



Agency Transportation Officers Responsibilities

The Agency Transportation Officer (ATO) handles transportation issues for their respective agency. They serve as the liaison between the agency and DES Fleet Operations. ATO's ensure that their agency receives vital information in a timely manner. It is the agency's responsibility to notify Fleet Operations when ATO's change. ATO's may have additional duties and responsibilities than what is listed below, however these items are tasks that are helpful for effective interaction with Fleet Operations. For agencies with large fleets, it may be necessary to assign some of these duties to multiple/regional contacts to ensure accurate, timely exchange of information. Fleet Operations encourages each ATO to work cooperatively with their assigned account representative.

ATO's need to read and follow the Enterprise-Wide Transportation Policy.

<https://www.des.wa.gov/sites/default/files/public/documents/About/rules/EnterpriseTransportation/EnterpriseTransportationPolicy.pdf?=03c4d>

ATO Responsibilities regarding DES Fleet Operations:

- For billing purposes, inform Fleet Operations of account coding, and identify a default coding for the agency.
 - Maintain and share with Fleet Operations records of program contacts authorized to approve action requests, such as requesting additional vehicles and adding new operators.
 - Request a vehicle waiver for underutilized vehicles through vehicleapproval@des.wa.gov. Fleet Operations sends out annual vehicle utilization reports to ATO's, and it is the ATO's responsibility to coordinate the waiver request to DES if a vehicle shows as underutilized on 4th quarter report and no other alternative is available to increase usage and the vehicle is needed.
 - Use sustainable practices when requesting a permanently assigned or replacement vehicle. State agencies need to meet aggressive fleet fuel economy standards and goals. Request for vehicles should be the most fuel efficient vehicle possible to do the job. An electric vehicle should be the first choice.
 - Oversee proper procedure is followed if you are an Executive or Small cabinet agency not requesting a Battery Electric Vehicle (BEV) must obtain approval from the State Efficiency Environmental Performance (SEEP) office prior to any non-BEV purchase. Link to the non-BEV purchase exemption criteria and process can be [found here](#).
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- Review and approve request for Permanent Vehicle Assignment and forward completed form once approved by DESvehicleapproval@des.wa.gov to Fleet Operations at mpmail@des.wa.gov.
- Process Surplus Property Disposal Requests (for agency-owned vehicles only NOT FLEET OPERATIONS VEHICLES).
- Respond to traffic citations and infractions and ensure payment is made by driver and Fleet Operations is notified of Resolution.
- Ensure citizen complaints are forwarded and responded to if requested by complainant.
- Request new or replacement fuel cards by emailing MPdispatch@des.wa.gov.
- Report lost or stolen fuel cards to Fleet Operations immediately at 360-664-9215 or MPdispatch@des.wa.gov.
- Email Fleet Operations to add, change or delete drivers from the fleet management system or fuel card system at mpmail@des.wa.gov.
- Keep Fleet Operations updated on:
 - Location of vehicles
 - Current driver information (license exp dates)
 - Undercover/Confidential plates assigned to M plate vehicles
- Ensure that drivers:
 - Have completed the Authorized Driver Acknowledgement Statement or Agency authorized driver form
 - Have a valid driver's license, and has had a driver's license for a minimum of 2 years
 - Are at least 18 years of age
 - Have the necessary training if driving full-size vans
 - Report mileage on a monthly basis
 - Have their vehicle serviced at the regular intervals. Fleet Operations' system sends out reminder emails when regular services are coming due.
- Electronic Toll Collection passes. (Good To Go! <https://www.wsdot.wa.gov/goodtogo/>) All DES leased vehicles are included in the DES Fleet Operations WSDOT Account. Agencies typically manage their own Good to Go passes and agency owned vehicles using their own WSDOT account and agency funds. Alternatively, agencies may request sticker and/or Flex passes thru DES Fleet Operations for DES leased vehicles. Note: All DES leased vehicles are registered to the

DES Good to Go account by vehicle plate number. DES does not allow for transfer of plate numbers registered to DES to another agency account.

- The State of Washington is self-insured – if your agency is requiring extra insurance on a vehicle, it is the agency’s responsibility to work with [DES Risk](#) to set this up.
- All accidents are to be reported to accident management company (CEI) ASAP or within 24 hours.
 - Must also follow all agency procedures
 - Notify DES Fleet Operations 800-542-6840
- Ensure all vehicle maintenance or recalls requiring action are completed in timely manner, ensuring Fleet Operations is notified and sent a copy of the official dealer invoice illustrating completion of services:
 - Agency ATO and Operator are sent an official email of a recall and instructions
- Accountability for Tracking and Safekeeping of spare keys/Fobs that are issued with the leased vehicle.
- Some agencies need vehicles with alternate license plate for enforcement functions. Confidential plates must be obtained through the ATO with the agency director’s approval. When confidential license plates are installed on a state DES Fleet Operations vehicle, the “M” plates must be returned to DES Fleet Operations for later use when the vehicle is returned, or the confidential plate is cancelled. DES Fleet Operations must be kept informed of the current confidential license plate number on all DES Fleet Operation leased vehicles.

DES Fleet Operations Email quick reference guide:

- mpmaint@des.wa.gov – All maintenance enquiries or question (pm checklists, vendor information, recall or maintenance invoices)
- mpdisptach@des.wa.gov – All fuel card questions or issues (fuel card not working, needing a new fuel card issues)
- mpmail@des.wa.gov – All vehicle/operator additions, updates, or changes. All general questions or inquiries.

If you have any questions, contact Fleet Operations:

Phone: 360-664-9215

Email: mpmail@des.wa.gov

Mail: MS 41032, Olympia, WA 98504-1032

Address: 1312 Fones Rd. SE, Bldg. #4, Olympia, WA 98501