



Washington State  
DEPARTMENT OF  
ENTERPRISE SERVICES

# **Welcome + Chat Etiquette**

**Please introduce yourself and the agency you work for in chat**

**Please mute your microphone**

**We'll begin shortly**



Washington State  
DEPARTMENT OF  
ENTERPRISE SERVICES

# DES Fleet Operations Quarterly ATO Meeting

*AUGUST 2025*

# MEETING AGENDA 8/7/2025

| Section                    | Topic  |
|----------------------------|--|
| Welcome                    | <ul style="list-style-type: none"><li>• Agenda</li></ul>   |
| Management & Systems       | <ul style="list-style-type: none"><li>• Personnel updates, fuel audit updates, Contracts &amp; Procurement updates, Drivercheck Recall system, EWTP</li></ul>  |
| EVSE                       | <ul style="list-style-type: none"><li>• SAFE Driver Map</li></ul>  |
| Dispatch                   | <ul style="list-style-type: none"><li>• Facilities overview, Automated keybox reminders, Mileage reporting</li></ul>   |
| Vehicle Maintenance        | <ul style="list-style-type: none"><li>• Service appointments reminder</li></ul>  |
| Vendor Maintenance         | <ul style="list-style-type: none"><li>• New recall management system, What to do after an accident or breakdown</li></ul>  |
| CARS & Transportation Team | <ul style="list-style-type: none"><li>• Utilization update, ATO Resources, Glovebox packet and reimbursement updates, Transportation office updates, Tip of the month, Vehicles available to order</li></ul> |
| Closing                    | <ul style="list-style-type: none"><li>• Operator trainings &amp; ATO meetings, post meeting survey</li></ul>   |

# FLEET MANAGEMENT UPDATES

MICHAEL PETTY- DES FLEET OPERATIONS PROGRAM MANAGER

- Preview Drivercheck
- Staffing updates
- Contracts & Procurement updates
- Fuel Audits

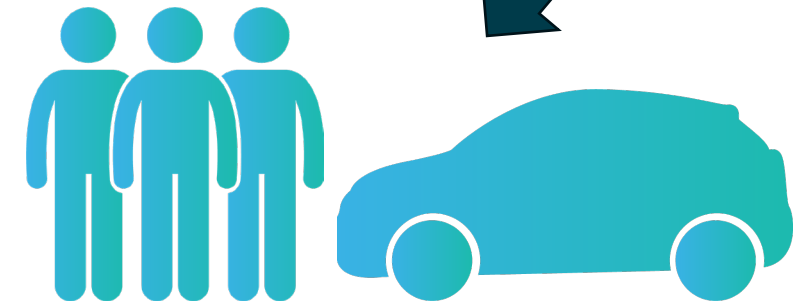




**DES Fleet Operations**



**ATO**



**Agency Drivers**



Washington State  
DEPARTMENT OF  
ENTERPRISE 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



# DRIVERCHECK RECALL SYSTEM

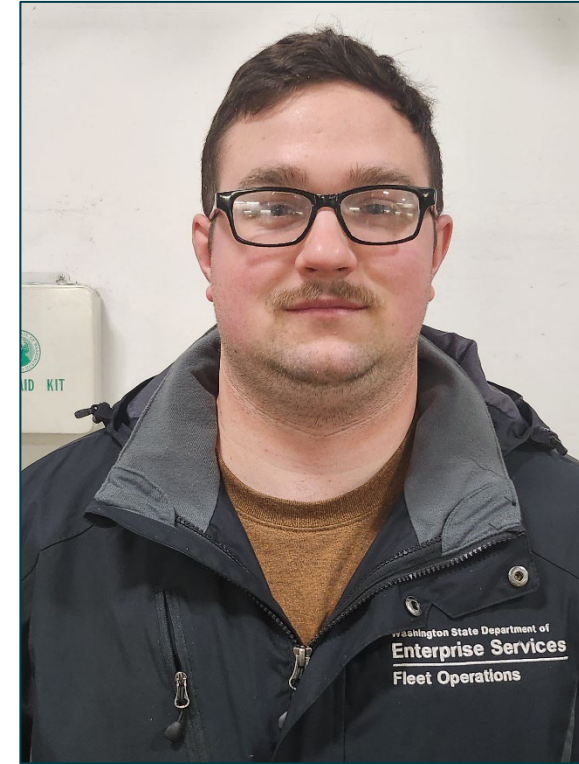
New recall management system designed to streamline communication with you and your drivers will go online in September

More details to come in Vendor Maintenance section

# PERSONNEL CHANGES TO FLEET OPERATIONS -LEAVING-



**Anthony Dado-Cruz**  
Dispatch Team  
DES Fleet Operations



**David Bornt**  
Dispatch Team  
DES Fleet Operations

# PERSONNEL CHANGES TO FLEET OPERATIONS -ON SPECIAL ASSIGNMENT-

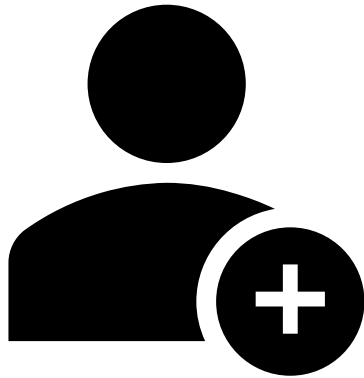
Cyndi Beveridge, DES Fleet's Assistant Program Manager, is currently filling an interim position as the Program Manager for DES Surplus.

- This interim assignment is expected to last through the end of the year
- If Cyndi was your point of contact for anything, please reach out to your CARS rep and they will direct you to the appropriate contact within Fleet

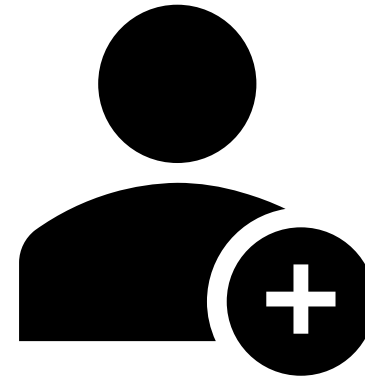


# PERSONNEL CHANGES TO FLEET OPERATIONS

## -JOINING-



**Katie Leiendecker**  
Dispatch Team – CSS2  
DES Fleet Operations



**Arturo Sanchez**  
Dispatch Team – ET1 Starting Soon  
DES Fleet Operations

# CONTRACTS & PROCUREMENT UPDATES

Want to receive updates from the DES Contracts and Procurement team?

Sign up here:

[https://public.govdelivery.com/accounts/WADES/subscriber/new?topic\\_id=WADES\\_109](https://public.govdelivery.com/accounts/WADES/subscriber/new?topic_id=WADES_109)





# FUEL AUDITS

- Fleet Operations recently instituted formal and regular fuel audits.
  - Audits help agencies identify poor engine performance, errors in mileage reporting, improper use of fuel cards or fuel theft
- Agencies should seek to discover the root cause, correct the issue, and notify fleet that the issue is resolved.
  - Fleet Operations can provide information to support agency inquiries.

# EWTP

Enterprise-Wide Transportation Policy is being reviewed by DES Policy with the goal of serving your agency's needs effectively and fairly.

More to come, including more discussion at November ATO Meeting



# QUESTIONS?

Next up is Vincent Carpenter with the EVSE team

# ELECTRIC VEHICLE SUPPLY EQUIPMENT (EVSE)

VINCENT CARPENTER – EVSE MANAGEMENT ANALYST



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

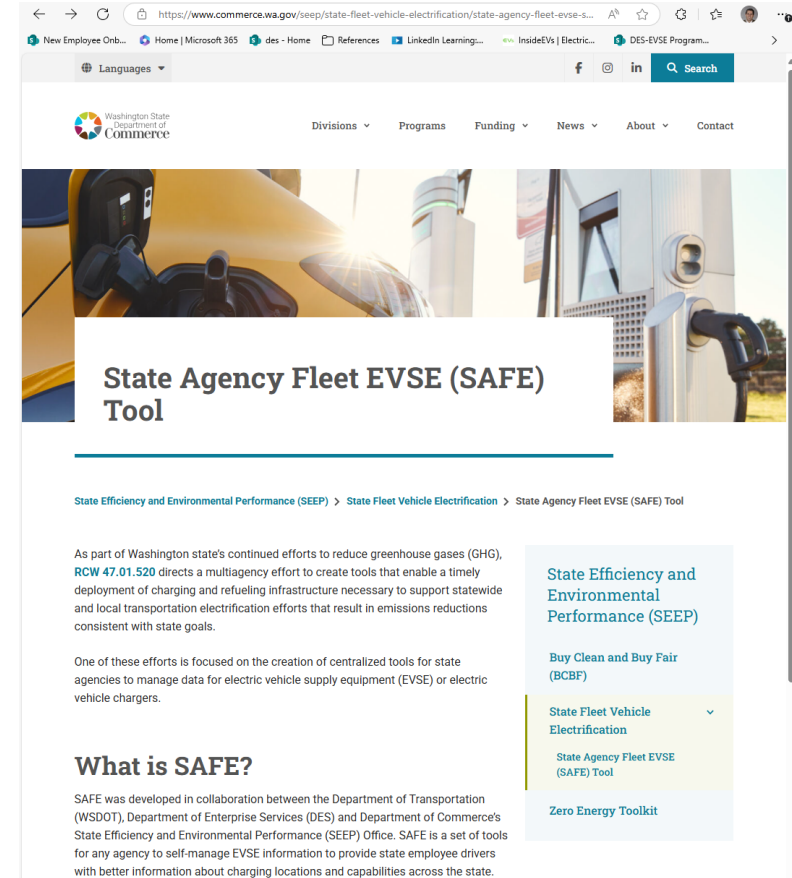


[Fleet – Electric Vehicles](#)

# SAFE (STATE AGENCY FLEET EVSE)

SAFE is really a suite of tools

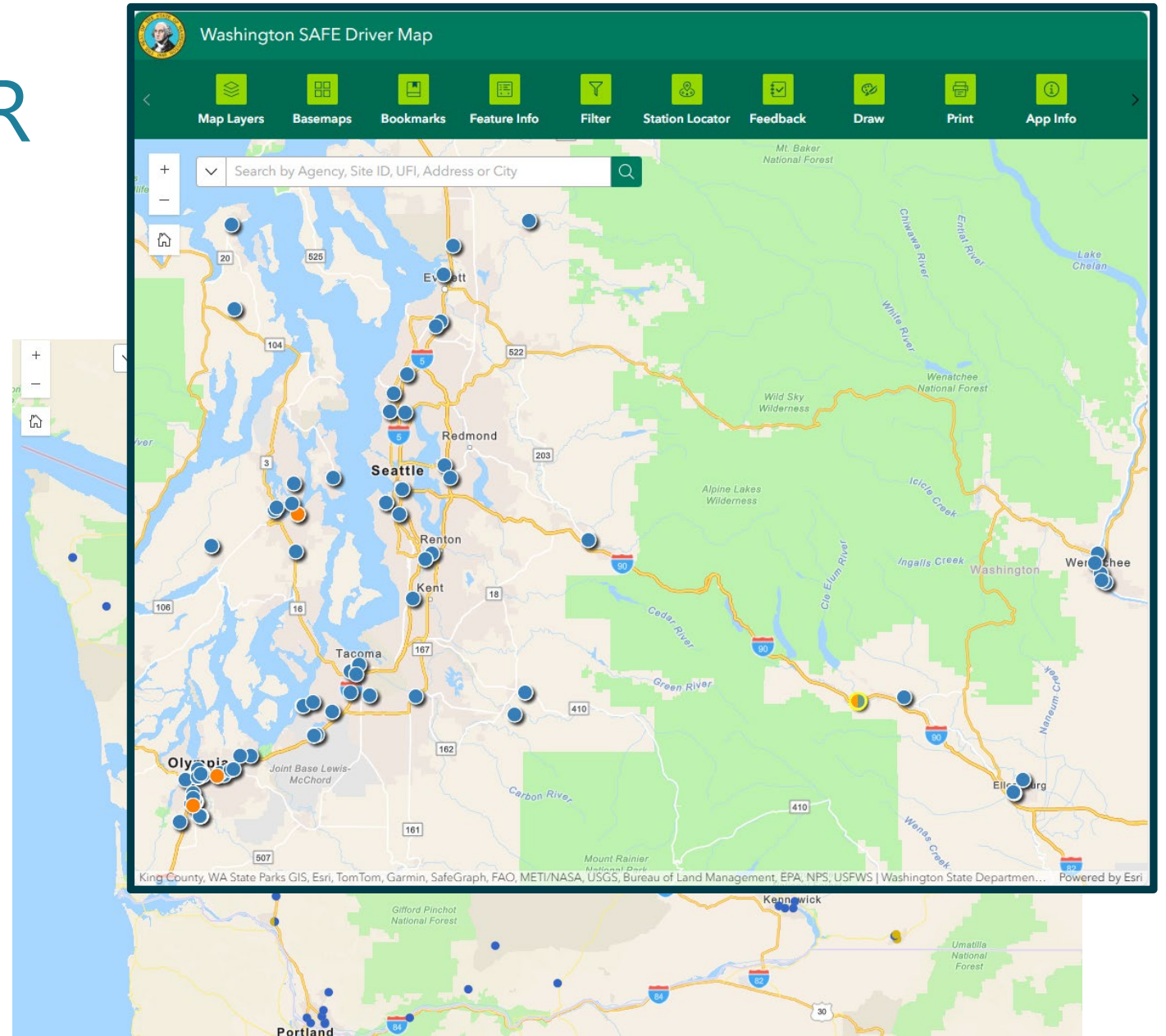
- Developed in collaboration with Commerce, WSDOT, and DES
- Hosted on the [SEEP website](#)
- Includes a Data Entry, Data Editing, and Driver Map.
- New chargers are being added regularly as they become available or updated as their status changes.



# WA SAFE DRIVER MAP

WA SAFE (State Agency Fleet EVSE) Driver Map:

- Launched in May 2025
- Map updates planned and encouraged
- [FAQ's](#)
- KBYG – Know Before You Go





# SAFE DRIVER MAP TOOL



Find level 2 and DCFC chargers operated by state agencies.



Find publicly available chargers.



Provide feedback to site owner about your charging experience

**[SAFE Driver Map Link](#)**

# DISPATCH

MICHAEL SEIBOLD – CUSTOMER SERVICE MANAGER



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



360-664-9207



[Reserving or Renting a Vehicle](#)

# DISPATCH

**MICHAEL SEIBOLD – CUSTOMER SERVICE MANAGER**

- Facilities overview
- Hoteling stations available at Fones Rd
- How to return keys to automated key box
- Reminder to report mileage for loaner vehicles

# FLEET DAILY RENTAL LOCATIONS



## **Fleet Operations HQ**

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

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



## **Capitol Campus**

1129 Washington St SE  
Olympia, WA 98504



## **Tumwater Vans**

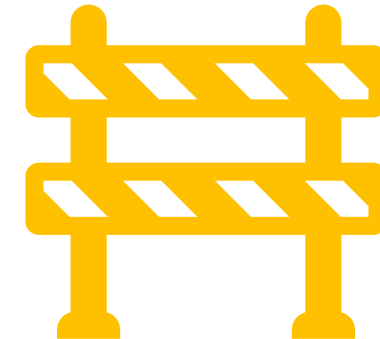
7510 New Market St SW  
Tumwater, WA 98501

Automated Key System  
Available 24/7



# FONES RD. LOCATION

- Construction still ongoing on Fones Rd
- Be mindful of road workers and changing traffic patterns







**Shop Entrance**

**Dispatch Entrance**



# FONES RD DISPATCH ENTRANCE



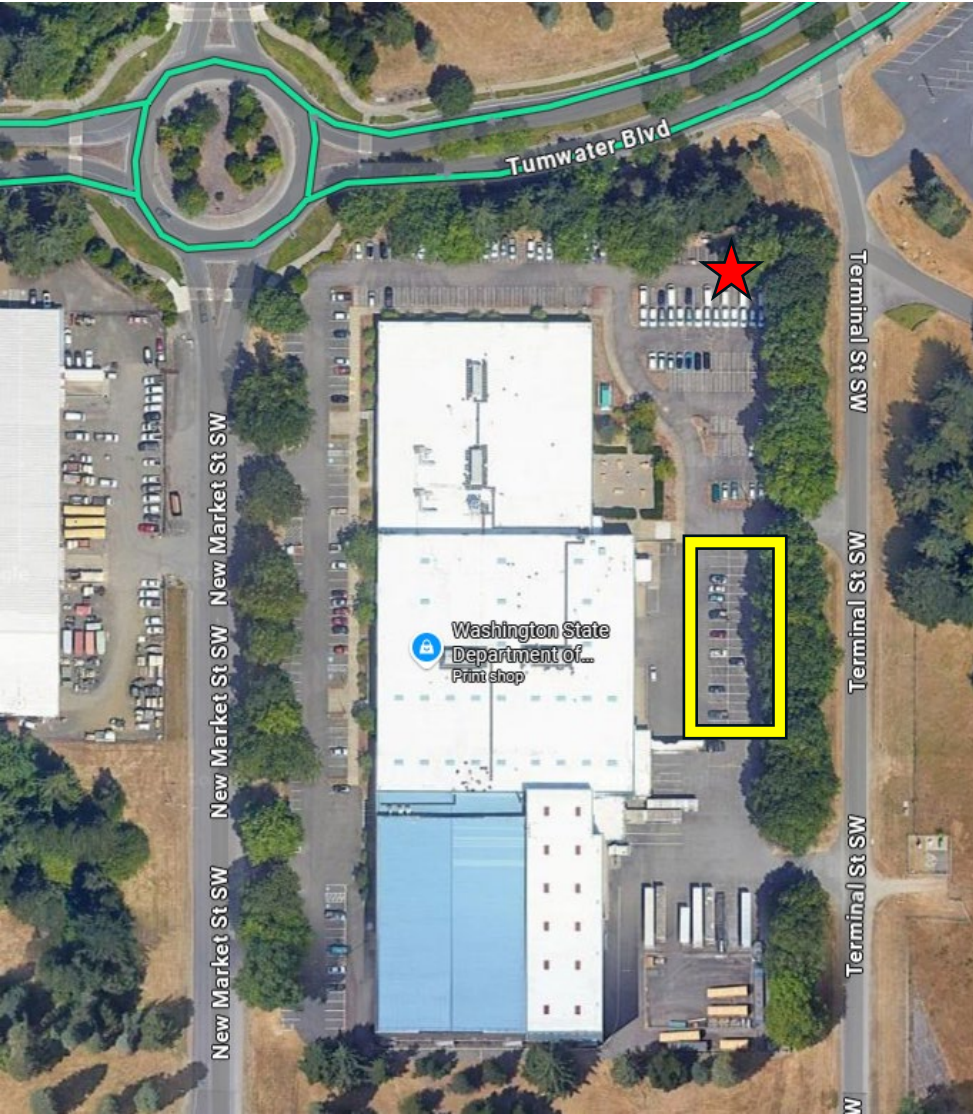


# TUMWATER VANS LOCATION





# VANS LOCATION



- Access Tumwater vans location via New Market St SW
- Located in Northeast corner of DES Printing and Imaging lot
- Please park personal vehicles in space your van came out of or in overflow parking marked in yellow



# VANS RENTAL KEY BOX 7510 NEW MARKET ST



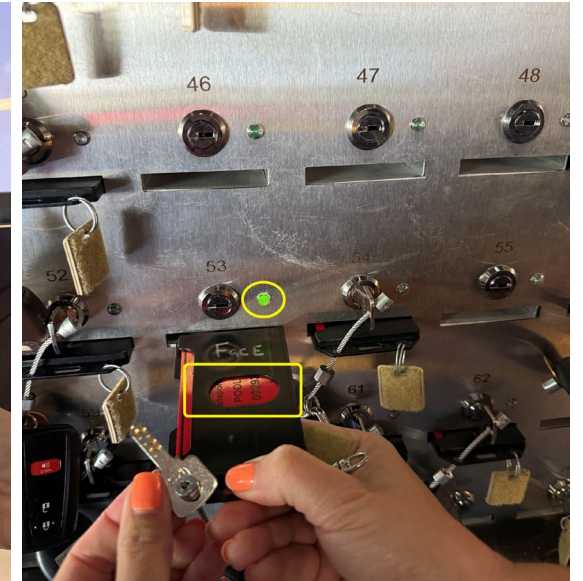


# AUTOMATED KEY BOX RETURN REMINDER

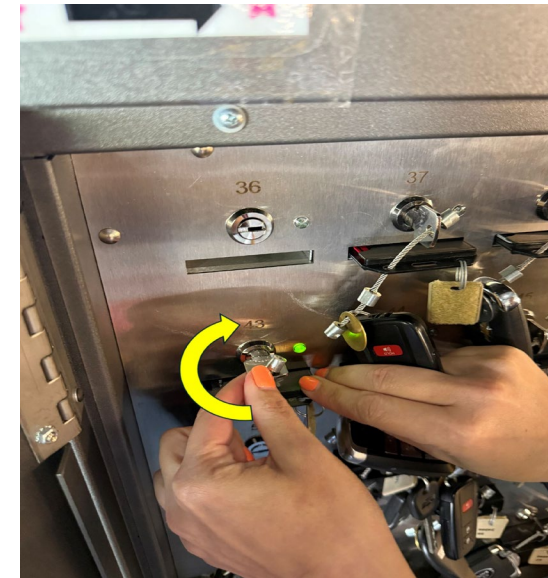
1. Open door when green light turns on.
2. Confirm the green light is on above the key slot.
3. Push the card holder into the slot with oval cutout pointing up.
4. Insert the kiosk key and turn the key clockwise.
5. Close the door
6. Before leaving confirm the notification on the kiosk screen says, "The key was returned successfully".
  - ❖ If successful notification does not appear the return is not complete, and your agency is still being billed for the rental.
  - ❖ If the green light next to the keyhole is not on, you must close the door and repeat the process as the previous session has timed out.



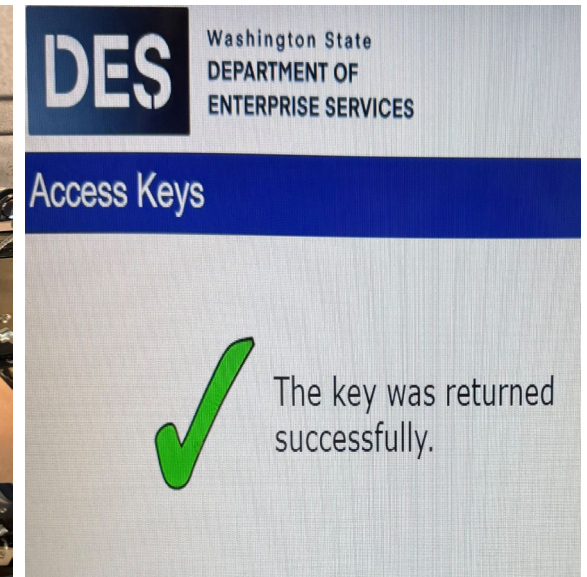
1



2/3



4



6

# SERVICES AVAILABLE AT FONES RD



Hotel stations available so you can work while you wait



Free Wi-Fi



Loaner vehicles available if needed



# MILEAGE REPORTING FOR LOANER VEHICLES

- If you have a loaner vehicle for more than 30 days while your “M” plated permanent vehicle is in the shop, Dispatch will reach out to you by the end of the month to get the loaner vehicle’s current mileage.
- At that time, we will make arrangements if loaner vehicle is needed longer.
- If you have any questions please contact Dispatch at 360-664-9207

# VEHICLE MAINTENANCE

JUSTIN KYLLONEN – VEHICLE MAINTENANCE



[justin.kyllonen@des.wa.gov](mailto:justin.kyllonen@des.wa.gov)



360-664-9200



[Fleet Services and Repairs](#)

# DES FLEET SERVICE DEPARTMENT

The DES Fleet Operations shop is located at:

1312 Fones Rd SE. Bldg. 4

Olympia, WA 98504

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

***Monday-Friday***

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

***(360) 664-9200***



# VEHICLE SERVICE ASKS

- When making an appointment, provide all details for what work is needed. This enables our team to address any concerns you might have with the vehicle beyond routine maintenance
  - List all vehicle concerns, i.e. noises, shudders, pulling, vibrations, warning lights etc.
- When dropping off vehicle, ensure details are left with Justin or a shop team member so that we have vehicle plate # and the best contact info for questions and for vehicle pickup.
- Arrive on time for your appointment and pickup your vehicle promptly once completed.
- Thank you to all who have called to reschedule when they've been unable to make it to their appointment!

# VEHICLE SERVICE PRIORITIES

- Service appointments can occasionally take longer than anticipated.
- Common causes:
  - Additional work required based on inspection
  - Shop finds safety issues that need to be resolved
  - Your vehicle has open recalls

# QUESTIONS?

Next up is Jared Hiatt with our vendor maintenance team

# VENDOR MAINTENANCE

JARED HIATT- VENDOR MAINTENANCE



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



800-542-6840



[Fleet Services and Repairs](#)

# MAINTENANCE REPAIR HOTLINE

Contact vendor maintenance for:

- Maintenance and repair billing
- Vendor options and locations
- General maintenance and repair questions
- Repair guidance and authorization
- PM notification questions
- Recall questions
- Roadside emergencies
- **Please contact us if you need tires or auto glass. We will direct you to the nearest contracted vendor**



**1-800-542-6840**

***MPMaint@des.wa.gov***



# DRIVERCHECK RECALL SYSTEM

- DES Fleet Operations is implementing the Drivercheck system for managing recalls on fleet vehicles.
- Drivercheck benefits:
  - Improved, faster notification and communication with drivers & ATOs
    - Includes details on parts availability from dealerships
    - Clearly states if vehicle has "Safety Stop Driving" recall
- Currently in Beta testing, full implementation by end of August

# ACCIDENT PROCEDURES





## **Accidents and Collisions - (877) 443-5777 (Encourage drivers to save this #)**

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

|  |   |  |  |
|--|---|--|--|
| <h2>Washington State Fleet Operations</h2> <p><b>Accident Reporting Procedures</b></p> <p>If your Washington State Fleet Operations vehicle has been damaged:</p> <ul style="list-style-type: none"><li>• Get help for the injured.</li><li>• When reporting to police, follow the laws of the state in which the accident occurred.</li><li>• Complete all the information requested on this form and call Element at 1-877-443-5777 before leaving the scene of the accident. Experienced claims specialists are available 24 hours-a-day, 7 days-a-week. <b>Identify yourself as a Washington State employee using a Department of Enterprise Services (DES) Fleet Operations vehicle.</b></li><li>• Notify Fleet Operations at 1-800-542-6840 within 24 hours of accident.</li><li>• If you have any questions regarding your vehicle or this form call 1-800-542-6840.</li></ul> <p>Powered by:  <b>cei</b><br/>COLLISION &amp; FLEET SAFETY</p> | <h2>Washington State Fleet Operations</h2> <p><b>Things to do at the scene of an accident</b></p> <ol style="list-style-type: none"><li>1. <b>Don't Move the Injured.</b> Turn off the ignition and check for injuries: yourself, your passengers, then others. Don't move anyone who is injured or complains of neck, shoulder, back or leg pain—all signs of serious injury.</li><li>2. <b>Watch Your Step.</b> Be careful not to walk into the path of oncoming traffic or into spilled fluids.</li><li>3. <b>Call the Police.</b> Call the police and request emergency medical help if needed. Report every accident. A police report can challenge someone who changes their story and files a claim against you.</li><li>4. <b>Don't Move Vehicles.</b> Unless the vehicles are blocking the roadway or endangering oncoming traffic or pedestrians, do not move them before the police and emergency teams arrive. Activate your flashers.</li><li>5. <b>Take Notes.</b> Record as much information as you can regarding all of the vehicles and people involved in the accident.</li><li>6. <b>Don't Admit Fault.</b> Never be evasive when questioned by an investigating officer, but don't volunteer any information. And never admit fault to anyone.</li><li>7. <b>Getting Your Vehicle Towed.</b> Don't let your vehicle be towed by an unknown driver to an unfamiliar repair shop. Don't authorize repairs or other charges on a towing receipt. Follow your fleet policy faithfully.</li><li>8. <b>Don't Accept Money.</b> Neither accept nor offer cash to settle the claim, regardless of how small. Otherwise, problems that come up later may be at your expense.</li><li>9. <b>Report the Accident.</b> Promptly report every accident to your fleet representative—no matter how minor. If not at the scene, do it as soon as you are home.</li><li>10. <b>Before You Leave the Scene.</b> Check your notes, be sure you haven't forgotten anything. The more information you have, the more questions you can answer.</li></ol> <p><b>Be Prepared:</b> No one wants to have an accident, but you should do your best to be prepared. Keep vital information in your wallet or in your vehicle. It's a good idea to have a camera, notepad and pencil on hand.</p> <p><b>After the Fact:</b> Some things will come to you after you've calmed down, or when you're relaying the story to friends and family. Write it down.</p> | <h2>Washington State Fleet Operations</h2>  <h3>ACCIDENT REPORTING PROCEDURES</h3> <p>KEEP IN YOUR VEHICLE, ACCESSIBLE AT ALL TIMES.</p> <p>COMPLETE THIS FORM BEFORE LEAVING THE ACCIDENT SCENE AND BEFORE CALLING:</p> <p><b>1-877-443-5777</b><br/><b>Option #4</b></p> <p></p> | <h2>WE'RE HERE TO HELP</h2> <p>We understand that a vehicle accident can be a stressful experience... your safety and convenience are our top priorities. Element will help you every step of the way by arranging for towing (if necessary), identifying the closest approved repair facility, and managing the repairs.</p> <p><b>Prior to Your Vehicle's Tow and /or Repair</b></p> <p>Remove all State property and personal belongings from the vehicle. The repair facility is not responsible for lost or stolen property.</p> <p>Loaner vehicles are available throughout the state of Washington. Call Fleet Operations for more information at 1-800-542-6840</p> <p></p> |
|--|---|--|--|

# VEHICLE BREAKDOWNS

- For breakdowns during business hours (7:30 a.m. to 4:30 p.m.), contact Vendor Maintenance for guidance at 800-542-6840.
- For after-hours breakdowns contact Roadside Assistance at 866-329-3471. You will need to have the vehicle WEX Card available. For mechanical breakdowns, please tow the vehicle to dealer of corresponding make. Ford for Ford, GM for GM, etc.
- **Please do not call Roadside Assistance for vehicle accidents.**

# MAINTENANCE/REPAIR AUTHORITY

- All maintenance and repair work must be authorized by DES Fleet Vendor Maintenance.
- When you drop a vehicle off for maintenance or repairs, you must have the shop call Vendor Maintenance to receive a purchase order and authorization before beginning work.
- **Unauthorized work will be charged back to your agency.**

# CARS TEAM

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

**JOEY RIVERA – CARS TEAM REPRESENTATIVE**

**DAVID ALONSO – CARS TEAM REPRESENTATIVE**

**AMBER GOFORTH – CARS TEAM REPRESENTATIVE**

**ANDREW CANNARD – CARS TEAM REPRESENTATIVE**

**JOE BASS – PROGRAM SPECIALIST**



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



360-664-9210



[DES Fleet, Vehicles & Parking](#)

# CARS TEAM

- ATO responsibilities and training info
- Appointments at Transport office
- Vehicle pickup reminder
- Turn in authorizations
- Utilization updates
- Glovebox documents
- Updated reimbursement form
- Out of office instructions
- Delegating authority
- Tip-of-the-month is back
- Reminder on fuel PINs
- Summer road construction updates
- In stock vehicles

# ATO RESPONSIBILITIES TRAINING



DES Fleet is developing updated ATO training

Expectations

[Online Resources](#)

Contacts



For any new ATO/Vehicle Coordinator or for anyone that simply needs a refresher



Please reach out if you'd like a training session





# VEHICLE PICKUP/RETURN APPOINTMENTS

- All vehicle pickups and returns require an appointment with our Transport office
- The office doesn't have an attendant at all hours due to vehicle transportation needs



***Contact information:***

***Email: [desmptransport@des.wa.gov](mailto:desmptransport@des.wa.gov)***

***Cell: 360-451-9318***

# VEHICLE PICK UP

- Please print or have a copy ready on your phone of the Ready Notice sent via email and contact Fleet Transport to arrange the pickup.
- If a staff member is picking up the vehicle, forward the ready notice to the person picking up the vehicle.
- Vehicle needs to be picked up within 2 weeks of notice.

Congratulations, your vehicle is ready!

| Ready for pickup                     | Vehicle to be returned      |
|--------------------------------------|-----------------------------|
| 12568M - 2024 Chevrolet SILVERADO EV | 07244M - 2015 DODGE CARAVAN |

**ADDITIONAL COMMENTS:** This vehicle was requested by ~~Robert Matthews/Kimman, K.~~ for Programs ~~delivered/pick.~~. This is a replacement for 07244M.

### Picking up your vehicle

Prior to pick up, please review the following:

- Contact the Fleet Transport office to arrange an appointment.
- Call (360) 451-9318
- Or
- Email [desmptransport@des.wa.gov](mailto:desmptransport@des.wa.gov)
- Print this email It must be presented at time of pick up
- Prepare your turn in vehicle (if applicable): Please have all spare keys and fuel cards with you at time of drop off
- Fleet Transport Hours Monday-Friday, 7:30am to 3:30pm
- Fleet Operations Address:  
WA State Printing and Imaging Bldg  
7510 New Market Street  
Tumwater WA 98501

### Need Delivery?

Please reply to [desmptransport@des.wa.gov](mailto:desmptransport@des.wa.gov) with the following information to arrange delivery:

- Contact Name
- Contact Phone Number
- Backup Contact Name
- Backup Contact Phone Number
- Delivery Location and Address

### Important Information

- Vehicle needs to be picked up ASAP due to limited space. If not picked up within 2 weeks of this notice, the vehicle may be reassigned or your agency will start being charged. If it is going to be over 2 weeks, contact us and we'll make a note to hold the vehicle.
- Vehicles returning need to have fuel card and all spare keys returned, all equipment, cell phones, emergency kits, etc. removed. The vehicle also needs to be free of all garbage and presentable to be exchanged.
- If the vehicle is not clean your agency may incur a detail charge. Do NOT fuel the vehicle up before returning.
- You will be required to report monthly mileage, so please contact [mpmail@des.wa.gov](mailto:mpmail@des.wa.gov) if you need instructions or assistance.

# VEHICLE TURN INS

- Returning a vehicle requires prior approval
- Approval documentation is required at time of return
- Instruction included in turn in notice

## RETURNING YOUR DES FLEET VEHICLE

You have requested to return vehicle **08027M 2015 Toyota Prius** due to underutilization.

**IMPORTANT!!** Contact transportation team prior to dropping off your vehicle at 360-451-9318.

Vehicles returning need to have the fuel cards and all spare keys returned, all equipment, cell phones, emergency kits, etc. removed (leave tire chains in the vehicle). The vehicle also needs to be free of all garbage and presentable to be exchanged. If the vehicle is not clean your agency may incur a detail charge. **Do not fuel the vehicle up before returning.**

### SEE BELOW FOR DRIVING DIRECTIONS

#### Hours of drop off:

Monday-Friday, 7:30am to 3:30pm

Contact phone - 360-451-9318

Contact Email - DESMPTTransport@des.wa.gov

#### Physical address:

WA State Printing and Imaging Bldg.

7510 New Market Street

Tumwater, WA 98501



#### **1-5 Northbound**

- Take exit 101 toward Tumwater Blvd / Olympia Airport
- Turn right onto Tumwater Blvd SW
- Take the first exit after entering the roundabout onto New Market Street
- Take the first left into the Printing and Imaging parking lot
- Fleet Operations vehicle pickup and Delivery office is inside Printing and Imaging Bldg.

#### **1-5 Southbound**

- Take exit 101 toward Tumwater Blvd / Olympia Airport
- Turn left onto Tumwater Blvd SW
- Take the first exit after entering the roundabout onto New Market Street
- Take the first left into the Printing and Imaging parking lot
- Fleet Operations vehicle pickup and Delivery office is inside Printing and Imaging Bldg.

# REMOVE ALL AGENCY AND PERSONAL ITEMS

- Agency added aftermarket equipment
- Job specific equipment
- Garbage
- Glasses
- Etc.
- **Clean vehicles don't get detailing chargebacks**



# UTILIZATION UPDATE

## **THANK YOU!**

**Thank you all for your hard work on getting vehicles turned in and waivers submitted!!**

- Email was sent out 7/25/2025 reminding agencies to submit waivers and/or communicate return of vehicle by 8/15/2025.
- Submit waivers via email to [vehicleapproval@des.wa.gov](mailto:vehicleapproval@des.wa.gov)
- Work with your CARS Rep if you have any questions.

# WAIVER TIPS

**\*\*Information to include when submitting your waiver(s)\*\***

- Why is retaining this vehicle more cost effective than leveraging other options such as POV's, daily DES rentals, or renting from a contracted vendor?
  - The more detail you provide the greater the chance of approval and reduces additional back and forth work
- What are the unique circumstances that caused this vehicle to be under underutilized?
  - Vacancies, extended leaves, mechanical issues, RCW/WAC requirements

# UNDERUTILIZED VEHICLE RETURNS



If the action plan stated a car would be returned those are overdue



Vehicles that are denied waivers are due within 2 months of denial notice.



Request a turn in approval email from your CARS rep. for all underutilized vehicles



# GLOVEBOX DOCUMENTS/VEHICLE PACKET

- Copy of Vehicle Registration
- User Quick Reference Guide
- Filing a Tort Claim Brochure
- Element/CEI Collision Form
- State Accident Form SF 137
- Proof of Insurance (Self Insured)

The collage includes the following documents and brochures:

- Vehicle Title Application/Registration Certificate**: A form from the State of Washington Department of Licensing, PO Box 9038 - Olympia, Washington 98507-9038. It contains fields for license plate, issue date, tab no, reg expiration, value code, year, mo reg, mo get, power, use, and a table for vehicle information (make, model, year, weight, etc.).
- Procedures for Reporting Accidents**: A document titled "Procedures for Reporting Accidents (Refer to Enterprise Wide Transportation Policy 12.30.40(5) (formerly SAAM Chapter 12))". It provides instructions for reporting accidents involving any motor vehicle in use for official state business.
- Proof of Liability Insurance**: A document titled "Proof of Liability Insurance Washington State Agency Vehicle Continual Coverage (See explanation below)". It includes a small circular logo.
- Washington State Department of Enterprise Services Fleet Operations Users Quick Reference Guide**: A brochure with a green and white design, featuring a photo of a car and a person. It includes contact information for the Fleet Operations HQ and a QR code.
- Filing a Tort Claim**: A yellow brochure with the Washington State Department of Enterprise Services logo and the text "Filing a Tort Claim".
- Accident Reporting Procedures**: Two brochures with a red and white design, featuring a photo of a car. They include the text "ACCIDENT REPORTING PROCEDURES" and "KEEP IN YOUR VEHICLE, ACCESSIBLE AT ALL TIMES".
- STATE OF WASHINGTON VEHICLE ACCIDENT REPORT**: A form titled "STATE OF WASHINGTON VEHICLE ACCIDENT REPORT" with the form number S.F. 137. It includes instructions for reporting accidents and a section for driver information.



# WHAT TO DO IF YOU'RE MISSING ANY FORMS

Reporting and Forms

Online Resources

Drivers of State Vehicles

Print replacements for missing or outdated forms as needed



Washington State Department of  
**Enterprise Services**

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## Fleet, Vehicles & Parking

- Fleet Operations
  - Accident Reporting
  - Agency Transportation Officers
  - Drivers of State Vehicles
  - Electric Vehicles (EVs)
  - Fleet Management Best Practices
  - Fleet Operations Mileage Reporting
  - Fleet Services and Repairs
  - Fueling State Vehicles
  - Register for Fleet Rentals
  - Report Lost or Stolen Plates & Fuel Cards
  - Request a Project Vehicle
  - Roadside Assistance
  - Services for Agency-Owned Vehicles
  - Traffic Citations
  - Vehicle Utilization
  - Visitors and the General Public
  - Windshield Repair or Replacement
- Parking Services
  - Reserving or Renting a Vehicle
  - Travel on State Business

## Drivers of State Vehicles

State employees and those working for the state may operate state vehicles on official business only.

The [Enterprise Wide Transportation Policy](#) defines a State Driver as:

- A person authorized by the agency head or authorized designee to operate a state vehicle used for conducting official state business.

**State drivers may include:**

- State employees
- Volunteers
- Students (high school or college students that are 18 years of age and have minimum two years of driving experience)
- Department of Correction inmates (under the control of the Department of Corrections)
- Contractors

[Rent/Reserve a Vehicle](#)

## Parking

- [Park on Capitol Campus](#)

## Services/Repairs/Parts

- [Service or repairs for my state vehicle](#)
- [Service or repairs for my agency-owned vehicle](#)
- [Tire Chains \(Online Form\)](#)
- [Windshield Replacement](#)

## Reporting and Forms

- [ATO Listing](#)
- [Monthly Mileage](#)
- [Reimbursement Request](#)
- Vehicle Glove Box Packet
  - [Required Vehicle Forms Checklist](#)
  - [Quick reference guide for vehicle users](#)
  - [Roadside Assistance Flyer 2021](#)
  - [Proof of Liability Insurance / Washington State Agency Vehicle Continual Coverage](#)
  - [State of Washington Vehicle Accident Report \(SF-137\)](#)
  - [Filing Tort Claim Filer](#)
- [How to File a Tort Claim - Claim form](#)

# DES FLEET NOW HAS UPDATED REIMBURSEMENT FORM

- A Reimbursement form, filled to its entirety
  - (M-plate and supervisor signature)
- Receipts or proof of purchase
  - If a receipt is not available, a screenshot of bank statement with sensitive data redacted

**Link to reimbursement form –**  
[Reimbursement Form](#)

**Gas  
Station**

Local Gas Station  
12232 Gas station street  
Gas City, SC, 23554

|            |             |
|------------|-------------|
| Pump No:   | 2           |
| Unleaded @ | \$ 12.988/G |
| Volume:    | 2.459 Gal   |
| Gas Total: | \$ 31.94    |
| Tax        | \$ 2.68     |
| Total      | \$ 34.62    |

Approval: 257635  
visa  
\*\*\*\*\*2222

8/8/2024 12:16 PM



REIMBURSEMENT FORM: PERSONAL EXPENDITURES FOR STATE FLEET OPERATIONS VEHICLES

I.E. FUEL, EMERGENCY EXPENSES PAID FOR OUT OF POCKET

---"M" PLATES ONLY---

|                               |  |
|-------------------------------|--|
| NAME: (PLEASE PRINT CLEARLY)  |  |
| STATE EMPLOYEE ID #:          |  |
| STATE EMPLOYEE EMAIL ADDRESS: |  |

|             |         |
|-------------|---------|
| WORK PHONE: | AGENCY: |
| ( )         |         |

|  |  |
|--|--|
| STATE VEHICLE LICENSE PLATE #: (I.E. 00001M) |  |
|--|--|

|                       |
|-----------------------|
| REIMBURSEMENT AMOUNT: |
|                       |

|  |
|--|
| REASON FOR REIMBURSEMENT: (i.e. WEX card not working, pay at the pump problem, etc.) |
|  |
|  |
|  |

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor: \_\_\_\_\_

Please complete and return this form, along with all original receipts, to:  
DES Fleet Operations, PO Box 41032, Olympia, WA 98504-1032; or send all  
documents electronically to [MPmail@des.wa.gov](mailto:MPmail@des.wa.gov).

# OUT OF OFFICE PLANS

- Summer vacations, school, and holiday trips happen
- If you plan to be out of office for any extended period of time, please provide us with an alternate contact
- Vehicle request updates, mileage reporting, infractions
- Delegated authority to add/remove drivers, assign vehicles, update agency info

# TIP-OF-THE-MONTH

- Monthly tips are now being sent to every registered driver in our database, so you don't have to!
- Monthly tips will soon be published online



## Fleet Operations Tip of the Month

### Being a responsible driver

*You are receiving this email because you are registered to drive a state-owned vehicle.*

#### Why it's important to drive responsibly with your state vehicle



Using a state-owned vehicle comes with a lot of responsibility. Most Washingtonians know that state-owned exempt "M" plated vehicles are used for state business and are funded through their tax dollars. They have a vested interest in seeing them used safely and appropriately.

#### Understanding the responsibility

DES hears from residents across the state voicing their concerns about behavior they witness in fleet cars and trucks. Their concerns range from speeding to cell phone use while driving. Even a messy interior can attract attention. Always obey all traffic laws and drive responsibly.



# FUEL PINS

- There are currently over 44k active drivers in our system that are all assigned a fuel PIN.
- If a driver is unsure of their PIN or it isn't working, please have them email [mpmail@des.wa.gov](mailto:mpmail@des.wa.gov) and we can provide them with their unique PIN.
- **Fuel PINs cannot be given out over the phone for security reasons.**

# SUMMER ROAD CONSTRUCTION

This summer seems like road construction is everywhere!

WSDOT offers a great real time map of ongoing road construction and road status. It also shows mountain pass reports and travel times for certain areas. It's a great tool to check before your trip this summer.

DOT Road construction update  
[Real-Time Travel Center Map | WSDOT](#)

# AVAILABLE VEHICLES

## Low Mileage Sedans



## Ford Lightnings + VW ID.4s

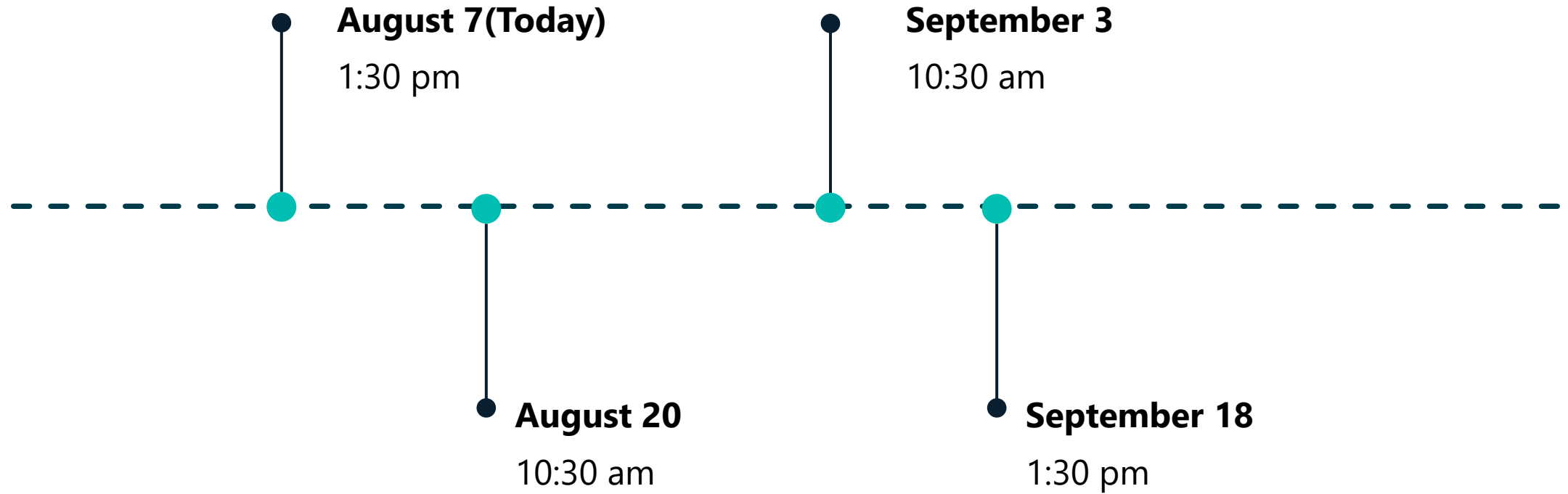


## Chevrolet Bolts

Short or long-term lease or  
agency to agency purchase



# UPCOMING VIRTUAL OPERATOR TRAININGS







# UPCOMING EVENTS

- Washington Electric Vehicle Ride and Drive Event
  - September Dates TBD (Tentatively September 16<sup>th</sup>-17<sup>th</sup>)
  - Olympia area location TBD





# NEXT ATO MEETING

- November 6<sup>th</sup>, 2025
  - 9:00 am
  - DES Fleet Operations

# THANK YOU!

## QUESTIONS?



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



360-664-9210



[Contact Fleet Operations](#)