



# FLEET MANAGEMENT OFFICE

**FLEET MANAGEMENT OFFICE** ..... **(602) 542-3118**  
**ADOT MAINTENANCE** ..... **(602) 712-7406**  
**FLEET SERVICE MANAGER** ..... **(602) 542-3127**  
**AFTER HOURS ROADSIDE ASSISTANCE** ..... **1-877-800-8520**

# ADOA Fleet Information Sheet

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## Background Information

A.R.S. §41-803 authorizes ADOA to establish and operate a motor vehicle fleet. The ADOA Fleet Management Office (FMO) provides vehicles for both daily rentals (Taxi) and long-term assignment (Extended) to employees of State agencies. Each agency customer pays a rental charge for the use of a fleet vehicle. For this charge, ADOA Fleet provides services from start to finish of the life cycle of a vehicle: procurement, dispatch/assignment, repair and maintenance, insurance, compliance with all state and federal laws, and finally, disposal and replacement of the vehicle.

## Important Information

- ◆ **ADOA Fleet Management's Website:** <http://fleet.azdoa.gov/>

The website provides important information such as FMO's rules, accident reporting, and contact information.

- ◆ **Monthly Mileage Reports:**

Monthly mileage reports are due by the 5<sup>th</sup> day of the month.

- ◆ **Maintenance:**

Maintenance on the vehicles is performed by ADOT and regular preventative maintenance (PM) schedules are kept. Dell Jenkins from ADOT will send PM reminders to agencies who are responsible for bringing the vehicles into ADOT in a timely manner.

- ◆ **Car Washes:**

If the vehicle is an ADOA leased vehicle then you may bring vehicle into our site at 1501 W Madison during our normal working hours (8am - 4pm) to have it washed at no charge. If you can afford the time to leave the vehicle with us for a day or so - a full detailing can be done. Please email or phone Steve Lopez, 602-542-3126 to schedule an appointment. If the vehicle is not an ADOA leased vehicle then there is a \$4 dollar charge for a car wash and a \$25 per hour charge for detailing services.

- ◆ **Body Damage/ Accident:**

**ALL accidents must be reported.** The operator must complete and submit an ADOA Risk Management AUTOMOBILE LOSS REPORT. Please call the ADOA Fleet Maintenance Manager at (602) 542-3127 to assist you with this process.

- ◆ **Windshields**

If there is damage to the windshield, the crack has to be either six inches long or in the driver's view to be repaired. You will need to fill out a Risk Management Automobile Loss Report, and leave your vehicle with us for 24 hours. Derek Vigil, 602-542-3117, is your contact here at Fleet Management for any windshield/window repairs.

- ◆ **Replacement Policy of Extended Vehicles**

Through legislative action, the latest replacement policy continues to be in effect and states: "It is the intent of the legislature that the department not replace vehicles until an average of 120,000 miles, or later." If you have any questions concerning your extended lease vehicle - such as replacement or adding a new vehicle, please email or phone Rob Smook at 602-542-6161.

# ADOA Fleet Information Sheet

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## Fleet Management Staff

|  |              |
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| <b>David Fruehwirth</b><br>Administrator<br><a href="mailto:David.Fruehwirth@azdoa.gov">David.Fruehwirth@azdoa.gov</a>   | 602-542-4375 |
| <b>Rob Smook</b><br>Fleet Operations Manager<br><a href="mailto:Robert.Smook@azdoa.gov">Robert.Smook@azdoa.gov</a>   | 602-542-6161 |
| <b>Daniel Marquez</b><br>Maintenance Manager<br><a href="mailto:Daniel.Marquez@azdoa.gov">Daniel.Marquez@azdoa.gov</a>   | 602-542-3127 |
| <b>Dawn Slater</b><br>Office/Billing Manager<br><a href="mailto:Dawn.Slater@azdoa.gov">Dawn.Slater@azdoa.gov</a>   | 602-542-6252 |
| <b>Steve Lopez</b><br>Fuel/ Detail Supervisor<br><a href="mailto:Steve.Lopez@azdoa.gov">Steve.Lopez@azdoa.gov</a>  | 602-542-3126 |
| <b>Derek Vigil</b><br>Administrative Assistant<br>♦ WINDSHIELD REPLACEMENTS<br>♦ CITATIONS, CITIZEN COMPLAINTS/RESPONSES<br><a href="mailto:Derek.Vigil@azdoa.gov">Derek.Vigil@azdoa.gov</a> | 602-542-3117 |
| <b>Albert Ovante</b><br>Customer Service Representative<br>♦ RESERVATIONS<br>♦ TAXI BILLING/ CREDITS<br><a href="mailto:Albert.Ovante@azdoa.gov">Albert.Ovante@azdoa.gov</a>                 | 602-542-3118 |
| <b>Sarah Mitchell</b><br>Customer Service Representative<br>♦ EXTENDED BILLING/ CREDITS<br>♦ RESERVATIONS<br><a href="mailto:Sarah.Mitchell@azdoa.gov">Sarah.Mitchell@azdoa.gov</a>          | 602-542-3118 |
| <b>Fanny Light</b><br>Customer Service Representative<br>♦ EXTENDED BILLING/ CREDITS<br>♦ RESERVATIONS<br><a href="mailto:Fanny.Light@azdoa.gov">Fanny.Light@azdoa.gov</a>                   | 602-542-3118 |
| <b>Reservations</b><br><a href="mailto:Reservations@azdoa.gov">Reservations@azdoa.gov</a>  | 602-542-3110 |
| <b>Joe Silva</b><br>Fuel Island Attendant  | 602-542-3118 |
| <b>Richard Fimbres</b><br>Detail Attendant   | 602-542-3118 |
| <b>Glenn Schmitz</b><br>Fuel Island Attendant  | 602-542-3118 |
| <b>David Schmoyer</b><br>Fuel Island Attendant   | 602-542-3118 |