

DES FLEET OPERATIONS QUARTERLY ATO MEETING

02/02/2023

***Please remember to MUTE your phones, introduce yourself via CHAT with:

- *Your first and last name as well as your agency*

MEETING AGENDA 2/2/2023

Section	Topic
Welcome	<ul style="list-style-type: none">• Agenda and poll
Management & Systems	<ul style="list-style-type: none">• Personnel changes, customer satisfaction journey, passes, reports, dashboards, and surveys
Dispatch	<ul style="list-style-type: none">• Announcement and reminders, fuel/charge card requests, new drivers/PINS, drop them off with a full tank of gas
Vehicle & Vendor Maintenance	<ul style="list-style-type: none">• Accident management rebid, glass contract, tire safety video, proper authorization process, what to say: maintenance vendors
Break	<ul style="list-style-type: none">• 5 min / welcome back from break poll
Engagement	<ul style="list-style-type: none">• EV walk-around with the Ford Mach-E and the VW ID.4
CARS & Transportation Team	<ul style="list-style-type: none">• ATO responsibilities, small agencies and new ATO's, utilization, vehicle ordering expectations, stay in contact with your account reps, pickup/delivery process
Ending	<ul style="list-style-type: none">• EV trainings, operator trainings & ATO meetings, post meeting survey

UPDATES & ANNOUNCEMENTS

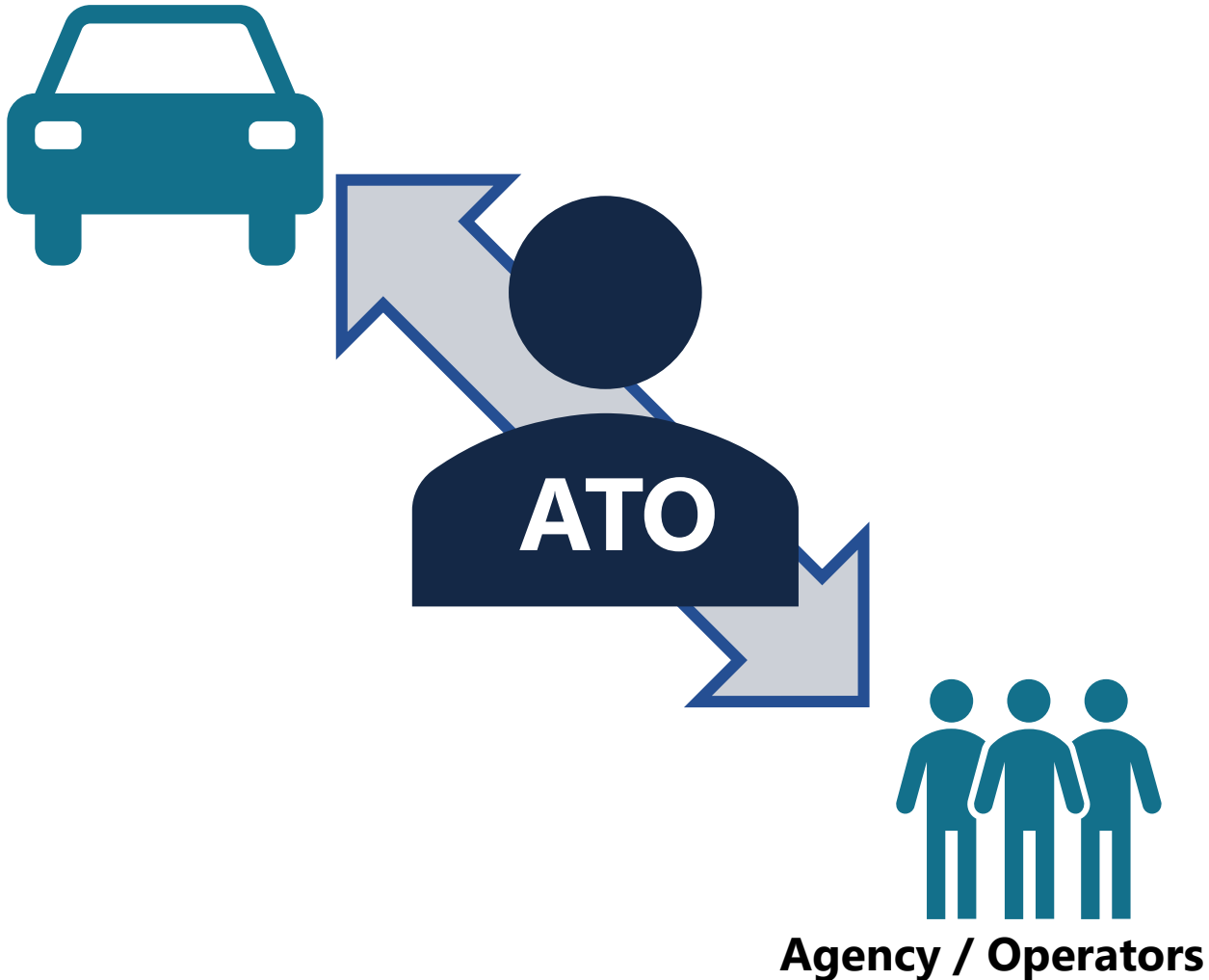
- **Cyndi Beveridge**
 - Assistant Program Manager – Fleet Operations
- **David Bagnall**
 - Management Analyst – Fleet Operations

CYNDI BEVERIDGE

- *Personnel changes*
- *Customer Satisfaction Journey progress*

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



Michael Petty
Program Manager
DES Fleet Operations



Michael Seibold
Dispatch Supervisor
DES Fleet Operations



Brennin Olive
Equipment Technician 1
DES Fleet Operations



CUSTOMER SATISFACTION JOURNEY



In Development:

- Vehicle Lease Agreement (IAA)
- Online Shop Operations Scheduling for Fones Road location
- Recorded operator training options
- Next round of customer interviews

Completed:

- Daily rental trip body damage tracking
- General wear/tear guidelines / ATO responsibilities
- ATO Dashboard
- Enhanced Quarterly Utilization Reports
- Monthly Fleet Tips communication



CUSTOMER SATISFACTION JOURNEY

Customer Satisfaction Interviews

- Thank you for your participation
- Some of you will be hearing from us soon to set up dates / times
- Your feedback is valued and appreciated



Vehicle Lease Agreement

- Thank you to those that assisted in finalizing this agreement
- Lease Agreement is a standardized document
- Your CARS rep will be emailing you your agency specific agreement
- Lease Agreement must be signed by director and returned to DES



DAVID BAGNALL

- *Fuel Tier Rate Adjustments*
- *Good To Go*
- *ATO Dashboard*
- *Utilization Reporting*
- *Shop Survey*
- *On-Line Booking Service Pilot Program*



FUEL TIER RATE ADJUSTMENTS

- No changes for February
- A per mile rate adjustment is triggered when fuel prices increase or decrease by .25 cents or more.
- How are per mile rates calculated?

There are two components to the per mile rate.

 1. Fuel (Price per Gallon / MPG) = Fuel Cost per mile
 2. Maintenance (Total costs / Total Miles) = Maintenance Cost per mile



GOOD TO GO REMINDER

- All DES Fleet vehicles are registered with Good To Go pay by plate. No passes are needed unless agency desires for vehicles with high toll use.
- ATOs can request Good To Go Passes at no expense to your agency.

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



ATO DASHBOARD UPDATE

- Fleet is working on new measures for the ATO Dashboard which were suggested by your peers. When complete, ATOs will be able to view upcoming PM services for assigned vehicles.
- Your ideas and suggestions are highly desired.
- Suggestions to improve the dashboard are welcome. Please email me David.Bagnall@des.wa.gov



UTILIZATION REPORTING

- Changes to the annual utilization reporting process are in effect for the 2022 Q4 report
- Agencies are required to select a strategy for each underutilized vehicle and return the completed report to Fleet
- For information or questions please contact your customer service rep.



UTILIZATION REPORTING - STRATEGIES

DES Fleet Operations Q4 Utilization Report

Instructions: For vehicles that are not meeting utilization criteria, consider a vehicle swap/reassignment or turn in the vehicle(s) and used pooled or shared vehicles.
Strategy: Select a corrective strategy for each underutilized vehicle using the column "Strategy". Use the "Notes" column if needed to provide additional information.

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 – ANNUALIZE MILEAGE
R – RETURN VEHICLE TO FLEET

PercentDays	TotalMiles	Strategy
100%	35	
100%		
100%		

SWAP
EXTENSION
WAIVER
ANNUALIZE
RETURN

SHOP SURVEY



DES Fleet Shop Services Survey

Please rate the following areas based upon your most recent experience
(1:Very Dissatisfied; 2:Dissatisfied; 3:Neutral; 4:Satisfied; 5: Very Satisfied)

ON-LINE SERVICE BOOKING PILOT

Contact

☎ 3606649200

✉ [desfleetservicerequests@des.w...](mailto:desfleetservicerequests@des.wa.gov)

🌐 des.wa.gov

Privacy notice

If you experience difficulty in booking your service appointment or are not able to find a suitable time, please contact Fleet Operations at 360-664-9200

DES Fleet Operations

State Government vehicle service center. Loaner vehicles and Hoteling stations are available.

Book an A-Service

PM-A Service

🕒 1 hr

[See Details](#)

[See Times](#)

PM-B-Service

🕒 1 hr

[See Details](#)

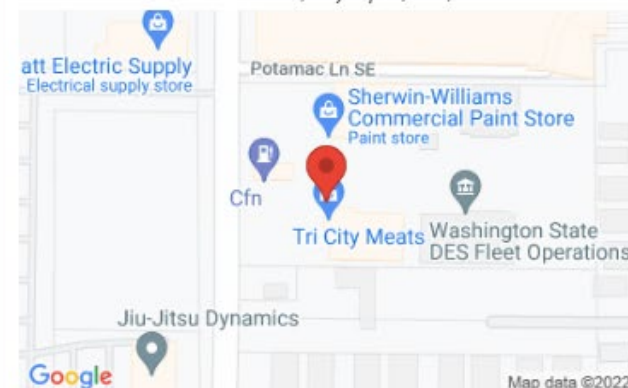
[See Times](#)

Locations

Our Premises

1312 Fones Road Southeast, Olympia, WA, USA

1312 Fones Road Southeast, Olympia, WA, USA



Language:

English, United States ▾

Go

See our [terms and conditions](#).

ON-LINE SERVICE BOOKING PILOT - DETAILS

About DES Fleet Operations

State Government vehicle service center. Loaner vehicles and Hoteling stations are available.

Contact

☎ 3606649200

✉ desfleetservicerequests@des.wa.gov

🌐 des.wa.gov

About this appointment

PM-A services includes oil change and safety inspection. Fluid levels are topped off and brakes or tires worn beyond serviceability may be replaced. For State government vehicles only.

Cancellation policy

We have a 48 hour cancellation policy. To help us better manage our time we ask that you provide at least 48 hours notice to cancel.

Privacy notice

If you experience difficulty in booking your service appointment or are not able to find a suitable time, please contact Fleet Operations at 360-664-9200

Language:

English, United States ▼

Go

See our [terms and conditions](#).

Service

Where

When

Details

November 2022 ▼

TODAY

FIRST SLOT

<< < > >>

🕒 PM-A Service

👤 No Preference

📍 1312 Fones Road Southeast, Olympia, WA, USA

Times are displayed in PDT (-07:00) America, Los Angeles

Sunday
30

No
available
slots

Monday
31

No
available
slots

Tuesday
1

No
available
slots

Wednesday
2

8:30AM
-
9:30AM

9:30AM
-
10:30AM

10:30AM
-
11:30AM

1:30PM
-
2:30PM

2:30PM
-
3:30PM

Show more

Thursday
3

No
available
slots

Friday
4

7:30AM
-
8:30AM

8:30AM
-
9:30AM

9:30AM
-
10:30AM

1:30PM
-
2:30PM

2:30PM
-
3:30PM

Show more

Saturday
5

No
available
slots

david.bagnall@des.wa.gov

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





TIRE TALK

- Fleet operations vehicles tires are Mud and Snow , M&S rated and qualify as traction tires when traction tires are required
- Heavy duty off-road traction tires are available at the agency's expense
- Snow chains are supplied with new vehicles if the vehicle will accept them
- Some vehicles do not accept chains, e.g., Subarus, some 4x4 pickups, C-Max, etc.
- Studded snow tires are not allowed on Fleet Operation vehicles, however winter Stud less tires are allowed at agency's expense

Studded vs Stud less Winter Tires

<https://www.dailymotion.com/video/x2hx4hc>

2 DIFFERENT 800 NUMBERS

Which is which?

- One is for maintenance and authorization
 - **1(800)–542-6840**



Which is which?

- One is for roadside services (vehicle breakdown)
 - **1(866)–329-3471**



Fleet Operations Contact Numbers

Location	Phone #
Fleet Operations Main Line	(360) 664-9215
Customer service / General information	Option 0
Daily Rental Reservations / Dispatch	Option 1
Vehicle Maintenance Shop	Option 2
Statewide maintenance assistance and vendor authorizations	(800) 542-6840

Fleet Operations office business hours –
Monday – Friday 7:30 AM – 4:30 PM

Automated key rental available 24 hrs. a day
Two locations – Capital Campus – Olympia
Van rental - Tumwater

See website for directions and additional information –
<https://des.wa.gov/FleetOps>

24-Hour Emergency Roadside Assistance (866) 329-3471

*Winching | Jump starts | Lock outs | Tire change
Fuel delivery | Mechanical First Aid*

Towing –

- In Thurston Co, tow vehicles to Fleet Operations HQ
- Call 800-542-6840 for locations outside of Thurston Co.

See card for additional information and details



Fleet Operations

Users Quick Reference Guide



Location:

DES Fleet Operations HQ
1312 Fones Rd SE Bldg. #4
Olympia, WA 98501
(360) 664-9215
mpmail@des.wa.gov

Operator's Manual:

<https://des.wa.gov/FO-OpManual>





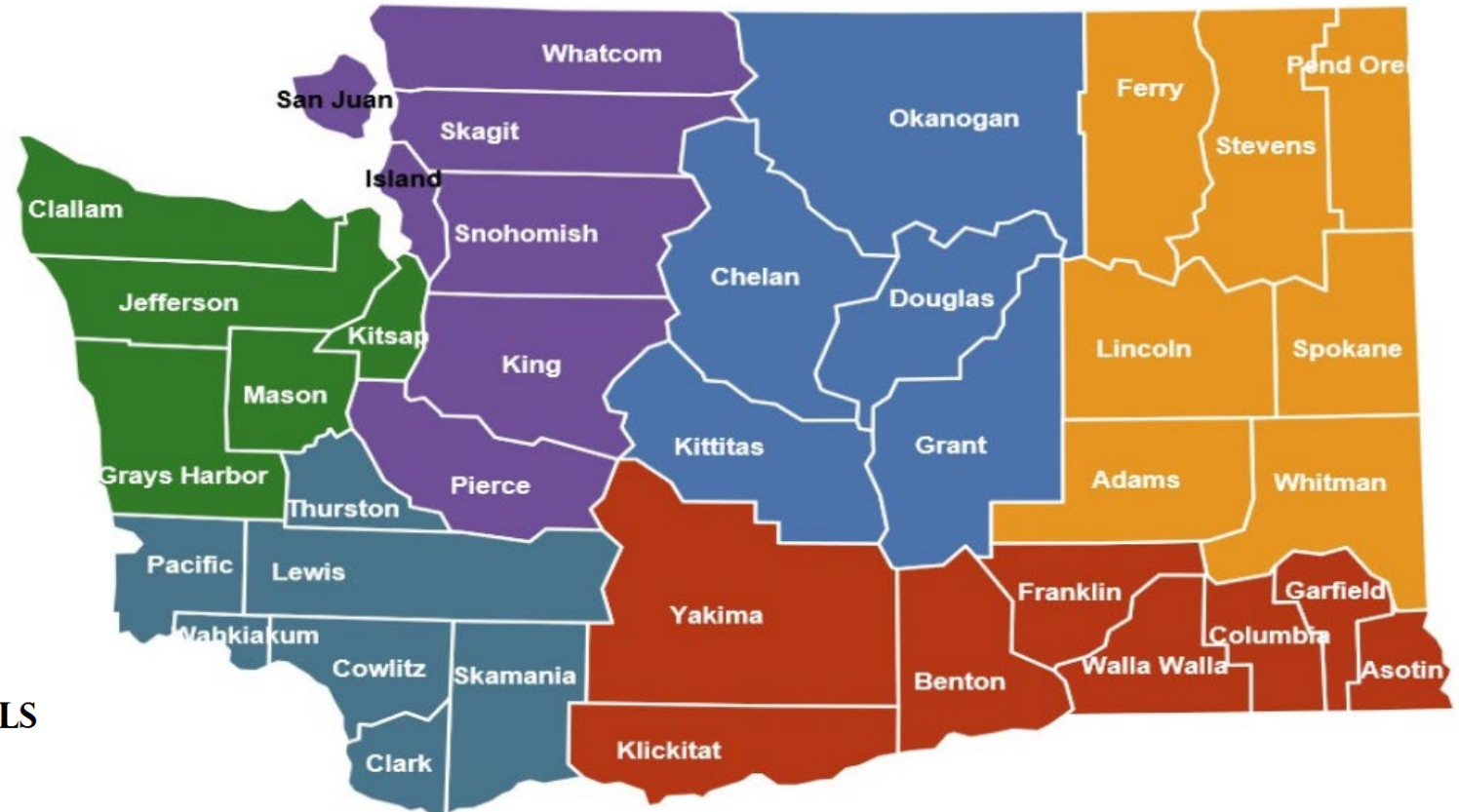
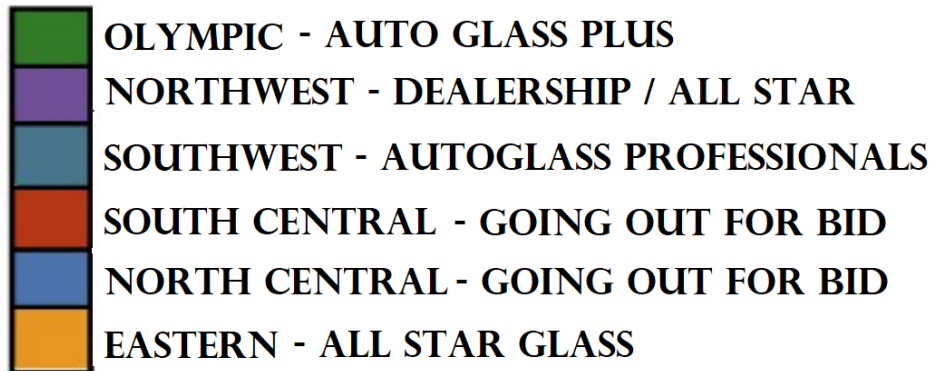
VENDOR PAYMENT PROCESS

Fleet Operations has accounts with vendors across the state

When having an M-plated vehicle repaired or serviced-

- Have vendor open repair orders as DES Fleet Operations / state motor pool
- Have vendor contact Fleet Maintenance at 800-542-6840 for any guidance, authorizations, or questions
- Have vendor send the invoice by email to Fleet Operations Maintenance at mpmaint@des.wa.gov or by fax at 360-507-9262
- **Do not** bill your own agency or open any orders under your agency's name
- Remember, authorization from the Maintenance Office is required before having repairs done.

AUTO GLASS VENDORS BY REGION



STATE AUTO GLASS CONTRACTS

- **Safelite is no longer a contracted vendor**
 - If any non contracted vendor is used without prior authorization, it will be a chargeback to agency
- If there is no awarded vendor in your area, you may contact any local glass company, and verify with vendor maintenance prior to work being completed
- If unsure, or issues with vendors in your region, please reach out to Vendor Maintenance (800-542-6840)



VEHICLE ACCIDENT MANAGEMENT

- The accident management contract is currently out for bid
- Current vendor is CEI
- Until bidding process is complete, CEI will continue to be used and accident reporting process will remain the same



DISPATCH

IAN DAVIS– EQUIPMENT TECHNICIAN



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

NEW DAILY FLEET RENTAL VEHICLES

Our New Electric Vehicles (EV)

- 2022 Chevy Bolt
 - Now with electric powered driver seat and completely new shifter
 - Currently we have 3 at the Fones RD HQ location
- 2022 Ford Mach-E
 - Currently we have 7 at the Fones Rd HQ and 2 at the Capitol Campus location

Coming soon

- 2023 VW ID.4



EV RFID CARDS FOR ELECTRIC VEHICLES

DES Fleet Operations issues 3 network RFID cards with each electric vehicle

- ShellRecharge(previously GreenLots), ChargePoint, and EVgo
- Upon request, Sema Connect
- You can use any network out there; you would just need to pay for the charge, and we can reimburse you





EV RFID CARD QUESTIONS



DES is getting a lot more questions these days as more all-electric vehicles are being deployed statewide

- WEX fuel cards will not work at any charging station
- All RFID cards are specific to their network provider. For example, If you pull into a EVgo charge station, you must use a EVgo RFID card.
- What if I need to look for a charger while I'm out and about? The www.plugshare.com website is one of the best options to search by network and location. You can also look up the RFID network specific website to search for locations
- Problem charging? Call the phone # on the RFID card or charging station

CHARGE CARD NETWORK ISSUES?

Collect the following information and send to
mpdispatch@des.wa.gov

- Driver Name/Agency
- License Plate Number
- RFID Brand and Card #
- Date & Time
- City/Location
- Call Center Operator Name
- The error message on the machine and what message was relayed by the call center

New processes and systems always have an adjustment period, and we will need time and information to iron out any issues



WEX FUEL CARD REQUESTS

What we need to know when you send in an email or call us

- Why you're requesting one? Is the WEX fuel card broken, lost, stolen, didn't receive it, etc.
 - If you think a WEX fuel card is stolen, please let us know ASAP and we can suspend it for the time being
- What is the vehicle license plate number?
- What is the name of the person receiving the WEX fuel card?
- Where are we sending the WEX fuel card?
- How soon do you need the WEX fuel card? Once the request has been approved it can take up to 10 business days to arrive. WEX fuel cards can be expedited. Your agency will be charged a \$15 fee for this service

PROBLEMS USING THE WEX FUEL CARD

What we need to know when you send in an email or call us

- What is the pin number the driver is using? Every State employee's fuel pin number is 6 digits (123456) long.
- What does the fuel station say when the pin number is entered?
- Do they even get to enter their pin number or does the pump automatically tell them to see cashier?
- Did they try to use it inside? If so, what happened?

Suggestions

- Have your drivers call us from the fuel station, Mon-Fri 7:30am to 4:30pm. Our number is on the fuel card sleeve
- We can see, in real-time, what is going on and get them back on the road



Coming Soon

Online WEX fuel card
Operator Training



REFUELING DAILY TRIP VEHICLES

As of January 2023, the expectation is that every vehicle is returned with a full tank of fuel

Why the change?

- Based on customer feedback, having a full tank sets up the new driver for success. Allows for more consistency
- In the past we required vehicles to be returned with $\frac{3}{4}$ of a tank. However, our technicians still must top off the tank which can take up to 30 minutes per vehicle
- Getting us in alignment with how other rental organizations operate

What hasn't changed?

- A refueling fee of \$20 will be charged if it's not returned with a full tank of fuel

Be cool, refuel!

CARS TEAM

FLIP HARDIE – CARS TEAM MANAGER

NADINE CALDERON-DIXON – CARS TEAM REPRESENTATIVE

ANDREW CANNARD – CARS TRANSPORTATION TEAM

PAT AGA - CARS TEAM REPRESENTATIVE



mpmail@des.wa.gov



360-664-9210

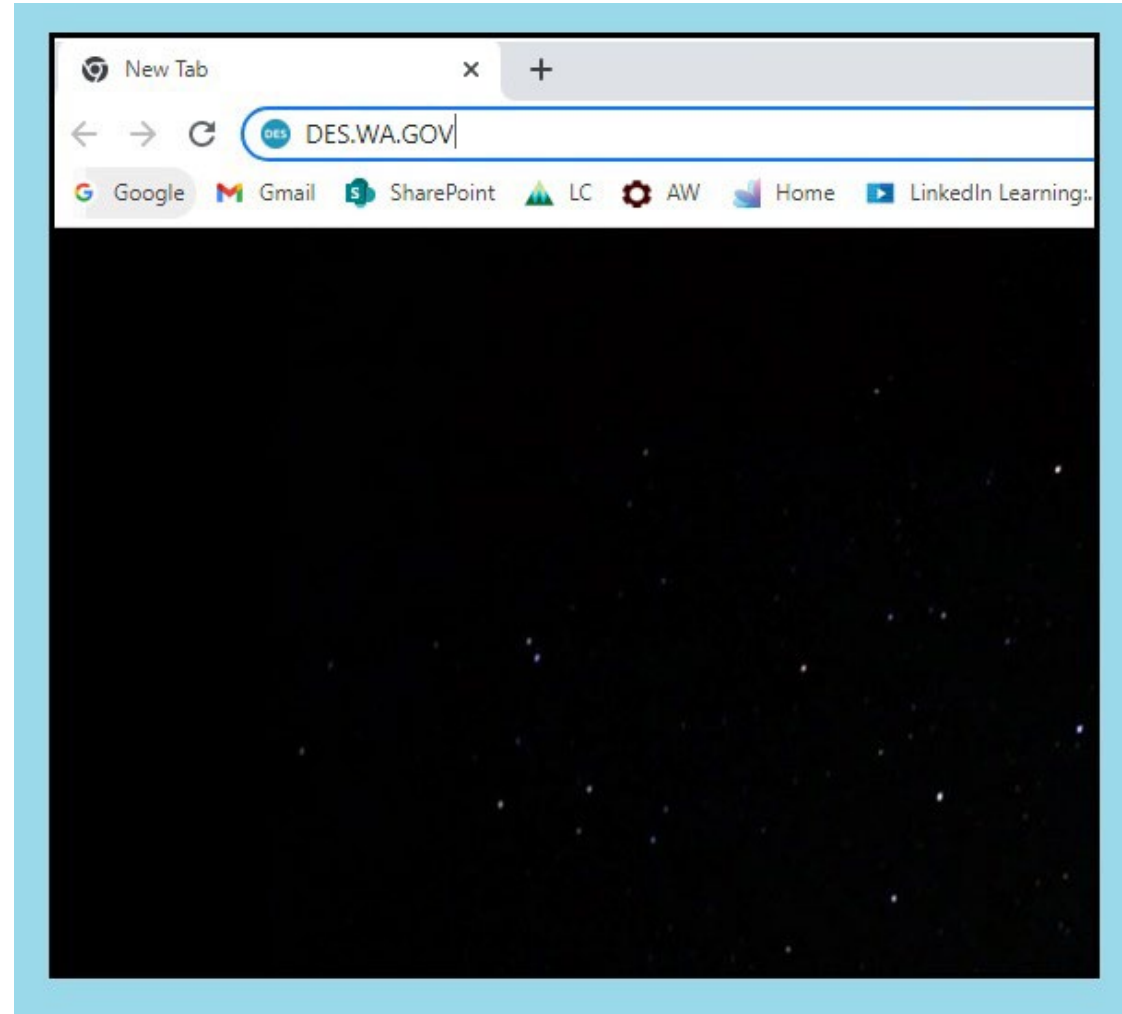


des.wa.gov

FLIP HARDIE

- *DES website new look*
- *Just-in-Time Resources*
 - *ATO Resources*
 - *Agency Agreement*

DES.WA.GOV





Purchase ▾

Sell to the State ▾

Services ▾

Policies & Legal ▾

About ▾

Strengthening the business of government in Washington State.

Let us help you

[Use Statewide Contracts](#)

Buy products and services directly from 1,500 vendors using the state's collective buying power and save money, reduce risk and streamline purchasing.

[Search Bid Opportunities](#)

Businesses can sell their goods and services to government agencies and higher education institutions by registering with the Washington's Electronic Business Solution (WEBS).

[How to Work with the State](#)

Register with the state to be considered for bid opportunities, including goods and services, construction and public works, and property leasing.

[Find Training](#)

Training for state government employees includes instructor-led classes and on-demand opportunities.

[Access EAP Services](#)

State government employees and their family members can turn to the Employee Assistance

[Buy Surplus](#)

Recycle, reuse and save money when you purchase items government agencies no longer need.

State  Services Policies

the business of

Strengthening the bond
between the State and
Government in Wash

Buy Surplus

Dispose of Surplus

Employee Assistance
Program

Facilities and Leasing
Management

Fleet, Vehicles & Parking

Printing & Mailing

Small Agency Support

Training

help you

[Fleet, Vehicles & Parking](#)[Fleet Operations](#)[Parking Services](#)[Reserving or Renting a Vehicle](#)[Travel on State Business](#)

[Home](#) > [Services](#) > Fleet, Vehicles & Parking

Fleet, Vehicles & Parking

Reserve a vehicle for state business travel, get a parking pass for the Capitol Campus, and find out how to purchase a vehicle for your agency.

[Travel on State Business](#)

- [Lodging FAQ](#)
- [Air travel FAQ](#)
- [Per diem information](#)

[Reserve/Rent a Vehicle](#)

- [How to reserve a Daily Rental Fleet vehicle](#)
- [Drivers of State Vehicles](#)
- [Fleet Operations HQ Daily Rental](#)
- [Capitol Campus Daily Rental Fleet](#)
- [Enterprise Rent-a-Car](#)
- [Tumwater Daily Rental Fleet \(Vans\)](#)

[Fleet Operations](#)

- [Fleet services and repairs](#)
- [Services for agency-owned vehicles](#)
- [Fleet Operations mileage reporting](#)
- [Agency Transportation Officers](#)
- [State Vehicle FAQs](#)

[Vehicle Purchasing](#)

- [Passenger vehicle purchase request](#)
- [Vehicle purchasing FAQs](#)
- [Contract Automobile Request System \(CARS\)](#)

Fleet, Vehicles & Parking

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Reserve a Vehicle

Business

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Vehicle Purchasing

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, re](#)
- [Get se](#)
- [Get se](#)
- [Purcha](#)
- [Report](#)
- [Report](#)

Tools

- ATO qu
 - [Fal](#)
 - [Su](#)
 - [Sp](#)
 - [Wi](#)
- [ATO Dr](#)
- [ATO Li](#)
- [ATO Re](#)
- [Driver](#)
- [Electri](#)
- [Enterp](#)
- [Fuel ca](#)
- [Tire ch](#)
- [Traffic](#)
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- [2022 rate adjustments](#)

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- [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
 - [Fall 2022](#)
 - [Summer 2022](#)
 - [Spring 2022](#)
 - [Winter 2022](#)
- [ATO Dashboard \(ATO access only\)](#)
- [ATO Listing](#)
- [ATO Responsibilities](#)
- [Driver acknowledgement form](#)
- [Electric Vehicles](#)
- [Enterprise-Wide Transportation Policy](#)
- [Fuel card request](#)
- [Tire chain request form](#)
- [Traffic citations](#)
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Communications

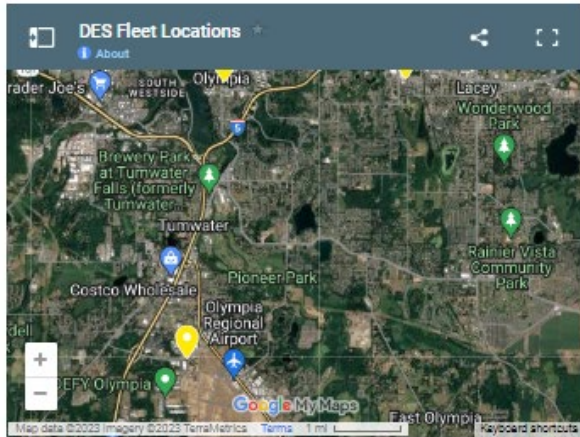
- [COVID car care](#)
- [Catalytic Converter Theft 3-3-2021](#)

Communications

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Fleet Locations

(For directions to, detailed location information, reserve vehicles or navigate to a location use the map sidebar or select any map marker in the DES Fleet Locations map.)



Hot Topics

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

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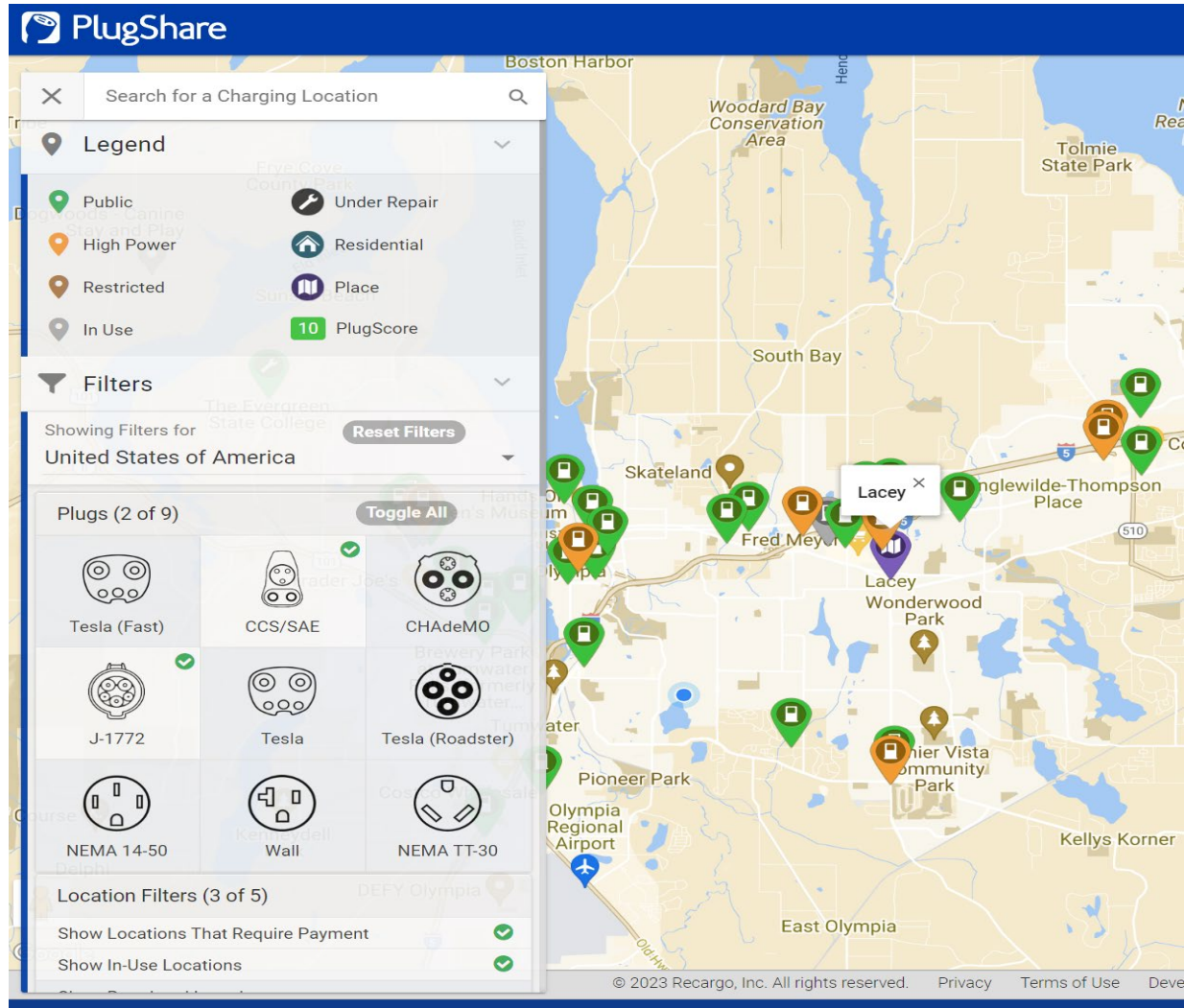
NADINE CALDERON-DIXON

- *ATO responsibilities*
 - *Fleet electrification goals*
 - *Vehicle requesting processes*
 - *Contact the CARS team*

FLEET ELECTRIFICATION

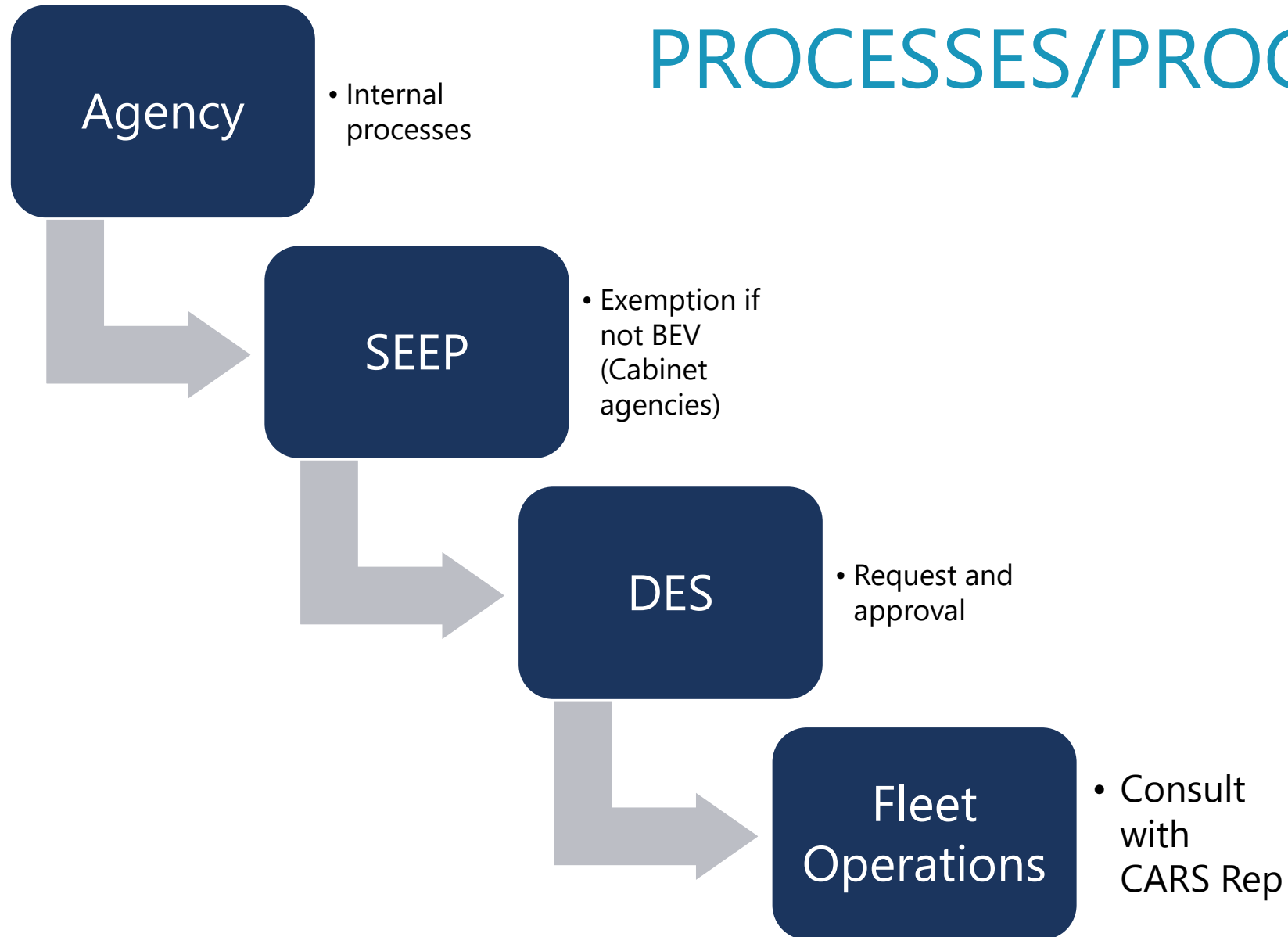
THINGS TO CONSIDER WHEN REQUESTING A NEW OR REPLACEMENT VEHICLE

- Electric Vehicle (EV) should be first choice
- 40% of all Cabinet Agency, light duty vehicles are to be electrified by 2025
- If within 60 miles (round-trip) of charging infrastructure should consider an EV
- If an EV does not suit the business needs, select most fuel-efficient vehicle (requires SEEP approval)






OVERSEEING OF PROCESSES/PROCEDURES



CONTACTING FLEET OPERATIONS – ADD, DELETE, CHANGE FORM

Send completed form to: mpmail@des.wa.gov 

Fleet Operations - Change Request Form

* = Required for new additions

Vehicle information used only if assigning or re-assigning a vehicle to an operator
Use this form to add, remove or change operator profiles and to change vehicles assigned to operators.

Operator information*										Vehicle information		INVERS access
Action*	Personnel (HRMS / state ID) Number*	First Name*	Last Name*	If DSHS, provide the position/ legacy number (ex. AB17)	Agency Number*	Account Number (if applicable)	Office Phone Number*	E-Mail Address*	Driver License Expiration Date*	M-Plate (if assigning vehicles)	Vehicle location (code if any and address - include county)	Check box if driver needs access to the automated key management system
<input type="checkbox"/> Add New <input type="checkbox"/> Update <input type="checkbox"/> Remove												<input type="checkbox"/> Add INVERS access
<input type="checkbox"/> Add New <input type="checkbox"/> Update <input type="checkbox"/> Remove												<input type="checkbox"/> Add INVERS access
<input type="checkbox"/> Add New <input type="checkbox"/> Update <input type="checkbox"/> Remove												
<input type="checkbox"/> Add New <input type="checkbox"/> Update <input type="checkbox"/> Remove												
<input type="checkbox"/> Add New												

Use the form to -

- Add, change or delete drivers from the fleet management system, automated rental system or fuel card system
- Vehicle reassignments and location updates
- Current driver information (license expiration dates)

CONTACTING FLEET OPERATIONS – OTHER EMAIL



When to send to mpmail@des.wa.gov

- Mileage corrections
- Policies, procedures, and general questions
- Add/delete/update drivers
- Vehicle updates
- Operator changes
- Fuel reimbursements
- Citation follow ups
- Fuel pin inquiries
- Copy of Registration

ANDREW CANNARD

- *Responsibilities – Vehicle exchanges*



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



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

For appointments
contact –
360.451.9318

Come prepared to your appointment

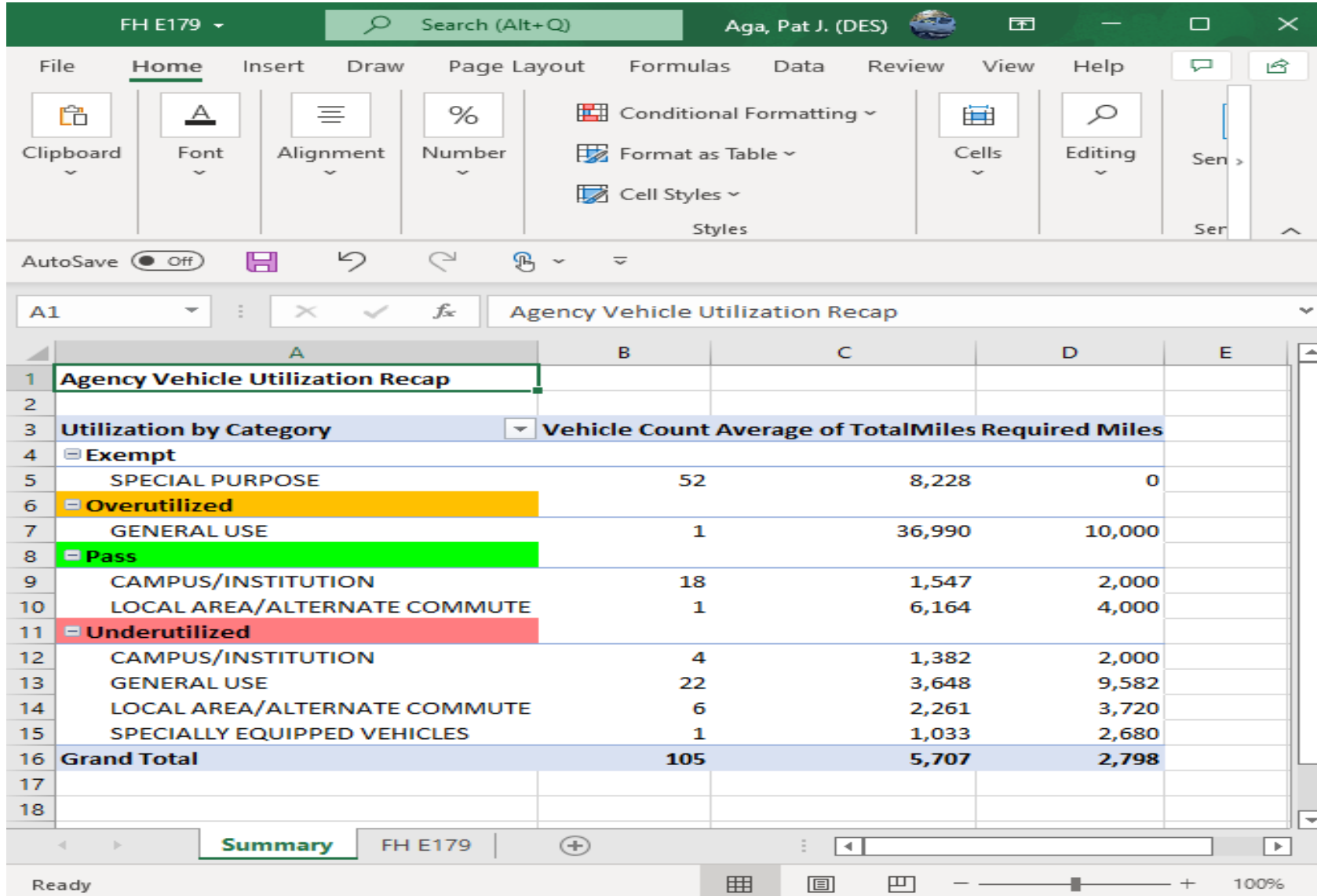
- Drivers will need a copy of the ready notice and their personnel ID#
- If exchanging a vehicle, bring all spare keys, and fuel cards for the turn-in vehicle

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

PAT AGA

- *Utilization reports*
- *Current EV purchasing*

UTILIZATION REPORT



Agency Vehicle Utilization Recap

	A	B	C	D	E
1	Agency Vehicle Utilization Recap				
2					
3	Utilization by Category	Vehicle Count	Average of Total Miles	Required Miles	
4	Exempt				
5	SPECIAL PURPOSE	52	8,228	0	
6	Overutilized				
7	GENERAL USE	1	36,990	10,000	
8	Pass				
9	CAMPUS/INSTITUTION	18	1,547	2,000	
10	LOCAL AREA/ALTERNATE COMMUTE	1	6,164	4,000	
11	Underutilized				
12	CAMPUS/INSTITUTION	4	1,382	2,000	
13	GENERAL USE	22	3,648	9,582	
14	LOCAL AREA/ALTERNATE COMMUTE	6	2,261	3,720	
15	SPECIALLY EQUIPPED VEHICLES	1	1,033	2,680	
16	Grand Total	105	5,707	2,798	
17					
18					

Summary FH E179

UTILIZATION REPORT DETAILS

DES Fleet Operations Q4 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 (BF) in order to meet utilization requirements. Use column (BG) to add notes if needed.

Equipment	Employee	Revenue Account	Coordinator	Usage	Emo	Usage Comments	Waiver	Date	Days Used	Required Days	Percent Day	Total Miles	Miles	Mile	Annual Miles	Category
09990M	PA	E179XXX	ato email	Exempt	😊				270	0	100%	3,473	0	100%	0	SPECIAL PURPOSE
09991M	PA	E179XXX	ato email	Exempt	😊				0	0	100%	10,697	0	100%	0	SPECIAL PURPOSE
09992M	PA	E179XXX	ato email	Exempt	😊				0	0	100%	1,738	0	100%	0	SPECIAL PURPOSE
09993M	PA	E179XXX	ato email	Exempt	😊				0	0	100%	3,536	0	100%	0	SPECIAL PURPOSE
09994M	PA	E179XXX	ato email	Underutilized	😞	Did not meet mileage criteria			212	0	100%	5,468	10000	55%	10000	GENERAL USE
09990M	PA	E179XXX	ato email	Underutilized	😞	Did not meet mileage criteria			125	0	100%	4,168	10000	42%	10000	GENERAL USE
09991M	PA	E179XXX	ato email	Underutilized	😞	Did not meet mileage criteria			220	0	100%	885	10000	9%	10000	GENERAL USE
09992M	PA	E179XXX	ato email	Exempt	😊				0	0	100%	792	0	100%	0	SPECIAL PURPOSE
09993M	PA	E179XXX	ato email	Underutilized	😞	Did not meet mileage criteria			25	0	100%	609	10000	6%	10000	GENERAL USE
09994M	PA	E179XXX	ato email	Underutilized	😞	Did not meet mileage criteria			198	0	100%	1,927	10000	19%	10000	GENERAL USE
09990M	PA	E179XXX	ato email	Underutilized	😞	Did not meet mileage or days used			271	176	154%	2,307	4000	58%	4000	LOCAL AREA/ALTERNATE COMMUTE
09991M	PA	E179XXX	ato email	Exempt	😊				0	0	100%	10,199	0	100%	0	SPECIAL PURPOSE
09992M	PA	E179XXX	ato email	Underutilized	😞	Did not meet mileage criteria			112	0	100%	4,574	10000	46%	10000	GENERAL USE
09993M	PA	E179XXX	ato email	Overutilized	👉	High mileage use			0	0	100%	36,990	10000	370%	10000	GENERAL USE

UNDERUTILIZATION OPTIONS (ACTION REQUIRED)

WHAT ARE WE DOING?

Choose one of the five options for every vehicle showing as *underutilized*

Five Options?

Completely read through the message sent 1/17/23 with the report and contact your DES account rep to go through the options by **2/20/23**

1. **(S) Swap** – Swap an underutilized vehicle internally for a higher use vehicle, or change location/assignment/category for same reason
2. **(E) Extension** – Request a 3-month extension to demonstrate the vehicle can meet the usage requirements (April 1-June 30 is extension period)
3. **(W) Waiver** – Request a waiver by submitting a memorandum to mpmail@des.wa.gov, explaining the reason the vehicle is needed, and why it is not meeting mileage
4. **(A) Annualize** – For vehicles in operation for less than the whole calendar year
5. **(R) Return** – Return vehicle to fleet to repurpose elsewhere

RELATED WEB LINKS

DES web page:

<https://des.wa.gov/sites/default/files/public/documents/About/rules/EnterpriseTransportation/Procedure1.PermaAssignedMV.pdf?=92e1d>

Enterprise-wide Transportation Policy:

<https://des.wa.gov/sites/default/files/policy-documents/EnterpriseTransportationPolicy.pdf>

Vehicle Categories:

<https://des.wa.gov/sites/default/files/policy-documents/Procedure1PermaAssignedMVs.pdf>

CURRENT EV PURCHASING



2023 Chevy Bolt EV



2023 Chevy Silverado EV



2023 Ford F150 Lightning



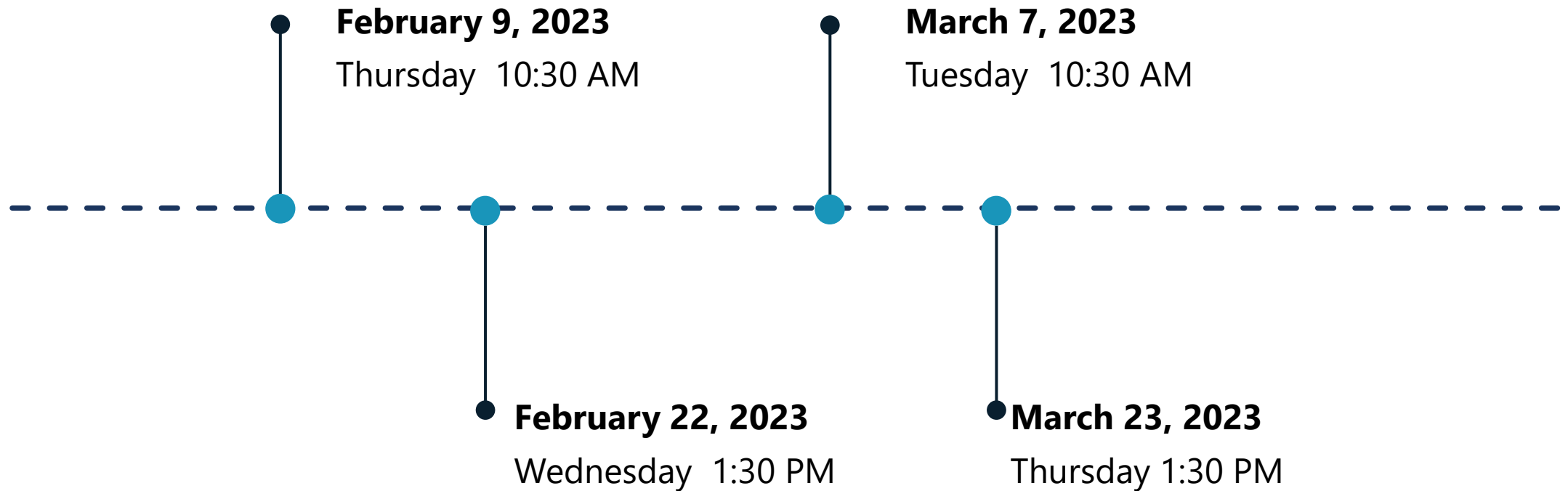
2023 Ford Mach-E

2023 VW ID.4



2023 Ford E-Transit

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 4, 2023**
- **Thursday August 3, 2023**





THANK YOU FOR ATTENDING



mpmail@des.wa.gov



(360) 664-9215



[DES.WA.GOV](https://des.wa.gov)