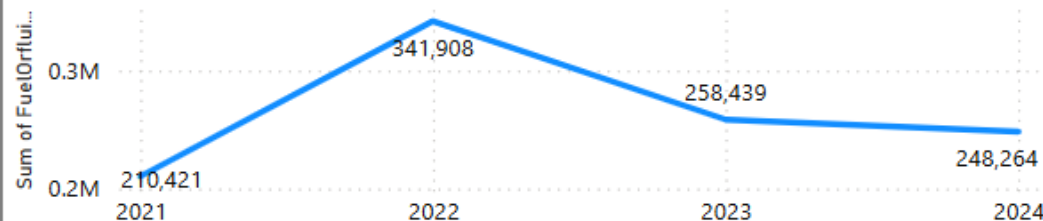
Product

NON-FUEL SPENDING

Non-Fuel Transaction Costs (Dollars) by Category



Non-Fuel Transaction Costs (Dollars) Year Over



Fuel Details all Equipment

TransactionDate	TransactionTime	Plate	Gallons	Fuel Cost	PPG	Reversal	Product	FuelSystem
1/1/2022	2:35:00 PM	04399M	10.43	40.66	3.90	N	UNLEADED	DES-V
1/1/2022	10:37:00 AM	06235M	21.94	89.30	4.07	N	UNLEADED	DES-V
1/1/2022	5:49:00 PM	06242M	18.26	73.00	4.00	N	UNLEADED	DES-V
1/1/2022	10:19:00 AM	06773M	16.78	77.18	4.60	N	UNLEADED	DES-V
1/1/2022	5:34:00 PM	07133M	12.55	51.42	4.10	N	UNLEADED	DES-V
1/1/2022	10:44:00 AM	07186M	14.41	50.85	3.53	N	ETHANOL	DES-V
1/1/2022	11:17:00 AM	07295M	11.47	47.00	4.10	N	UNLEADED	DES-V
1/1/2022	12:50:00 PM	07311M	16.01	65.64	4.10	N	UNLEADED	DES-V
1/1/2022	12:50:00 PM	07311M	16.01	65.64	4.10	N	UNLEADED	DES-V

***Fuel data is for the last 3 calendar years**Washington State law requires implementation of fuel economy standards in accordance with RCW 43.19.622. [View RCW 43.19.622](#)

Inventory

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[View/Download Invoice details](#) from DES online

Daily Rental Charges

Monthly PERM Charges

Other Charges

ChargeType	2022	2023	2024
Daily Rental Miles	\$333,136	\$410,652	\$454,841
Daily Rental Charge	\$532,250	\$727,831	\$846,594
Daily Rental No Show	\$7,020	\$10,020	\$10,260
Daily Rental Refuel	\$5,460	\$5,340	\$3,980
Total	\$877,866	\$1,153,843	\$1,315,675

Reference #	Transaction Date	Item Description	Total Cost
09949M	5/13/2024	ZAVARA WOODS-SR16 Tacoma Narrows Bridge - Lane 08-	\$5
09949M	6/26/2024	ZAVARA WOODS-SR16 Tacoma Narrows Bridge - Lane 08-	\$5
09949M	8/19/2024	ZAVARA WOODS-SR16 Tacoma Narrows Bridge - Lane 08-	\$10
09949M	8/26/2024	ZAVARA WOODS-SR16 Tacoma Narrows Bridge - Lane 08-	\$10
09949M	12/16/2024	ZAVARA WOODS-SR16 Tacoma Narrows Bridge - Lane 08-	\$5
09842M	7/18/2024	ZAREA ROSEMOND-SR16 Tacoma Narrows Bridge - Lane 08-	\$5
09842M	8/21/2024	ZAREA ROSEMOND-SR16 Tacoma Narrows Bridge - Lane 07-	\$10
12367M	6/27/2024	ZALDY PAGE-SR16 Tacoma Narrows Bridge - Lane 08-	\$5
06210M	4/16/2024	ZACKARY MCCAIN-SR99 SB - Lane 04-	\$3

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DEPARTMENT OF
ENTERPRISE SERVICES

Viewing data for ...
All Organizations

RevenueAccountID
All

Active Filter ...
All Org Types

Inventory

Mileage Reporting

Utilization

PM Services

EV Measures

Fuel-Mileage

Billing Data

Procurement

Scorecard

?

Status

Units in Procurement

Percent

Avg Days in Status

Waiting On Contract	1	0.16%	67.0
Waiting on Agency Approval	93	15.15%	451.4
Vendor Confirmed	106	17.26%	122.7
Quote In Progress	59	9.61%	263.9
On Order	4	0.65%	49.8
New Buy	273	44.46%	143.8
Justification Paperwork Submitted	1	0.16%	67.0
Fleet Received	25	4.07%	137.8
Fleet Approved	2	0.33%	81.5
Customer Notified	50	8.14%	44.2
Total	614	100.00%	188.9

Show SEEP info

Procurements by BUY#

614

25.10 212 (34.53%)

24.40 194 (31.6%)

22.30 36 (5.86%)

23.30 33 (5.37%)

25.20 27 (4.4%)

23.20 21 (3.42%)

5 (0.81%)

Org ID	Buy #	Current Plate#	NewPerm	Buy Status	Status Date	Status Days	Use Category	AccountID	RQ#	Rate Class	TempPerm	Obs	Seep
E300	22.20	06396M		New Buy	11/6/2024	82.0						False	
E179	22.30		2021-2729	Fleet Received	10/25/2024	94.0	GENERAL USE			EEVLDTA		False	
E179	22.30			Quote In Progress	2/27/2024	335.0		E179044	L4L		06592M	False	
E179	22.30		2024-1546	Quote In Progress	8/19/2024	161.0	CAMPUS/INSTITUTION	E179044	1492025		04641M	True	
E179	22.30		2021-2730	Vendor Confirmed	1/23/2023	736.0	GENERAL USE			EEVLDTA		False	
E179	22.30	01327M		Waiting on Agency Approval	2/13/2023	714.0		E179044				False	
E179	22.30	01484M		Waiting on Agency Approval	2/13/2023	714.0		E179044				False	
E179	22.30	02349M		Waiting on Agency Approval	2/13/2023	714.0		E179044				False	
E179	22.30	02506M		Customer Notified	1/24/2025	3.0		E179044				True	
E179	22.30	03610M		Waiting on Agency Approval	2/13/2023	714.0		E179044				False	
E179	22.30	03611M		Waiting on Agency Approval	2/13/2023	714.0		E179044				False	
E179	22.30	03613M		Waiting on Agency Approval	2/13/2023	714.0		E179044				False	

● Opportunity

BEV Units

For more information contact your Fleet customer account representative.

Avg Fuel Efficiency

Units in Compliance

Incidents Per Unit

Power BI Fleet

DES-ATO-Dashboard | Data updated 1/28/25

Pages

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EV Measures

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DES

Washington State
DEPARTMENT OF
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Scorecard

Filters

Search

Filters on this visual

Account ID
is (All)

Age
is (All)

BodyStyle
is (All)

County
is (All)

Description
is (All)

Engine Type
is not NA

IsActive
is Y

Location
is (All)

Odometer
is (All)

OperatorName
is (All)

Plate
is (All)

Rate Class
is (All)

SEEP ID
is (All)

Use Category
is (All)

Weight Class

Plate

YR-MK-MDL

Manufacturer

Status

Use Category

Engine Type

Weight Class

Location

09205M	2017 INTERNATIONAL 4300 BOX TRUCK	20' BOX TRUCK				
09344M	2018 INTERNATIONAL 4300 BOX TRUCK	20' BOX TRUCK				
10748M	2023 INTERNATIONAL MV607	20' BOX TRUCK				
10749M	2023 INTERNATIONAL MV607	20' BOX TRUCK				
10750M	2023 INTERNATIONAL MV607	20' BOX TRUCK				
11090M	2023 INTERNATIONAL MV607	20' BOX TRUCK				
10196M	2020 ISUZU NRR	20' CABOVER ENGINE				
12303M	2020 ISUZU NRR	20' CABOVER ENGINE				
05431M	2008 GMC T7500	22' BOX TRUCK				
05440M	1999 CHEVROLET BOX TILT W45042	BOX TRUCK V				
08998M	2017 CHEVROLET EXPRESS CUTAWAY	BUS PASSENGER				
10336M	2019 FORD ECONOLINE BUS	BUS PASSENGER				
11254M	2023 FORD STARTRANS SENATOR II	BUS PASSENGER				

Share

Add a comment

Export data

Show as a table

Spotlight

Get insights

Sort descending

Sort ascending

Sort by

Medium Duty (0%)

Light Duty (0%)

1

PERM Assignments by Year and Month - (Last 12 Calendar Quarters)

Count of EO equip_no

Jan 2022

Jul 2022

Jan 2023

Jul 2023

Jan 2024

Jul 2024

5,400

5,200

5,000

4,800

4,600

4635

4627

4717

4705

4759

4734

4788

4812

5090

5045

5118

5112

5198

5194

5234

5100

5142

10:25 AM

1/29/2025

Enterprise Asset Management

DES-ATO-Dashboard - Power BI

app.powerbigov.us/groups/53a0311e-84c3-45dc-9a96-ae407d724ebe/reports/018ca78d-95a8-44cc-88dc-79ab66d844ad/ReportSectione336dde970848ec70357

FASuite LoginProductivitySAAS AppsHR SitesSEEPFleet ManagementWelcome to the De...Welcome to the Ass...QA EnvironmentLEARNINGState FleetsMailersTypeScriptImportedWhy Diverse Perspe...

Power BI FleetDES-ATO-Dashboard | Data updated 1/28/25

Pages

Inventory

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File

Export

Share

Get insights

Subscribe to report

Edit

DES

Washington State
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Plate

YR-MK-MDL

Descrip

04564M

1986 TOYOTA PICKUP

PICKUP FLAT BED

05705M

1998 GMC SIERRA

TRUCK-1T-4X4-R

05440M

1999 CHEVROLET BOX TILT W45042

BOX TRUCK W450

04698M

2001 CHEVROLET EXPRESS

VAN-MAXI-CARG

06592M

2003 CHEVROLET S10

TRUCK-SM-4X2

06646M

2003 CHEVROLET TAHOE

SUV-LARGE-4X4

01327M

2005 CHEVROLET ASTRO

VAN-MINI-CARGO

02006M

2005 FORD CLUB WAGON

VAN PASSENGER-

01484M

2005 FORD ECONOLINE

VAN-MAXI-CARG

06450M

2005 FORD ECONOLINE

VAN-12PASSENG

02506M

2006 CHEVROLET EXPRESS

VAN-MAXI-CARG

04705M

2006 CHEVROLET EXPRESS

VAN-MAXI-CARG

01053M

2006 CHEVROLET SILVERADO

TRUCK-1/2T-4X4-

VIEWS

Major Class

Manufacturer

Status

Use Category

Engine Type

Weight Class

Location

Fleet Mix by Weight Class

Medium Duty (0%)

Light Duty (0%)

1

PERM Assignments by Year and Month - (Last 12 Calendar Quarters)

Count of EQ. equip. no

5,400

5,200

5,000

4,800

4,600

4635

4627

4717

4705

4759

4734

4788

4812

5090

5045

5112

5118

5198

5194

5234

5100

5142

Jan 2022

Jul 2022

Jan 2023

Jul 2023

Jan 2024

Jul 2024

BodyStyle
is (All)

County
is (All)

Description
is (All)

Engine Type
is not NA

IsActive
is Y

Location
is (All)

Odometer
is (All)

OperatorName
is (All)

Plate
is (All)

Rate Class
is (All)

SEEP ID
is (All)

Use Category
is (All)

Full screen

Fit to page

Fit to width

Actual size

High-contrast colors

Show visuals as tables (preview)

10:27 AM

1/29/2025



ATO DASHBOARD ACCESS UPDATE

The following are required.

- A workstation operating system using the Office 365 platform with internet access.
- A Power BI Pro license
- Request inclusion in the Power BI security group – [See documentation.](#)
- 1:1 Dashboard training sessions are available upon request.



ROSE COATES
DES BUSINESS RESOURCE DIVISION
ADMINISTRATIVE ASSISTANT

- *Purchasing Freeze*

EQUIPMENT PURCHASING FREEZE

On December 2nd, 2024, Governor Inslee signed Directive 24-19 placing a freeze on equipment purchases over \$10,000

EQUIPMENT PURCHASING FREEZE

WHAT WE NEED FROM YOU

All agencies must provide us with an explanation of how the vehicle falls into one of these categories:

- Is necessary to protect life or public safety
- Is necessary to carry out the core functions of the agency
- Funded by private or federal grants

EQUIPMENT PURCHASING FREEZE

WHAT WE NEED FROM YOU

Please be sure your explanation also answers the following three questions:

- How is this equipment to be used?
- Justification for equipment purchase (why is this critically necessary?)
- What would be the consequence if this exemption is not approved?

EQUIPMENT PURCHASING FREEZE

WHAT WE NEED FROM YOU

Agencies covered under the directive must also submit approval from their agency director. This can be done in the form or an email or official memo.

We can accept an email or memo from someone other than the agency director provided that a delegation of authority from the agency director to the requestor is also included.

DISPATCH

MICHAEL SEIBOLD – CUSTOMER SERVICE MANAGER



mpdispatch@des.wa.gov



360-664-9207



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



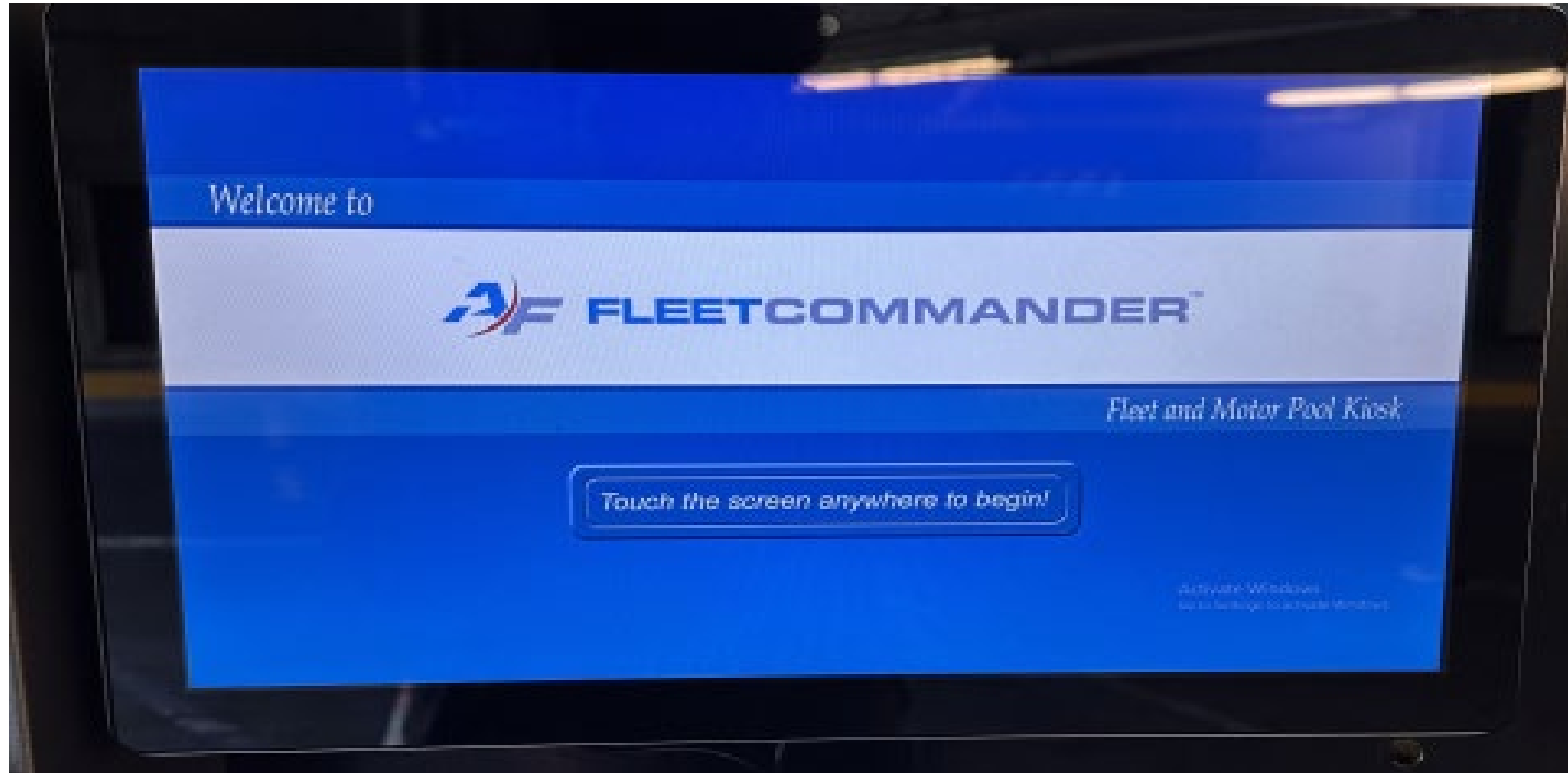
**Automated Key
System Open
24 hours a day, 7
days a week**

AGILE/FLEET COMMANDER LOCATIONS AND PHOTOS

TUMWATER VANS KIOSK



CAMPUS WELCOME SCREEN



PLAZA GARAGE (CAMPUS) KIOSK



Exterior



Interior

AGILE/FLEET COMMANDER

- Agile/ Fleet Commander best practices

Reservation Best Practices Upon Vehicle Pickup

- **Picking up your vehicle:** Keys can be retrieved 15 minutes prior to your reservation and up to 2 hours after your reservation time. After 2 hours, your reservation is canceled.
- **No show:** If you 'no show' for your reservation, your agency will be charged \$30.
- **Report Damage:** If you notice damage to a vehicle, take a picture (if possible) and email it to mpdispatch@des.wa.gov before driving.
- **Personal Vehicles:** If you plan on leaving your personal vehicle during your reservation, record your plate number during the reservation process.

Reservation Best Practices Upon Vehicle Return

- **Fueling:** You must **refuel the vehicle** before returning, or your agency will be charged a \$20 refueling fee. This does not apply to fully-electric vehicles.
- **Cleaning Fees:** Please remove trash from the vehicle. If the car needs to be detailed after your reservation, your agency will be charged a cleaning fee.
- **Report Damage:** If your vehicle was damaged during your reservation, please follow the **accident reporting process**.
- **Report Maintenance Issues:** If you encountered maintenance issues or warnings (e.g., low tire pressure, check engine light), please report it at the kiosk upon vehicle return.

AGILE BEST PRACTICES TO REMEMBER

- Review Vehicle Reservation System Instructions prior to Reserving a vehicle
- Remember to open the door, you must lift on the latch to open as the door will not automatically pop open
- When taking keys out of the box turn the keys counter clock-wise to remove, when returning keys to the slot you must turn keys clockwise in the slot. When inserting card into the slot the oval shape must be facing up.
- If you run out of time while making a reservation and you get signed out, or system is slow to update simply sign out and then sign back in.
- To retrieve and return keys, you will need to use the same username/login (email address) and website password at the kiosk location, to avoid being locked out have your information available when picking up and returning vehicle.
- When the door is unlocked you have 60 seconds to remove keys, otherwise the system will display "your key was not removed in the time allotted". You will have to go to home screen and try again.
- Encourage staff to leave feedback at the end of their reservation.

AGILE/FLEET COMMANDER


How to make a reservation

AF FLEETCOMMANDER™

DES Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

VEHICLE USE
MAKE RESERVATION
MY SCHEDULE
MY PROFILE
MY REPORTS
INFORMATION
INSTRUCTIONS
POLICIES

Please Login

Username (email):
Password:
[Forgot password?](#)
 

Notice: All logins (and attempts to login) are logged for security reasons.


Once logged in, you will be on the Welcome screen.

AF FLEETCOMMANDER™ Emily Hurst | Log Out

DES Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

VEHICLE USE
MAKE RESERVATION
MY SCHEDULE
MY PROFILE
MY REPORTS
INFORMATION
INSTRUCTIONS
POLICIES
VEHICLES AND RATES
LOCATIONS
CONTACT US
FAQS
PRIVACY STATEMENT

Welcome



We are pleased to provide you access to Fleet Operations vehicles, resources, policies, and procedures. Please enjoy the new vehicle reservation system. We take pride in serving you through this venue and welcome any [feedback](#).

Logged in user;
FleetCommander Welcome
screen. [About](#)



2. Enter a password in the **New Password** field, and again in **Confirm Password** field, then select **Save Profile**.
Warning! This is the same password that you will use to log in at the kiosk. To avoid being locked out, please ensure you have your password with you when picking up and returning your vehicle.

Edit Profile

Profile
Certifications

Edit Profile
* = required field

Requestor Information

User ID / name: 1153 / Emily Hurst

Username (email): emily.hurst@des.wa.gov

Change Password:

Re-Type New Password:

Access Information

*Time Zone: Pacific Standard Time

Contact Information

Organization: (blank)

Department/Agency: E179 - DEPARTMENT OF ENTERPRISE SERVICES

*Phone Preference: Business Phone

Business Phone: 36040- Ext:

Mobile Phone:

Preferred Email: Work Email

Work Email: emily.hurst@des.wa.gov

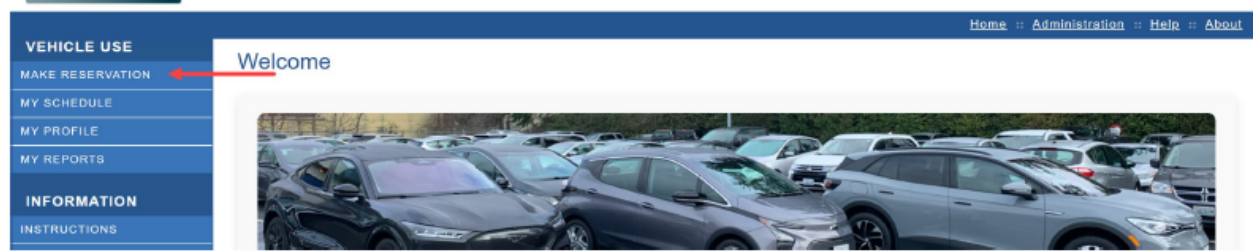
Additional Information

Cancel Edit
Save Profile

Your new password will be saved. Use the password to log into the website **and** the kiosk, when needed.

Make a Reservation

1. To begin the reservation process, select **Make Reservation** from the menu.



- If the request is for you, leave the **This request is for me** option selected. If you are making the reservation for another person, select **This request is for** and enter their **exact agency email address** in the field.
 - Note:** If you are making a reservation for another person, they *must* have a user account in FleetCommander. If they do not yet have an account, you will receive an error message. Have them follow the [Sign Up](#) instructions prior to making a reservation.

Select **Next (Continue Request)**.

Vehicle Reservation

Request Information

If you are making a reservation for another person in your agency, select the **This request is for** option and enter the person's **exact agency email address**. The person you are making a reservation for **must** have a user account in FleetCommander prior to the request being made. If they do not have an account, please contact your Agency Transportation Officer (ATO).

Who is this request for?

☒ This request is for me

☐ This request is for

- You will see your available sites (locations) in the **Select Site** field.

Vehicle Reservation

Request Information

EV = Fully Electric Vehicle

Select Site:

Choose a site (location) from the **Select Site** dropdown. If you wish to reserve a fully electric vehicle (EV), and there are one or more available, select the option that ends with - **EV**.

4. Complete the reservation form. Fields with an asterisk (*) are required.

Vehicle Reservation - Start Request

Request Information

* = required field

Requestor Information

User Id / Name: emily.hurst1@des.wa.gov / Emily Hurst
E-mail address: emily.hurst@des.wa.gov
*Driver's User Id: emily.hurst1@des.wa.gov (Emily Hurst)

Schedule Information

*Pick-up Date / Time: 12/13/2024 11:00 AM
(MM/DD/YYYY HH:MM AMPM)
*Return Date / Time: 12/13/2024 12:00 PM
(MM/DD/YYYY HH:MM AMPM)

Selection Information

Usage Type: Daily Trip Rental
Site: DES PLAZA PARKING GARAGE
Type: SUV - Compact
Number of Occupants: 1 (driver and passengers)

Additional Information

*Destination (e.g., Spokane): Tacoma
Master Index (Billing) Code:
*Personal Vehicle Parking (PV): Yes
*PV Plate# (Put N/A if no PV): WA987654
Comments (for example, the description of any special vehicle requirements)
press Shift+Enter to begin a new line

Cancel Request Next (Continue Request)

- Driver's User Id: The email of the person for whom the reservation is being made will display.
- *Pick-up Date / Time: Enter or select the pick-up date and time for the reservation.
- *Return Date / Time: Enter or select the vehicle return date and time.
- Type: Select the type of vehicle you need.
- Number of Occupants: Enter the number of people who will be in the vehicle.
- *Destination: Enter the **destination city** that the vehicle will travel.
- Master Index (Billing) Code: Entering a billing code (optional) is for *your reference only*.
- *Personal Vehicle Parking (PV): Select whether you are leaving your personal vehicle at the site.
- *PV Plate# (Put N/A if no PV): If you are leaving your personal vehicle at the site, **enter your personal vehicle's license plate number**. If you are not leaving your personal vehicle, enter **N/A**.
- Comments: If applicable, enter any special vehicle requirements for your reservation.



When you have completed the form, select **Next (Continue Request)**.

5. Review the information on the *Confirm Request* screen, select:

- **Previous (Change Request)** to make changes.
- **Cancel Request** if you no longer need the reservation.
- **Submit Request** if you are ready to submit the request to Fleet.
- **Submit and Make Similar Request** if you'd like to submit the request *and* make another request based on the information you entered for this request. This will start a new request with pre-populated information (you will be able to make changes, if needed, prior to submitting the new request).



6. When you are done submitting requests, you will be on the *My Schedule - Current Requests* screen. You will receive a confirmation email. If needed:


- To view a reservation, select **View** .
- To [cancel a reservation](#), select **Cancel** . Follow the directions below.

Cancel Reservation



To cancel a reservation:

1. Navigate to the *My Schedule - Current Requests* screen by selecting **My Schedule** from the menu.



2. Select **View**  next to the reservation that you want to change.

My Schedule - Current Requests

User ID / Name: Emily.Hurst1@des.wa.gov / Hurst Emily				Schedule as of: 12/11/2024 1:11:33 PM	
E-mail address: emily.hurst@des.wa.gov					
Request ID or Confirmation Number: <input type="text"/>		<input type="button" value="View"/>		Display: Current Requests ✓ All Requests	
Request Data/Time	Schedule Information 📅	Status Information	Request ID or Confirmation Number	Vehicle Information	
 12/11/2024	Pick-up: 12/13/2024 11:00 AM Return: 12/13/2024 12:00 PM Duration: 1 hour	✗ Request was cancelled 👤 You are the requestor 👤 You are the driver	100028 <i>Confirmation number</i>	Vehicle: 10014M (2019 WHITE NISSAN ROGUE) Location: DES PARKING GARAGE Type: SUV - Compact	
 12/11/2024	Pick-up: 12/13/2024 11:00 AM Return: 12/13/2024 12:00 PM Duration: 1 hour	✓ Request was approved 👤 You are the requestor 👤 You are the driver	100029 <i>Confirmation number</i>	Vehicle: 10018M (2019 GRAY NISSAN ROGUE) Location: DES PARKING GARAGE Type: SUV - Compact	

3. Select **Request Changes**.

Vehicle Information

Vehicle: **10018M (2019 GRAY NISSAN ROGUE)**

Location: **DES PARKING GARAGE**

Type: **SUV - Compact**

Reservation Beginning Mileage:

Reservation Ending Mileage:

Total Mileage:

Last modified: 12/11/2024 11:46 AM

4. Enter the necessary changes (e.g., requestor, schedule, vehicle request, etc.). Please be specific when entering your requested change. Then select **Submit Change Request**.

PICKING UP AND RETURNING

Kiosks - Vehicle Pick Up & Return

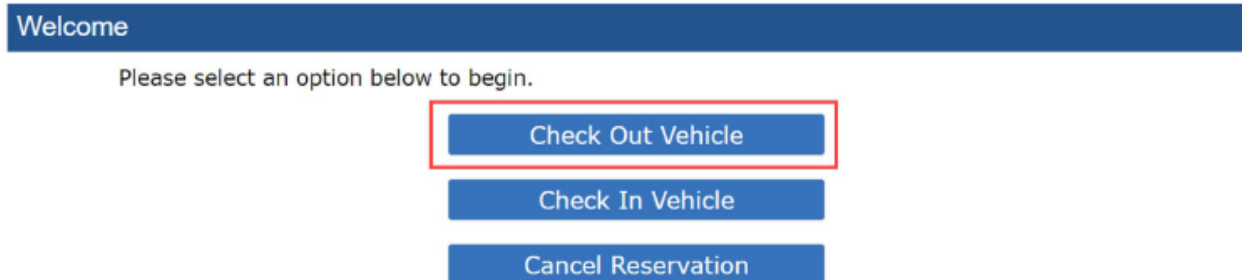
Check Out Vehicle

For yourself

WARNING! To retrieve the keys to your vehicle, you will need to use the same username/login (email address) and website password at the kiosk location! To avoid being locked out, please ensure you have this information available when picking up your vehicle.

When you arrive to the kiosk to pick up the keys for your vehicle:

1. Locate the touch screen and select **Check Out Vehicle**.



2. Using the same username (email) and password that you use for the vehicle reservation website, log in to the kiosk. **If you are unable to recall your password, call Fleet Operations at 360-664-9207 (Monday - Friday, 7:30am - 4:30pm). There is no after-hours assistance.**

Please Log In

[Home](#)

Welcome to DES Fleet Operation's Automated Keybox Rental System! Please log in below using your FleetCommander reservation system username/login (work email) and password.

Username
(email):

Password:

Show Password ☐ Off

[Clear](#)[Login](#)

Notice: All logins (and attempts to login) are logged for security reasons.

3. Select the **Conf #** next to the reservation.

Check Out

[Home](#)[Logout](#)

Please select a vehicle to check out.

Conf #	Vehicle	Scheduled Start	Scheduled End	Comments
100020	74834	05/17/2023 12:00 PM	05/17/2023 08:00 PM	

Reservation not shown above? [Check Out via Confirmation Number](#)

4. Verify the information in the *Additional Information* section or correct it by touching a field and typing in the on-screen keyboard, and then select **Check Out**.

TROUBLESHOOTING

- Ensure drivers have reviewed all training documents before utilizing new automated key box reservation system.
- Ensure drivers are using their assigned agency email address, not a personal email address.
- Operators who haven't used automated key box reservation system prior to October 2023 were not automatically transferred over to new system and will need to re-register.
- Some of the profiles in INVERS had outdated information and were not transferred.
- Drivers not lifting the latch on key box door when prompted to open door.
- Drivers must remove and return keys correctly
 - Turn left to take out and turn right when putting back. Returning keys improperly can cause the system to not think the vehicle has been.

5-MINUTE BREAK

Up Next:

- **EV charging time calculator**
- **Vehicle Maintenance and accident procedures**
- **New Vehicle Contract**
- **Utilization**
- **And more!**

QUESTIONS

1: How would you like to be notified of upcoming EV training sessions?



QUESTIONS

2: How frequently would you like to see EV training sessions offered



EV CHARGING CALCULATOR

Vincent Carpenter – EVSE Management Analyst

CURIOUS HOW LONG THAT CHARGE WILL TAKE?

Under resources on the SEEP state fleet vehicle electrification page you will find:

- Helpful Tips on charging specific EV's
- A charging calculator that you can download and use to estimate charging times for specific vehicles.

State Fleet Vehicle Electrification – Washington State Department of Commerce

https://www.commerce.wa.gov/seep/state-fleet-vehicle-electrification/

SharePoint DES EVSE Program DES - Home Employee Self Service Online Address Book WA Learning Center


Past activities

Resources

- DES Fleet Operations
- Best Practices for Using Plugshare (PDF)

EV Charging Guides

- Chevrolet Silverado EV Charging Guide (PDF)
- Ford Mach-E EV Charging Guide (PDF)
- Ford Lightning EV Charging Guide (PDF)
- Nissan Ariya EV Charging Guide (PDF)
- Tesla Model Y EV Charging Guide (PDF)
- Tesla Model 3 EV Charging Guide (PDF)
- Toyota BZ4X EV Charging Guide (PDF)
- Volkswagen ID.4 EV Charging Guide (PDF)



Calculate your charging time

Download the calculator for best results.

Public resources

- 2023 SEEP ZEV Annual Report (PDF)

VEHICLE MAINTENANCE

JUSTIN KYLLONEN - VEHICLE MAINTENANCE



justin.kyllonen@des.wa.gov



360-664-9200



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





VEHICLE RECALL PROCESS

- Please take vehicle to dealership as soon as possible when you receive recall notification
- If in Thurston county, feel free to bring vehicle to our Fones Rd shop and we can provide a loaner while the recall is completed
- Provide proof of recall work to Fleet Ops so we can close out the recall claim



SERVICE APPOINTMENTS AT FONES RD.

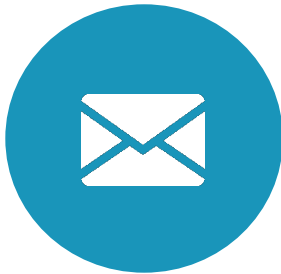
Maintaining the lowest possible maintenance rates for your program requires maximum efficiency in scheduling state vehicles for service

- Late for an appointment? – Notify Fleet Operations ASAP
 - 360-664-9200
- After 10 minutes after the start of your appointment, if we don't hear from you, our technicians will move on to next service appointment and you will need to reschedule



VENDOR MAINTENANCE

JARED HIATT- VENDOR MAINTENANCE



mpmaint@des.wa.gov



800-542-6840



des.wa.gov

MAINTENANCE REPAIR HOTLINE

1-800-542-6840

- 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 vendor contracts for Tires and Auto Glass**

- **For tires, call us and we will direct you to the closest contracted Firestone or Goodyear dealer in your area.**
- **Contact maintenance for direction on where to go for glass repairs.**

ACCIDENT PROCEDURES

Accidents & Collisions

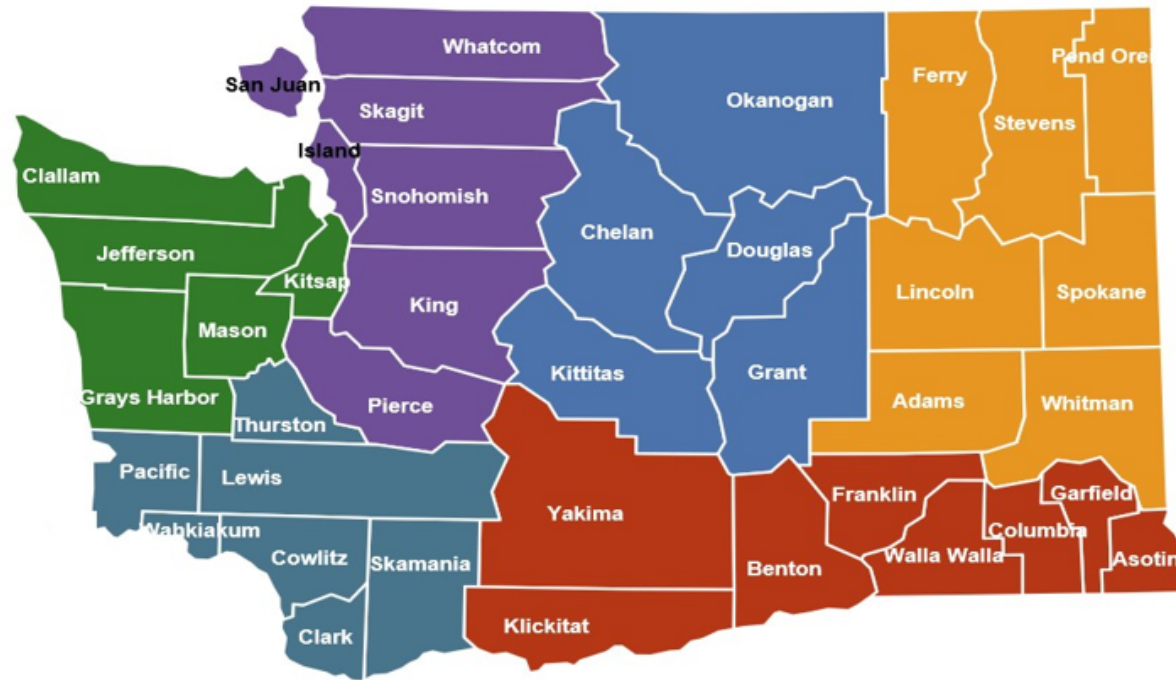
(877) 443-5777

For collisions and accidents, call 911 if needed, contact Element/CEI – Washington's contracted accident management company and then follow up with Fleet Operations.

For more information on what to do if you are in an accident, see Collisions pamphlet in glove box packet.

LOCATE THE CEI/ELEMENT BROCHURE IN
THE VEHICLE GLOVE BOX

AUTO GLASS CONTRACT MAP



OLYMPIC - Auto Glass Plus – 07021 360-479-0000

NORTHWEST - Dealership Glass 206-212-1633 All Star Glass – 07021 253-338-8213

SOUTHWEST - Auto Glass Professionals – 07021 360-754-9447

SOUTH CENTRAL - H&L Auto Glass – 21822 509-405-1866

NORTH CENTRAL - AL's Glass Service – 21822 509-765-5995

EASTERN - All Star Glass – 07021 509-321-1030

<https://apps.des.wa.gov/DESContracts/Home/ContractSummary/07021>

<https://apps.des.wa.gov/DESContracts/Home/ContractSummary/21822>

CARS TEAM

NADINE CALDERON-DIXON – CARS TEAM SUPERVISOR

JOEY RIVERA – CARS TEAM REPRESENTATIVE

DAVID ALONSO – CARS TEAM REPRESENTATIVE

AMBER GOFORTH – CARS TEAM REPRESENTATIVE



mpmail@des.wa.gov



360-664-9210



des.wa.gov

CARS TEAM

NADINE CALDERON-DIXON – CARS TEAM SUPERVISOR

- New Vehicle Contract

NEW CARS CONTRACT

- <https://apps.des.wa.gov/CARS/ContractVehicleMenu.aspx>
- All WA State agencies have access to this contract
- Vehicles are being uploaded to the CARS vehicle ordering system daily

CARS TEAM

JOEY RIVERA – CARS TEAM REPRESENTATIVE

- *Chargebacks for missing keys*

PLEASE RETURN KEYS WITH VEHICLES



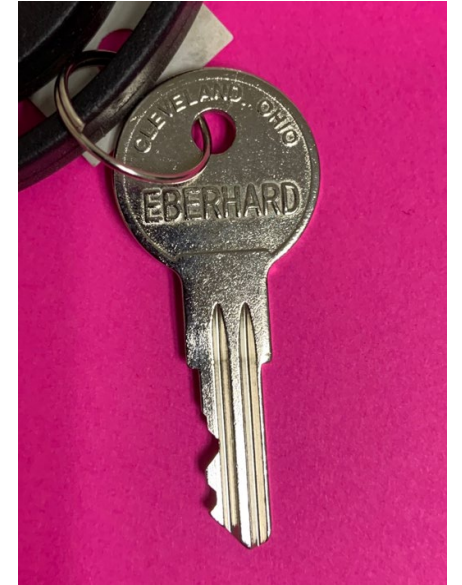
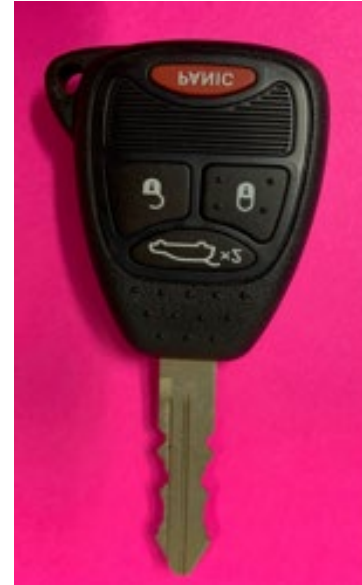
Please ensure vehicles are turned in with the same number of keys that the vehicle was issued with.



Losing keys will result in a chargeback to the agency.



Modern key fobs often cost \$200-\$400 each



KEY CHECKS



The number of keys and or FOBS are noted on the top right of Trip Ticket and in the comment section of Asset Works.



The comments are checked when the vehicle is turned in to confirm the correct number of keys are returned.



Customer Account Representative will reach out to Agency if not all keys are returned.



Chargeback will be issued to agency if the correct number of keys are not returned.

DES-MT-008 (REV 2/15) Department of Enterprise Services Fleet Operations (360) 664-9215 Toll Free 1-800-542-6840

FLEET OPERATIONS TRIP TICKET

3 FOBS

☒ PERMANENT ☐ TURN-IN RELEASE 2. COUNTY eleans 3. CITY Cobville 4. LICENSE NO. 18-877 M

☐ PROJECT ☐ TEMP PERM

5. COMMENTS Replacing odometer

6. TIME STAMP (Motor Pool Use Only) END 11/8/2025 START

7. ODOMETER ENDING ODOMETER (Motor Pool Use Only) STARTING ODOMETER 17

9. MILES DRIVEN PERSONNEL I.D. #

8. I certify that this vehicle will be used for official business only and will be operated in accordance with WAC 82-36.

OPERATOR'S NAME (Please Print Legibly)

OPERATOR'S SIGNATURE

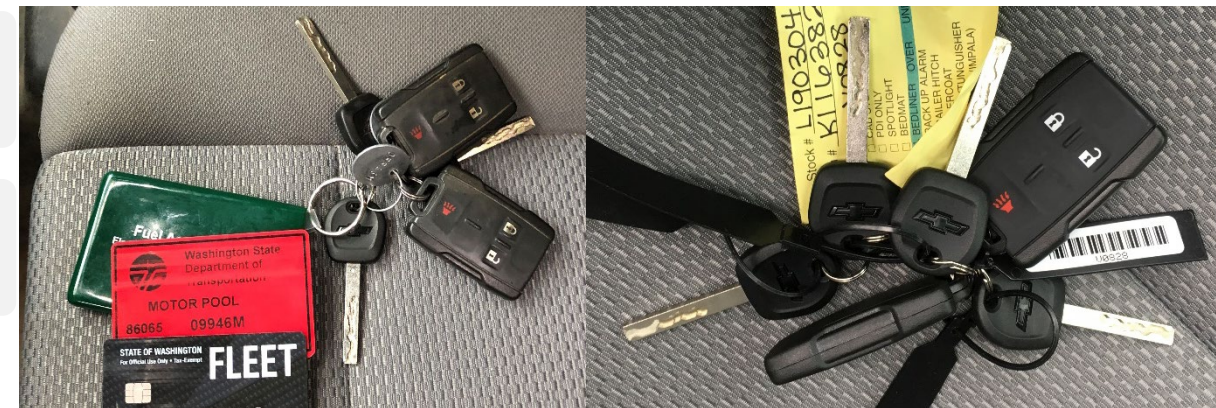
DRIVER'S LICENSE EXPIRATION DATE

Work Telephone

AGENCY DSHS AGENCY COST NO. 300 CODE 017

DISTRIBUTION: WHITE Motor Pool, Green, Yellow, Fleet Card

DSHS P 1/8/2025 @17 (3 FOBS)



CARS TEAM

DAVID ALONSO – CARS TEAM REPRESENTATIVE

- Reporting lost or stolen plates
- WEX EV and RFID cards
- EV training videos available online

REPORTING LOST OR STOLEN PLATES

- Contact local police to report unaccounted for plate(s) and get a case number
- Provide case # to DES Fleet Operations
- Park vehicle until new registration, plates and fuel cards arrive
- Return old plates, fuel cards, registration documents to DES Fleet Operations for proper disposal.
 - Local police may confiscate old plate, if this is the case, please let DES know.

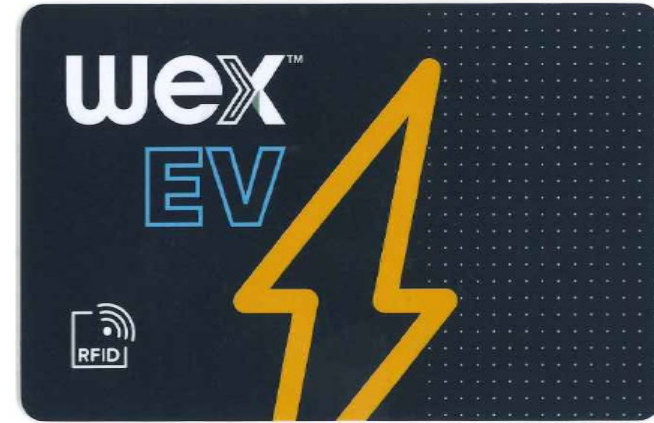


WEX CHARGING CARDS



WEX Mastercard:

- Electrify America
- Roadside Service
- Car Washes



WEX RFID Card:

- AmpUp
- Blink
- Chargepoint
- EVConnect
- EVGo
- Flo
- Noodoe
- More to come...

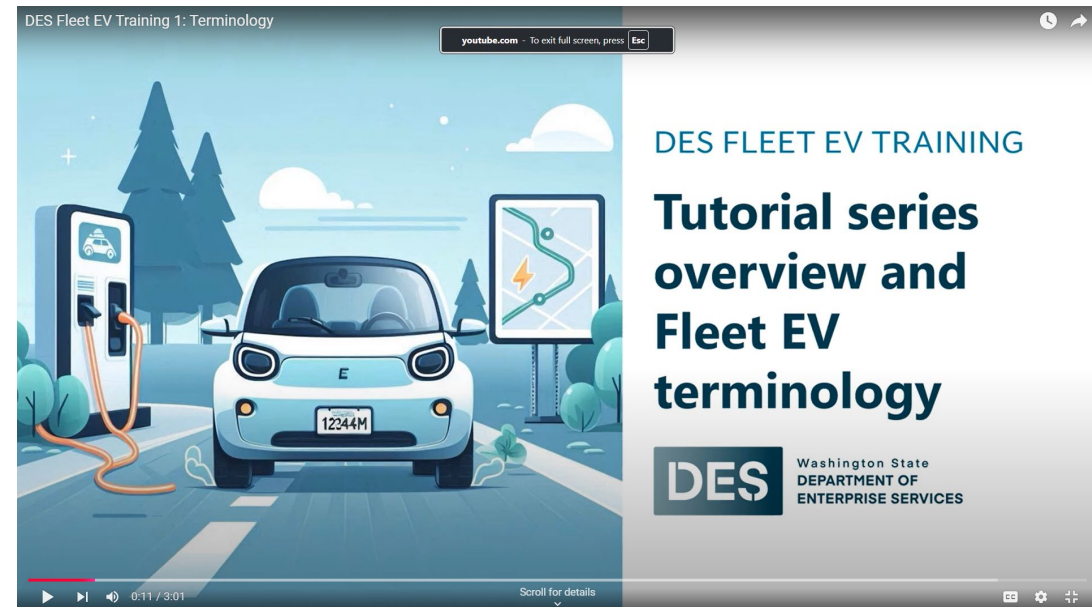
CHARGING A TESLA

- Tesla owns and operates their own charging stations
- Payment info is saved to our account so all you have to do is back up to the station and plug in
- Tesla recommends navigating to the station using the vehicle's main screen which will increase charging speed

ELECTRIC VEHICLE TUTORIALS

5-part tutorial video series now available on DES.WA.GOV. Topics include:

- Terminology
- Fuel cards and roadside support
- Charging basics
- Planning a trip
- Additional resources and contacts



CARS TEAM

AMBER GOFORTH – CARS TEAM REPRESENTATIVE

- Usage categories and utilization
- Identifying underutilized vehicles to avoid purchasing new
- Document vacant positions for waiver requests

USAGE CATEGORIES

- **Special Purpose- mileage exempt**

- Trucks over 8,500 (GVW) i.e., trucks with service bodies, dump trucks, cargo vans, 12+ passenger vans, large emergency vehicle (ambulance, fire engine)

- **Non-Special Purpose- depends on vehicle purpose**

- **Statewide elected official- mileage exempt**
- **Specially equipped vehicle- 4,000 miles/year**

- ❖ Any vehicle with an upfit i.e., emergency lights, partitions, ADA vans

- **Local area/alternate commute mode vehicles- 4,000 miles/year AND 75% of working days.**

- ❖ To and from work/home and within the city the vehicle is stationed in

- **Campus/institution/park/hatchery- 2,000 miles/year OR used 80% of working days**

- ❖ Vehicles that are only used within a small area of an agency's building location i.e., a school campus, hospital

- **General Use- 10,000 miles per year**



Talk to your CARS Rep



UNDERUTILIZATION EXTENSIONS AND WAIVERS

Extension

- 3-month period to prove the vehicle can be correctly utilized based on the category of use (March 1st to May 31st)
- Must be requested by February 14th ♥
- Automatically approved when submitted in your action plan to mpmail@des.wa.gov

Waiver

- Valid reasons for waiver must be submitted to vehicleapproval@des.wa.gov by April 30th if NOT requesting an extension
- Must be signed by director or authorized representative.

UNDERUTILIZED VEHICLE OPTIONS

Turn In:

- Contact your CARS Rep of your intent to return vehicle to DES. They will provide direction from there

Repurpose:

- An underutilized vehicle can be used to replace a vehicle that is all ready on the list for replacement.

**This will prevent the need to file a vehicle purchase request during the purchasing freeze.*

File a Waiver:

- Provide in-depth reason why your agency needs the vehicle and file a waiver with vehicleapproval@des.wa.gov

**A waiver can be filed before the extension period.*

TIPS FOR SUBMITTING A WAIVER

- Provide valid reason for why the vehicle should stay with the agency.
 - Vacant positions within your agency.
 - Periods of time the vehicle was unavailable for use.
 - Vehicle is used for vital operations but only periodically.
 - This might include legislative requirements
- Include important vehicle information
 - License plate, year/make/model, primary location, category of use (note if there has been a change to the category)
- DES utilization report
- Be sure to include signature approval from the agency director or delegated signature authority
- Submit to vehicleapproval@des.wa.gov

CARS TEAM

ANDREW CANNARD – CARS TEAM REPRESENTATIVE

- Ordering tire chains
- Available vehicles

ORDERING TIRE CHAINS



- Since 2018, DES Fleet has provided tire chains for vehicles that accept them per manufacturer specifications.
- If you need chains for your vehicle, fill out our newly updated chain order form and we'll get a set shipped directly to you. Lead time is usually 2-3 business days
- Many new models do not accept chains, we will investigate the specifics on your vehicle and let you know about alternative options if needed

<https://docs.google.com/forms/d/e/1FAIpQLSepiZMWzr04RT9noReDcAXaYK0YOhcpBBTE6of6iSfr2Xg-eA/viewform>

AVAILABLE VEHICLES

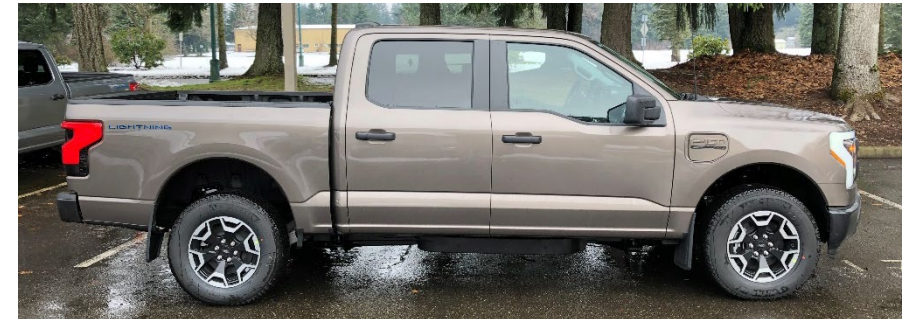
2023 ADA Bus



2020 Isuzu Box Truck



Multiple EV Models



CUSTOMER QUESTIONS

These questions were received in the leadup to this meeting.



QUESTIONS

Customer Question: Are there any updates to the tire contract? Where I can get new tires for my vehicle?

Answer: Tire contract was recently awarded. Additional vendor was just added (Michelin) If you have any specific questions, please contact vendor maintenance

Vendor Maintenance – 1-800-542-6840

<https://apps.des.wa.gov/DESContracts/Home/ContractSummary/24623>

QUESTIONS

Customer Question: We are missing some trip rentals from recent bills, where are they?

Answer: DES Fleet discovered that the automated system that processes daily trip rental bills had missed numerous transactions over the last few months. These transactions are being added to January bills.

QUESTIONS

Customer Question: We are unable to disconnect the charging cable on our electric vehicle. What now?

Answer: Most EVs have manual/emergency releases for the charge ports here are some tips on how to use them

1. Always ensure charging is stopped before attempting to manually release charge connector.
2. No one should ever be touching the charger handle while it is being manually released.
3. If you are uncomfortable performing these measures you can always call roadside assistance.

<https://www.youtube.com/watch?v=S2rcHJRmAdU> - Mach E(F150 Lightning is similar)

<https://www.youtube.com/watch?v=e07yEmvplqo> – Tesla

<https://www.youtube.com/watch?v=Pdt3UkO3O2c> - ID.4

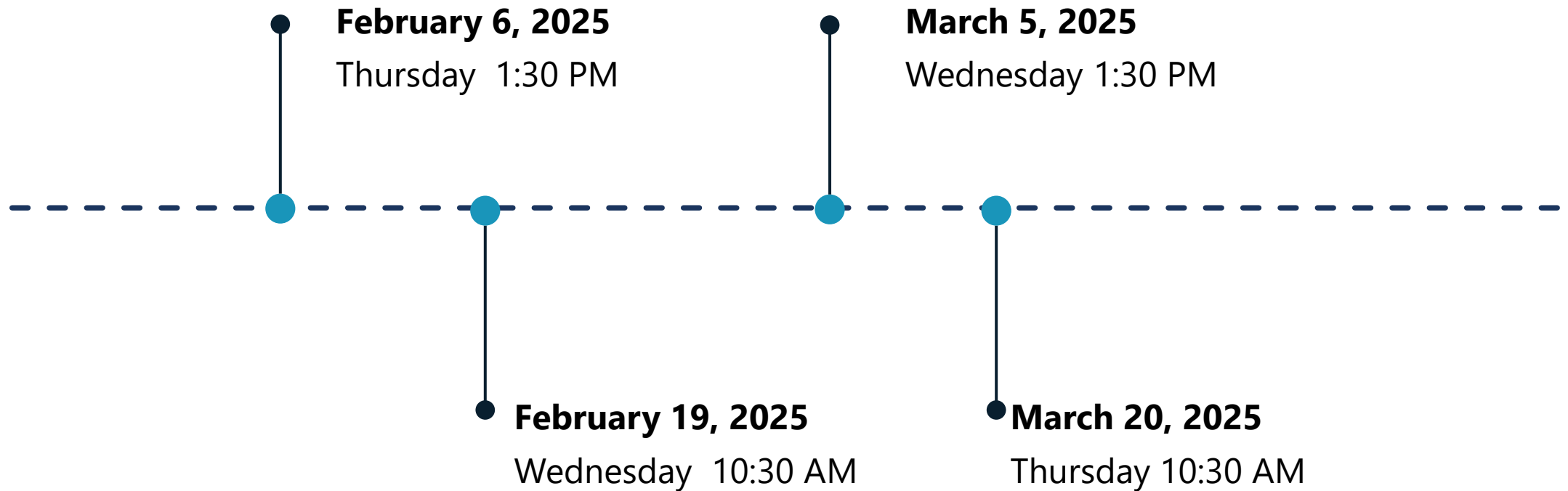
<https://www.youtube.com/watch?v=cY-Qc1uznz8> – Bolt

<https://www.youtube.com/shorts/5EZTKRm-f2M> - Ariya

<https://www.youtube.com/watch?v=D7kfs9149i4> – Silverado

Shout out to DSHS operators and Dept of Commerce for bringing this to our attention and helping put together these resources!

UPCOMING VIRTUAL OPERATOR TRAININGS



For more information or an invite to this training, contact us by email at mpmail@des.wa.gov

UPCOMING QUARTERLY ATO MEETINGS

- **Thursday May 1, 2025**
- **Thursday August 7, 2025**



SURVEY – FILL OUT PLEASE

Use it to your advantage- Tell us how we can improve these meetings

- In notes
 - Topics
 - What is missing
 - Digital training – priorities

<https://www.surveymonkey.com/r/ATOFeb25>

QUESTIONS?

THANK YOU, PLEASE TAKE OUR SURVEY!



mpmail@des.wa.gov



(360) 664-9210



DES.WA.GOV

<https://www.surveymonkey.com/r/ATOFeb25>