

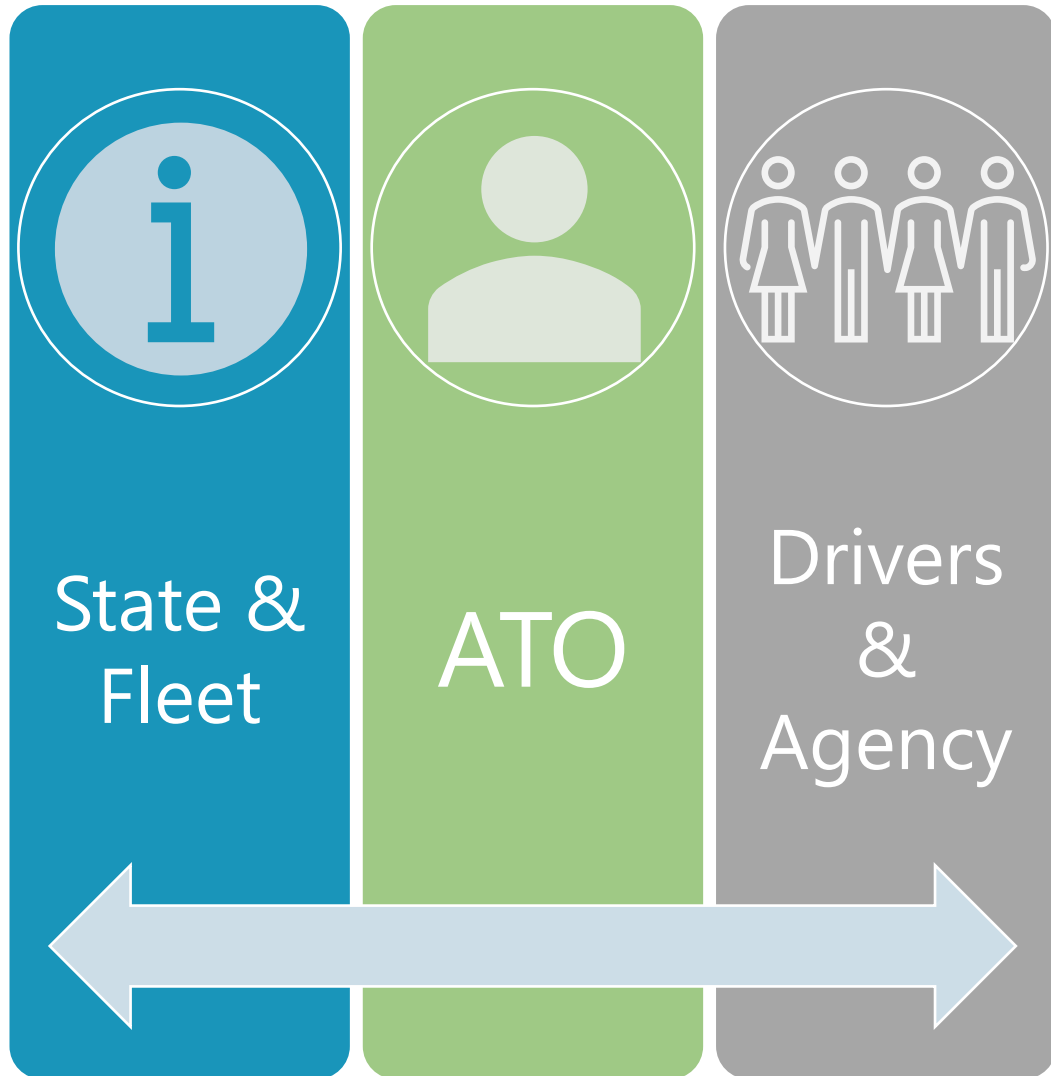
DES FLEET OPERATIONS & PARKING SERVICES QUARTERLY ATO MEETING

05 05 2022

UPDATES & ANNOUNCEMENTS

- **Cyndi Beveridge**
 - Assistant Program Manager – Fleet Operations & Parking Services
- **David Bagnall**
 - Management Analyst – Fleet Operations & Parking Services

THE ATO IS THE CONNECTION



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, so please share

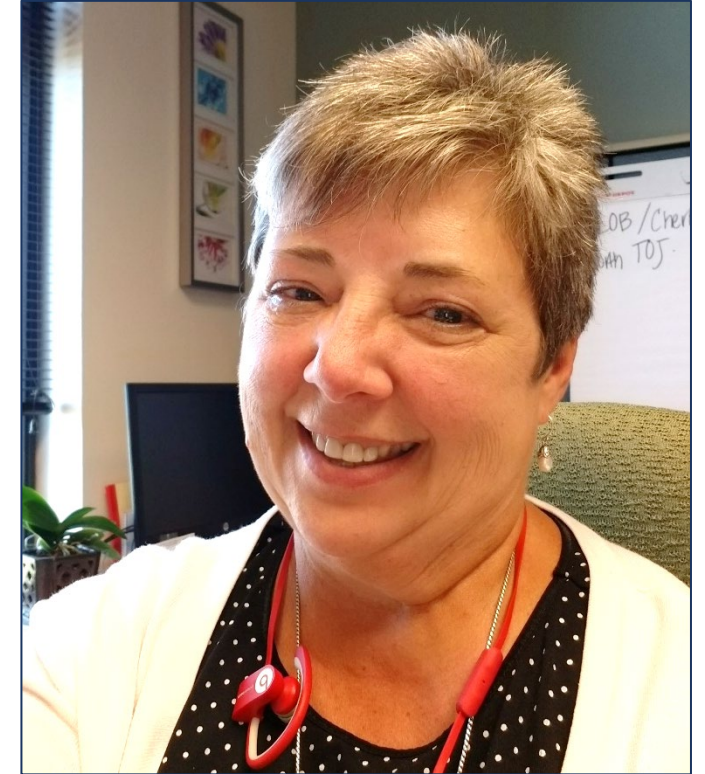
PERSONNEL CHANGES TO FLEET OPERATIONS & PARKING SERVICES



Michael Petty
Parking Services Manager
Parking Services



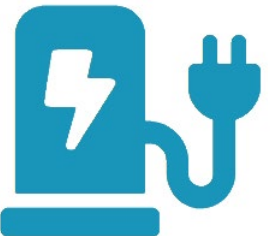
Shaun Newton
Program Coordinator
Fleet Operations – CARS team



Deanna Price
Parking Services Manager
Parking Services (Retiring 6/30)

WHAT'S NEXT FOR ELECTRIC VEHICLE SUPPLY EQUIPMENT (EVSE)

- Enterprise Services was recently allotted \$2.9M in supplemental budget to put towards EVSE installation at state owned office locations!
 - Do you have a potential project? Reach out to Courtney Speer (Courtney.kleck@des.wa.gov) to learn more!
- DES is working to expand EV charging infrastructure on the Capitol Campus through existing funding opportunities





EXECUTIVE ORDER 21-04 ZERO EMISSION VEHICLES

November 2021 Governor Inslee signed EO 21-04

- Sets fleet electrification targets for all state executive and small-cabinet agencies
- Thank you for submitting your agencies replacement schedules!
- Stay Tuned!
 - DES is currently partnering with SEEP to develop an implementation plan template for agencies and updated exemption process for vehicle procurement





EXECUTIVE ORDER 21-04 ZERO EMISSION VEHICLES

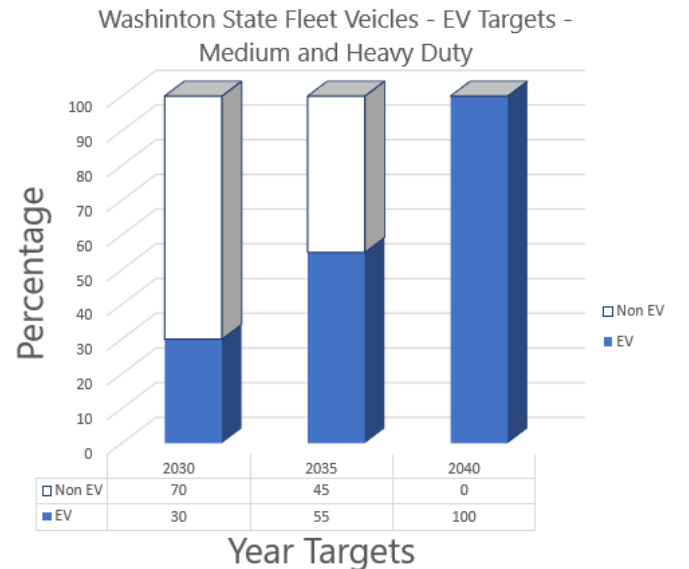
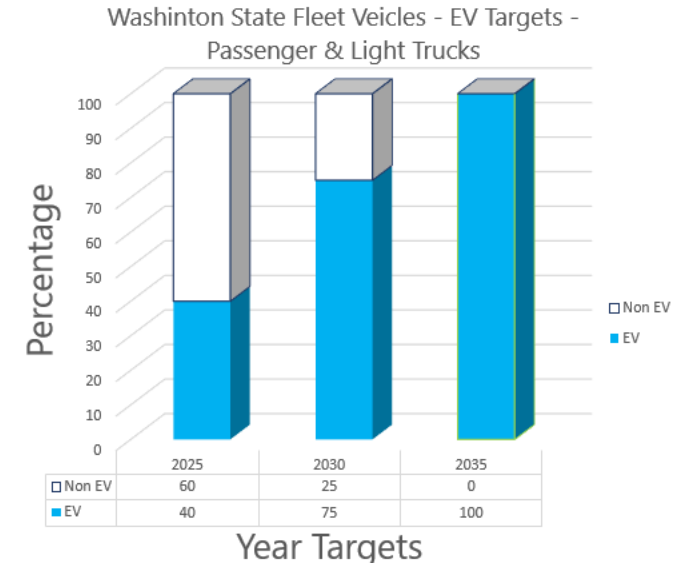
Fleet Electrification Minimum Targets

For ICE passenger vehicles and class 1 – 2a light-duty trucks: All state executive and small-cabinet agencies shall procure BEVs to replace ICE vehicles that have reached the end of their useful life, so that at least

- 40% of fleets are BEVs by 2025;
- 75% of fleets are BEVs by 2030; and
- 100% of fleets are BEVs by 2035.

For medium- and heavy-duty ICE vehicles (class 2b and higher): All state executive and small-cabinet agencies shall procure zero-emission vehicles (subject to market availability) to replace ICE vehicles that have reached the end of their useful life, so that at least

- 30% of class 2b-3 fleets and 50% of class 4-8 fleets are BEVs by 2030;
- 55% of class 2b-3 fleets and 75% of class 4-8 fleets are BEVs by 2035; and
- 100% of fleets are BEVs by 2040.



CUSTOMER SATISFACTION JOURNEY



In Development:

- Vehicle Lease Agreement (IAA)
- Online Shop Operations Scheduling for Fones Road location
- New Parking Management System
- Recorded operator training options

Completed:

- General wear/tear guidelines / ATO responsibilities
- ATO Dashboard
- DES Fleet/Parking Website Redesign
- Quick Reference Guide for Drivers
- Enhanced Quarterly Utilization Reports
- Monthly Fleet Tips communication



WEAR & TEAR GUIDELINES

- Official Document now posted on our website
- Guideline only

Tools & Resources

- ATO quarterly meetings
 - [Spring 2021](#)
 - [Winter 2022](#)
 - [Fall 2021](#)
 - [Summer 2021](#)
- [ATO Listing](#)
- [ATO Responsibilities](#)
- [Driver acknowledgment form](#)
- [Electric Vehicles](#)
- [Enterprise-Wide Transportation Policy](#)
- [Fuel card request](#)
- [Tire chain request form](#)
- [Traffic citations](#)
- [Vehicle utilization](#)
- [Wear and Tear Guidelines](#)
- [Driver information & vehicle packet information](#)
- [2022 rate adjustments](#)



ATO RESPONSIBILITIES

ATO stakeholders

Thank you all for your participation and Feedback!

Tools & Resources

- ATO quarterly meetings
 - [Spring 2021](#)
 - [Winter 2022](#)
 - [Fall 2021](#)
 - [Summer 2021](#)

ATO Listing

- [ATO Responsibilities](#)
- [Driver acknowledgment form](#)
- [Electric Vehicles](#)
- [Enterprise-Wide Transportation Policy](#)
- [Fuel card request](#)
- [Tire chain request form](#)
- [Traffic citations](#)
- [Vehicle utilization](#)
- [Wear and Tear Guidelines](#)
- [Driver information & vehicle packet information](#)
- [2022 rate adjustments](#)



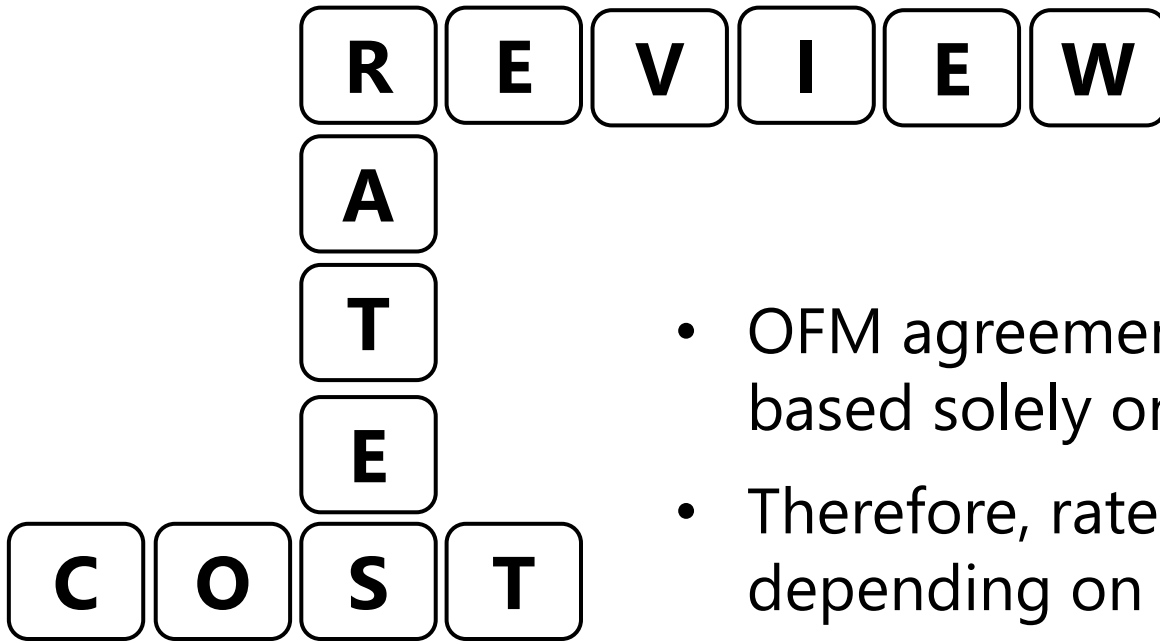
INTER AGENCY AGREEMENTS (IAA)

DES Fleet is putting down on paper what has traditionally been mutually agreed upon terms communicated verbally between our Customer Account Representatives and you, our Agency Transportation Officers. The agreement will attempt to capture our commitments to our customers and agency agreements to our terms of use for fleet services.

ATO stakeholders

DES Fleet is seeking volunteer stakeholders to help us craft the best possible agreement. Please contact mpmail@des.wa.gov to volunteer.

SCHEDULED RATE REVIEW



July 1, 2022

- OFM agreement provides for annual rate adjustments based solely on vehicle cost to ensure rate recovery
- Therefore, rates may increase or decrease annually depending on the cost of vehicles
- Agencies to be notified soon



GOOD TO GO UPDATE

- Fleet Operations continues to enhance our Good To Go program to better serve our customers
- Did you know that you or your vehicle operators can request Good To Go Passes at no expense to your agency?
- This results in cost savings to your agency and more efficient use of state funds since passes can be reused for the life of the vehicle

For information about this program contact David.Bagnall@des.wa.gov



ATO DASHBOARD UPDATE

- After significant delays, the ATO Dashboard is now in production
- This journey started in 2019 and overcame many hurdles
- A variety of measures provide ATOs with real time information regarding fleet vehicles used by their organization
- Suggestions to improve the dashboard are welcome. Please email me David.Bagnall@des.wa.gov



Power BI

ATO DASHBOARD UPDATE

INVENTORY DATA



INVENTORY DATA ?

Inventory Data

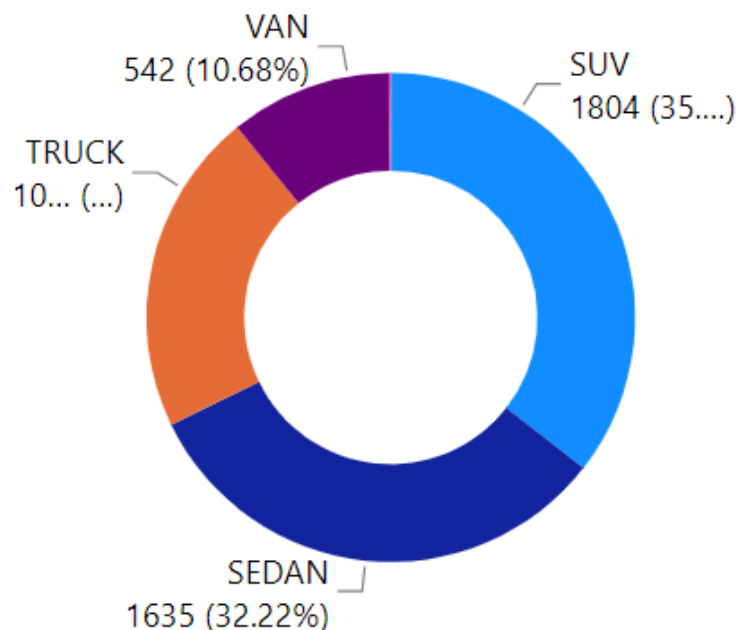
Fuel & Mileage Data

EV Info

Billing Data

General Info

Current Active Units by Major Class



Current Vehicle Measures by Status

Description	Active Units	Avg. Odometer	Avg. Age (Yrs)
LOANER	20	109,581	12.01
MANAGED VEHICLE	12	94,938	12.23
PENDING SALE	4	136,448	8.24
PERMANENT	4570	57,902	6.03
PROJECT	25	90,501	9.08
TRIP	232	65,173	6.48
UNASSIGNED	10	81,649	9.22
UNASSIGNED ALLOTTED	8	100,685	8.62
UNASSIGNED BRING	22	98,066	8.20
BACK			
Total	5020	59,283	6.13

STATUS DEFINITIONS:

PERMANENT - FLEET VEHICLE LEASED LONG TERM TO AGENCY

PROJECT - SHORT TERM TEMPORARILY LEASED FLEET VEHICLE

MANAGED VEHICLE - AGENCY OWNED VEHICLE PROFESSIONALLY

MANAGED BY FLEET



Power BI

ATO THROWBACK THURSDAY



Washington State Department of
Enterprise Services

FLEET OPERATIONS DASHBOARD

Filter by Vehicle Type

BUS

SEDAN

SUV

TRUCK

VAN

Filter by Fuel Type

DIESEL

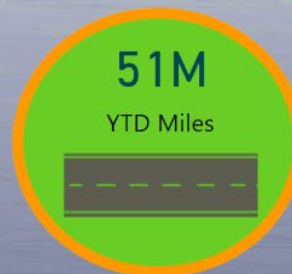
ELECTRIC

HYBRID

UNLEADED

ORGANIZATION SELECT

- ☐ ADMIN FOR THE COURTS
- ☐ AGRICULTURE
- ☐ ARCHAEOLOGY AND HISTORIC
- ☐ ARTS COMMISSION
- ☐ ATTORNEY GENERAL
- ☐ CDHL - CENTER FOR CHILDHOOD ...
- ☐ CENT WASHINGTON UNIV
- ☐ CENTRALIA COLLEGE
- ☐ CLARK COLLEGE
- ☐ CLOVER PARK TECH
- ☐ COLUMBIA R GORGE COMM
- ☐ CONSERVATION COMM
- ☐ CORRECTIONS
- ☐ COUNTY RD ADMIN BOARD
- ☐ DAIRY PRODUCTS COMM



Use Category	Units
SPECIALLY EQUIPPED VEHICLES	733
SPECIAL PURPOSE	547
LOCAL AREA/ALTERNATE COMMUTE	374
GENERAL USE	3133
CAMPUS/INSTITUTION	64
	5
Total	4856

1800
Sedans

1589
SUVs

905
Trucks

555
Vans



EV Measures

112
Active Units

721K
Active Miles

18K
Fuel Saved (gals)

164.29
CO2 Mitigated (mtons)

Here is a look at
the first Power
BI ATO
Dashboard
presented
during the
January 2019
ATO meeting.



UTILIZATION REPORTING

- Fleet Operations has made changes to the annual utilization reporting process which will be in effect for the 2022 Q4 report
- The changes are expected to improve utilization outcomes by implementing strategies aligned with the Enterprise-Wide Transportation Policy
- Agencies will be required to select a strategy for each underutilized vehicle and return the completed report to Fleet
- More information and training will be forthcoming in subsequent meetings



UTILIZATION REPORTING STRATEGIES

DES Fleet Operations Q1 Utilization Report

Instructions: For vehicles that are not meeting utilization criteria, consider a vehicle swap/reassignment or turning in a vehicle(s) and using pooled or shared vehicles.

Strategy: Select a corrective strategy for each underutilized vehicle using column (AN) in order to meet utilization requirements. Use column (AO) to add notes if needed.

Equipment	EmpID	RevenueAccount	Coordinator	Usage	Emo	Usage Comment	Waiver	WaiverDate	DaysUse	RequiredDay	PercentDay	TotalMiles	Strategy
08587M	CC	E095000	futterk@sao.w	Underutilized	☹	Did not meet mileage criteria			0	0	100%	35	
08951M	CC	E095000	futterk@sao.w	Underutilized	☹	Did not meet mileage criteria			0	0	100%	1,079	
10132M	CC	E095000	futterk@sao.w	Underutilized	☹	Did not meet mileage criteria			0	0	100%	45	

UTILIZATION STRATEGIES

S – SWAP WITH HIGH USE VEHICLE
E – EXTEND (3 MONTH EXTENSION)
W – REQUEST ANNUAL WAIVER
A – ANNULIZE MILEAGE
R – RETURN VEHICLE TO FLEET

PercentDays	TotalMiles	Strategy
100%	35	
100%		
100%		

SWAP
EXTENSION
WAIVER
ANNULIZE
RETURN

DAILY TRIP RATE CONSOLIDATION



New simplified Rental Rates coming
July 1, 2022

- Reduce rate classes from 26 to 12
- Created more descriptive rate classes such as ESEDAN vs EALT
- Includes new electric vehicle rate classes

DAILY TRIP RATE CONSOLIDATION

NEW VS OLD RATE CLASSES

Current Daily Trip Rates (26)

Rate Classes

EALT	ESPV
EALTB	ESTV
EALTW	EUA2
EBAF	EUD5
EBAM	EUD7
ECAG	EUD7P
ECAI	EUD8
ECAL	EUD9
ECAM	EUDA
EEVLR	EUDC
EPAI	EUDD
EPHEV	EUDH
EPHUV9	EUDHB

New Daily Trip Rates (12)

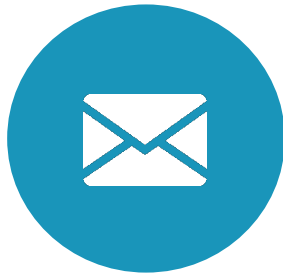
Rate Class

Description

ESEDAN	SEDAN-STANDARD
EESEDAN	SEDAN-ELECTRIC-STANDARD
ESUVSM4	SUV-HYBRID-STANDARD-4X4
EESUVSM4	SUV-ELECTRIC-STANDARD-4X4
EVANFS8	VAN 8 PASSENGER
EVANFS12	VAN 12 PASSENGER
EVANM7	VAN-MINI-7-PASSENGER
EVANMADA	VAN-MINI-ADA
EVANSCGO	VAN-CARGO-STANDARD
EEVANSCGO	VAN-ELECTRIC-CARGO-STANDARD
ETRKFS	TRUCK-FULL-SIZE-4X4
EETRKFS	TRUCK-ELECTRIC-FULL-SIZE-4X4

PARKING SERVICES

BILL TALLEY – MANAGEMENT ANALYST
MICHAEL PETTY – PARKING SERVICES MANAGER



parking@des.wa.gov



360 725-0030



[https://des.wa.gov/services/
travel-cars-parking/
parking-services](https://des.wa.gov/services/travel-cars-parking/parking-services)

AGENCY PASSES AVAILABLE JUNE 2022

Sales start June 2022, but billing starts July 2022

- Agency Passes are \$280.00
- Good for one fiscal year (July 1- June 30)
- Passes are intended for use by Agency representatives conducting occasional business on the Capitol Campus
- Allows easy access to visitor lots, especially during Session
- Not to be used by employees whose permanent workplace is on the Capitol Campus (includes teleworkers)
- Contact parking@des.wa.gov



WEST CAMPUS REMODEL PHASE 1: MANSION LOT

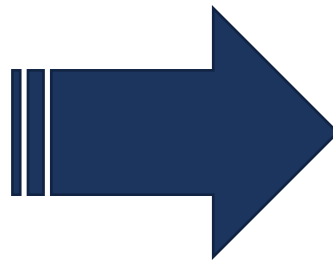
Mansion Lot Reconfigurations

- Modular Building going into Mansion Lot
- Project begins Mid-May 2022
- Building occupying Mansion Lot for 6 - 8 years
- Reduction of stalls dependent on project phase
- Campus construction updates are on des.wa.gov

PARKING SERVICES IS CHANGING DIVISIONS

Effective July 1 – Parking Services is moving to the DES Buildings & Grounds Division

- Better coordination and facilitation with facilities
- Won't always be presenting at future ATO meetings



DISPATCH

TAMI FRAZIER- 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 Reservation

Automated Key System Reservation

FLEET OPERATIONS HEAD QUARTERS

Here at HQ, we've got some updates:

- Freshly painted!
- Trip rate consolidation effective 7/2022
- New vehicles in trip
 - Chevrolet Traverse
 - Subaru Outback
 - Soon to come: Mach-E & Lightning
- Reminder: We are open M-F 7:30am-4:30pm

Spring at Fones Road ☺



WEX FUEL CARD "WHAT IFS"

'What if' situations:

The outside fuel pump tells me to "go see cashier" or my card is declined BEFORE I even enter my fuel pin# or odometer?

- This means the WEX fuel card is not talking to the fuel pump, and you will need to try your card inside.

I enter my fuel pin# and odometer and the fuel pump tells me I'm declined?

- Most likely you have incorrectly entered your fuel pin# OR you can be at your daily transactions limit (3) or monthly dollar limit.

I go inside and it still will not read my fuel card?

- It means this fueling station's system isn't connecting to the WEX network. You will need to try another fuel station OR choose to pay for fuel yourself and get reimbursed.



**Lightning
Round**

WEX FUEL CARD - MORE "WHAT IFS"

'What if' situations:

The fuel card worked for my coworker and not for me?

- If it worked at this exact fuel station for your coworker and not for you, it could be you are entering a wrong fuel pin# or you are not in our operator system and don't have an active fuel pin#.

I used the fuel card successfully yesterday but today it declined me.

- There are many answers to this question depending on what message the pump is giving you.



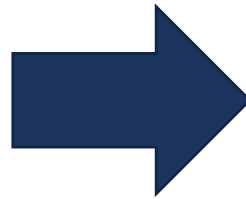
**Lightning
Round**

WEX FUEL SLEEVES

If you still have a **blue** fuel sleeve, please let us know and we'd be happy to send you a new **green** fuel sleeve

Why you ask?

- Updated roadside assistance phone number
- Updated WEX fuel card assistance phone number



DAMAGE STICKERS PILOT

DES Fleet Operations will be starting a pilot using damage stickers in our trip fleet

- Indicates previous damage
- Stickers are recorded and tracked
- Identifies old versus new damage



VEHICLE MAINTENANCE

**BRYAN BAZARD - VEHICLE MAINTENANCE / ALTERNATE
FUEL TECH MANAGER**



mpmaint@des.wa.gov



800-542-6840



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!





ONLINE APPOINTMENT SCHEDULING AT FONES RD

On-Line Maintenance Request Form

- <https://fleet.des.wa.gov/MPWeb/MaintenanceRequestForm.aspx?ContactShop=THURSTON>
 - Request desired date and time, Fleet Operations will confirm or suggest alternate appointment if desired appointment is not available
 - Can perform or manage all maintenance and repairs
 - Loaner vehicles available upon request

DISTRACTED DRIVING

According to National Highway Traffic Safety Association (NHTSA)

- Causes 1,600,000 accidents per year (25% of all accidents)
- 3,000 deaths per year, 8 per deaths per day
- 15% of injury accidents are caused by distracted driving, (1000 per day)



DISTRACTED DRIVING



<https://abcnews.go.com/GMA/News/video/groundbreaking-documentary-focuses-distracted-driving-62086556>

MAINTENANCE NOTIFICATIONS

- Sent to assigned Operator
- Maintenance is based on miles driven
- If the vehicle has not had maintenance performed in the 12 months, a reminder will automatically be sent. This can be ignored if the maintenance mileage criteria below has not been met

Preventive Maintenance Criteria

- PM-A: 5,000 miles – basic oil change (7,500 miles on some hybrids)
- PM-B: 15,000 miles – PM-A plus tire rotation, tread check, brake inspection, wipers, cabin air filter
- PM-C: 30,000 miles – PM-B plus additional maintenance as required (tune-up, air filter, transmission service, etc.)

CEI – ACCIDENT MANAGEMENT

- Minor improvements
- Going after claims all the way back to 7/21
- Catalytic converter & fuel theft still up / minimize your risk

WAKING UP YOUR SLEEPING VEHICLES

Here are some tips-

- Plan ahead
 - Allow time for the unplanned
- Don't wait
 - Many other vehicles are waking up, creating a backlog
- Decide if it needs to be woken up
 - Is there a planned use? If not, schedule for when you need it



CHEVROLET BOLT BATTERY RECALL - UPDATE

Bud Clary Chevrolet has started battery replacements in all DES Fleet Operations Chevrolet Bolts

- Started November 2021
- Each Bolt averages 5 to 10 business days to complete
- The dealer will be picking up and returning vehicles to Fleet Operations



CARS TEAM

FLIP – CARS TEAM MANAGER

PAT AGA - CARS TEAM REPRESENTATIVE

CHRIS CANTRELL - CARS TEAM REPRESENTATIVE

NADINE CALDERON-DIXON – CARS TEAM REPRESENTATIVE



mpmail@des.wa.gov



360-664-9210



des.wa.gov

LATE MILEAGE

- What are some tips or tricks to encourage mileage reporting?
- When is mileage due?
- Why is updating mileage important?
- What if a vehicle has zero miles for a month?
- Goal = 100%



UNDERSTANDING UTILIZATION

- Currently 2000 general use vehicles averaging 300 miles a month
- What are the 5 Ws for this vehicle?
- S.E.W.A.R.
 - Swap
 - Extension
 - Waiver
 - Annualize
 - Return



EXEMPTION CRITERIA



*****This change in process only affects small/executive cabinet state agencies**

Small/Executive State Agency Vehicle Procurement Process:

- 1) If not requesting a Battery Electric Vehicle (BEV), agency must obtain approval from the State Efficiency Environmental Performance (SEEP) office prior to any non-BEV purchases. Link to SEEP's non-BEV purchase exemption criteria and process can be found by clicking [here](#).
- 2) Complete DES Passenger Vehicle Request Form.
- 2) Have the form signed by your Agency Director or Approved Director Designee.
- 3) Submit the Passenger Vehicle Request form as well as a copy of the approved SEEP exemption for the non-BEV purchase to vehicleapprovals@des.wa.gov.

Please note:

- Any Vehicle Purchase Request forms submitted to and received by DES vehicle approval before May 2nd, 2022, will be processed according to the previous process.
- Request forms for non-BEV vehicles received by DES that do not have the required exemption approval email attached to the email will not be considered and will be rejected as incomplete.

CABINET / SMALL AGENCY

ARTS COMMISSION

DEPARTMENT OF AGRICULTURE

DEPARTMENT OF ARCHAEOLOGY & HISTORIC PRESERVATION

DEPARTMENT OF CORRECTIONS

DEPARTMENT OF HEALTH

DEPARTMENT OF RETIREMENT SYSTEMS

DEPARTMENT OF SERVICES FOR THE BLIND

DEPARTMENT OF VETERANS AFFAIRS

DEPARTMENT OF ECOLOGY

HEALTH CARE AUTHORITY

LIQUOR AND CANNABIS BOARD

MILITARY DEPARTMENT

OFFICE OF THE GOVERNOR

RECREATION & CONSERVATION FUNDING BOARD

UTILITIES AND TRANSPORTATION COMMISSION

WASHINGTON STATE PATROL

CENTER FOR DEAF & HARD OF HEARING YOUTH

DEPARTMENT OF COMMERCE

DEPARTMENT OF CHILDREN YOUTH AND FAMILIES

DEPARTMENT OF ENTERPRISE SERVICES

DEPARTMENT OF LICENSING

DEPARTMENT OF REVENUE

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

DES FLEET OPERATIONS

EMPLOYMENT SECURITY DEPARTMENT

DEPARTMENT OF LABOR AND INDUSTRIES

LOTTERY COMMISSION

OFFICE OF FINANCIAL MANAGEMENT

PUGET SOUND PARTNERSHIP

SCHOOL FOR THE BLIND

WA TECH (CTS)

EXECUTIVE ORDER 21-04 SEEP EXEMPTION CRITERIA/PROCESS FOR APPROVAL

- Small and Executive cabinet state agencies, before completing the DES Passenger Vehicle Request Form, must seek approval for any non-BEV purchases from the State Efficiency and Environmental Performance Office (SEEP) by emailing hanna.waterstrat@commerce.wa.gov with the following:
 - A description of the desired vehicle type (i.e. sedan, SUV, etc.)
 - The criteria for exemption (see table to the right)
 - A detailed description of how the desired vehicle type meets the selected exemption criteria, based on the business case and planned utilization of the vehicle
 - If the planned purchase is a replacement, please also provide details about the vehicle being replaced.

Link to SEEP's non-BEV purchase exemption criteria and process can be found by clicking [here](#).

Exempt Vehicles

- Farm tractors/farm vehicles as defined in [RCW 46.04.180](#) and [RCW 46.04.181](#)
- Off-road vehicles as defined in [RCW 46.04.365](#)
- Non-highway vehicles as defined in [RCW 46.09.130](#)
- Snowmobiles as defined in [RCW 46.04.546](#)
- Low Speed vehicles. For example—golf carts, ATVs, trailers, or other trailered equipment.

Criteria	Description
Cost	The total life cycle cost of a BEV is more than 10% than the cost of a comparable internal combustion engine (ICE) vehicle (not including costs for charging or charging equipment).
Prohibitive upfits	The vehicle's use or function requires upfits or modifications that cannot be completed in the BEV options available in the vehicle category on state contract (i.e. truck, SUV, sedan).
Emergency response	The primary use of the vehicle is related to emergency response and a using a BEV would pose a concern to public safety (i.e. active pursuit vehicles for law enforcement or wildland fire response vehicles).
Safety	Charging the vehicle in the field is required for regular transport routes and would pose a concern to public safety because the vehicle's primary use is transporting individuals under the agency's jurisdiction.
Vehicle availability	There is not a BEV option for the vehicle type (i.e. sedan, SUV, truck, van) available on state contract (CARS contract 05916 or Sourcewell contract 13022) at the time of vehicle replacement or procurement.
	and Use or need of the vehicle cannot wait until next available manufacturing order/ delivery dates.
Vehicle range and EV charging infrastructure	The vehicle's primary duty station is in an area that is not within 1 hour or 60 miles of a nearby DC Fast Charger, and other charging methods are not sufficient to regularly charge the vehicle between standard operational uses or in the field.
	and Use or need of the vehicle cannot wait until planned nearby EVSE installation is completed.

UPDATED PURCHASE REQUEST FORM

- Section in Purchase Request Form on executive order has been updated
- Passenger Vehicle Request Form

Executive and small cabinet agencies not requesting a Battery Electric Vehicle (BEV) must obtain SEEP approval per [Executive Order 21-04](#) prior to submitting this form to DES. Link to SEEP's Electric Purchase Exemption Form process can be found by clicking [here](#).

Part A – Agency Request

Requesting agency to complete this part

Date of request:

Date vehicle needed:

Agency name:

Division or unit:

Requested by:

Phone number:

Email:

Vehicle description

The information in this section is used to match your request to the most appropriate vehicle to meet your needs.

Describe, in detail, the number of vehicles being requested and the primary function of each vehicle requested. Please note if the vehicle is used to transport inmates, patients or clients and, if so, how often:

The Governor's [Executive Order 21-04](#) requires executive and small-cabinet state agency to procure battery-electric vehicles (BEV) (or better emerging zero-emission technology) to meet goals listed in the Executive Order by specific dates. Agencies must obtain SEEP approval for any non-BEV purchases.

For vehicle classes in which BEVs are not available, agencies shall prioritize the most cost-effective low-emission options available.

Will a BEV be used to meet the goals in accordance with the Governor's [Executive Order 21-04](#)? ☐ Yes ☐ No

If no, please explain in detail.

For executive and small cabinet agencies not requesting a BEV is your SEEP approval attached? ☐ Yes ☐ No

DIGITAL TRAININGS

DESTALKS



UPDATE YOUR OPERATOR'S PROFILES

Use your ATO reports to get profile information

Check your operator profile for -

- Correct and current contact info
- Current driver license expiration dates
- Remove operator's who are no longer active
- Send your updates to mpmail@des.wa.gov



RESOURCES FOR ATOS

Notice: Visit our [COVID-19 page](#) for the latest updates

[Home](#) » [Services](#) » [Travel, Cars & Parking](#) » [Fleet Operations](#) » Agency Transportation Officers

[Sign up for email/text updates](#) 

Agency Transportation Officers

The Agency Transportation Officer (ATO) oversees and assists with transportation issues for their respective agency personnel. An ATO may be dedicated full time to these duties, or part time, depending on the size of the agency or organization. The ATO:

- Oversees agency travel and compliance
- Serves as the liaison between the agency and DES Fleet Operations
- Ensures their agency receives vital information in a timely manner
- Attend Fleet trainings and meetings on a periodic basis

For additional information and vehicle packet materials, visit our [drivers of state vehicles webpage](#).

How to:

- [Add, remove, or change a driver](#)
- [Get service/maintenance for a Fleet Operations vehicle](#)
- [Get service/maintenance for an Agency owned vehicle](#)
- [Purchase a vehicle](#)
- [Report lost or stolen vehicles, plates & fuel cards](#)
- [Report monthly mileage](#)

Tools & Resources

- ATO quarterly meetings
 - [Spring 2021](#)
 - [Winter 2022](#)
 - [Fall 2021](#)
 - [Summer 2021](#)
- [ATO Listing](#)
- [Driver acknowledgment form](#)
- [Electric Vehicles](#)
- [Enterprise-Wide Transportation Policy](#)
- [Fuel card request](#)

Hot Topics

- [Rent a Vehicle](#)
- [Visitor Parking](#)
- [Vehicle Purchasing](#)
- [Vehicle Rates](#)
- [Fleet Vehicle Servicing](#)
- [Traveling on State Business](#)
- [Fleet Contact Info](#)

Fleet Operations

- Accident Reporting
- Auto Glass Repair or Replacement
- Drivers of State Vehicles
- Electric Vehicles
- Fleet Management Best Practices
- Fleet Operations Mileage Reporting
- Fueling State Vehicles
- Register for Fleet Rentals
- Report Lost or Stolen Plates & Fuel Cards
- Roadside Assistance
- Services for Agency-Owned Vehicles
- Services for Fleet Operations Vehicles
- Tools & Resources
- Traffic Citations
- Vehicle Utilization
- Visitors and the General Public

Parking

- Reserve or Rent a Vehicle
- Travel on State Business
- Vehicle Purchasing

• Website

- DES.WA.GOV / Fleet Operations/ Information for Agency Transportation Officers

• ATO reports

- Run what you need

• ATO Training

- Contact the CARS team

• Customer representative

- Contact them directly with questions or email mpmail@des.wa.gov

ALLOW TIME FOR TRAVEL

Something to keep in mind

As more people go to work, make appointments and attend meeting in person, more cars will be on the road

More cars = more time

Think ahead and take account growing traffic to allow time to travel

Keep calm, be patient, and drive responsibly



CHANGING LANDSCAPE OF VEHICLE ORDERING

Smaller ordering windows

- Wait times potentially longer
- Vans, mini-vans, large SUVs and HD Trucks
 - Some ordering has been on hold since November 2021
 - Some approved requests have not been ordered yet due to availability
 - Significant delay until they can be built and delivered



CURRENT EV PURCHASING



AWD ELECTRIC VEHICLES COMING TO MARKET

2023 Hyundai Ioniq 5



2023 VW ID.4



2023 Kia EV6





KNOWLEDGE CHECK



What is the average range of the next BEV selection?

A. 180 miles

B. 220 miles

C. 280 miles

D. 340 miles

Ford Lightning
Range= 300 miles



Chevy Bolt
Range= 259 miles

Mustang Mach-E
Range= 276 miles





KNOWLEDGE CHECK



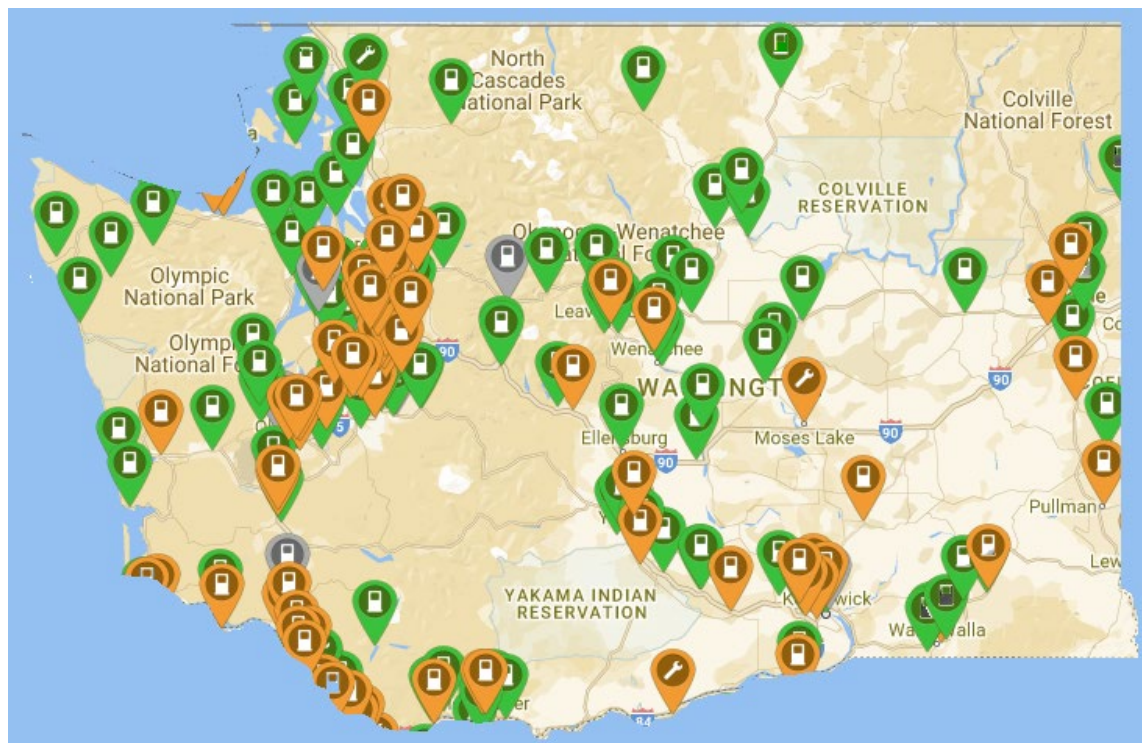
How many public level 2 and level 3 charging stations are there currently in the State of Washington?

A. 1500

B. 2700

C. 3800

D. 5200





KNOWLEDGE CHECK



In accordance with EO 21-04 our goal is 40% of our fleet to be BEV by 2025. What percentage are we currently sitting at?

A. Less than 5%

B. 5% to 15%

C. 15% to 25%

D. Over 25%

Bonus Question:

Which agency currently
has the most EVs
in their fleet?

UPCOMING EV CONFERENCES

- **FORTH Roadmap 2022**

June 29-30, 2022 | Portland, OR

- Is the leading electric, smart, and shared mobility conference in the United States.
- <https://www.roadmapforth.org/>

- **Green Transportation Summit & Expo (GTSE)**

August 16-18, 2022 | Tacoma, WA

- West Coast's premier fleet modernization and sustainable transportation event.
- <https://www.gtsummitexpo.com/registration>

UPCOMING FLEET CONFERENCES

- **ACT Expo**

May 9-12, 2022 | Long Beach, CA

- ACT Expo brings the entire clean transportation sector together in Southern California for a week of peer-to-peer information exchange and valuable business meetings.
- <https://www.actexpo.com/>

- **Government Fleet Conference**

May 23 – 27, 2022 | Detroit , MI

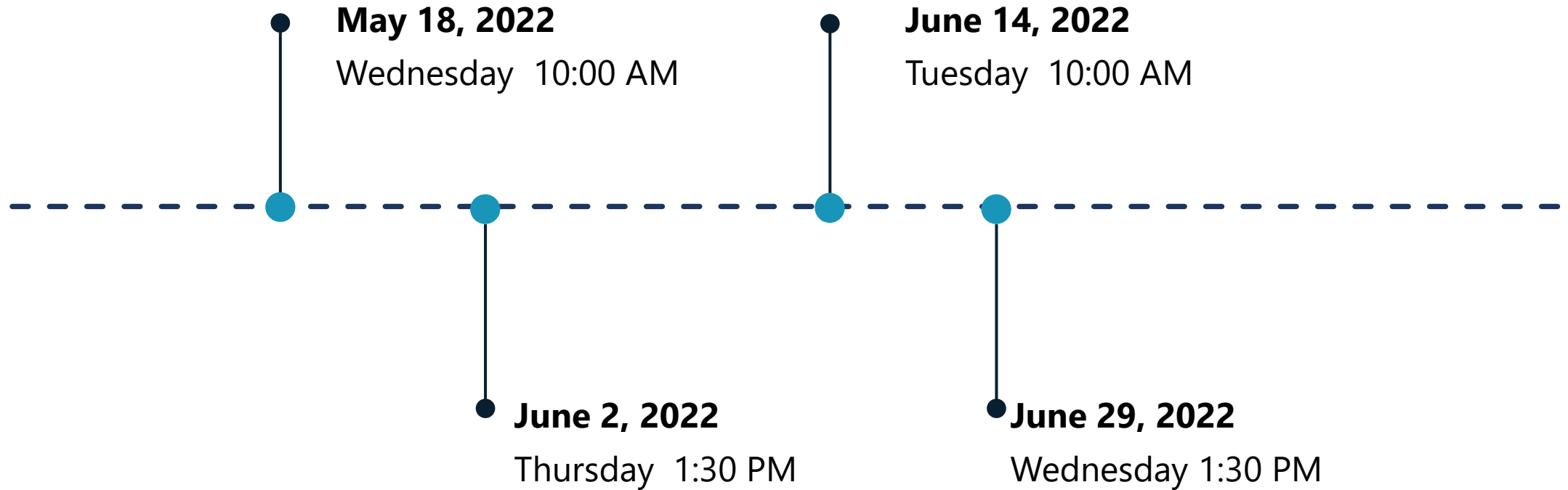
- Government Fleet Expo & Conference (GFX), is the largest annual conference for public fleets in the nation.
- <https://www.government-fleet.com/10159024/government-fleet-expo-conference-gfx-3>

- **Virtual Fleet Forum Conference**

June 28 & 29 | Online

- The Annual Fleet Forum Conference is an opportunity to network with, and learn from, over 600 other professionals with responsibility for fleet management-related activities.
- <https://www.fleetforum.org/annual-conference>

UPCOMING VIRTUAL OPERATOR TRAININGS



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

BEV / CHARGING STATION TRAINING



Email us at mpmail@des.wa.gov to schedule training for your agency

UPCOMING QUARTERLY ATO MEETINGS

- **Thursday August 4, 2022**
- **Thursday November 3, 2022**



THANK YOU



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