

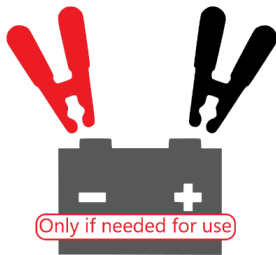


# COVID Care for Cars

## *(and other State vehicles)*

In the time of the pandemic, where we go and how we get our work done has changed. Business operations and processes have become more telework friendly reducing the need for daily use of vehicles. This means that you may find the vehicles in your fleet may sit idle longer than they would have in the past. However, they still need thoughtfulness and care between uses.

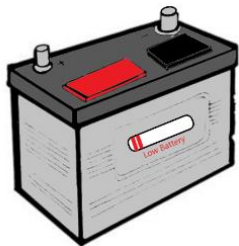
Here are some recommended practices to care for your fleet vehicle to help keep it ready for when you need it.



### Batteries-

Batteries discharge when they sit for long periods without use

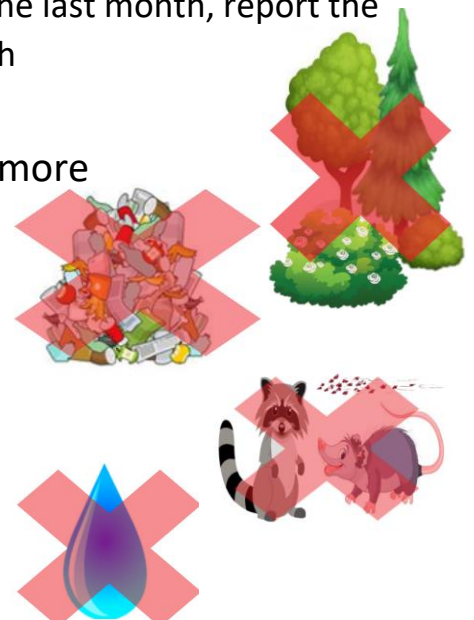
- If you need a jump start to use or go somewhere, contact maintenance at (800) 542 6840 or roadside service
- If you are going to use it, let the vehicle run for 30 minutes or longer to recharge
- If you do not need to use or move the vehicle, let it sit. Jumpstart services do cost money
- If you haven't used the vehicle since the last month, report the same odometer as the previous month



### Pests & mold

Vehicles that sit in one spot can attract insects, pests and more

- Park in the interior of a parking lot away from trees, bushes and overgrown vegetation
- Keep vehicle clean of food and trash to reduce risk of pests
- Dryer sheets can be placed in glove-box and under the hood by vents to deter pests and keep a fresh smell
- Vacuum and wipe down the vehicle to keep it free of mold
- Use products like damp rid or baking soda to help keep the vehicle interior dry.
- Keep vehicle clean and dry or mold can flourish, even if cleaned



## Security

It is important to keep fleet vehicles safe. Know where vehicles are and who is driving them.

- Vehicle damage and theft on the rise. Be mindful to keep vehicles in well-lit and patrolled areas.
- If possible, park the vehicle in a secure area.
- Inspect vehicles routinely; alert Fleet Operations to any theft or vandalism issues.
- If a group of people uses vehicles, keep logs and keys secure with a check out process.
- Keep fuel cards and keys together in a locked location when not in use.



## Cleanliness

To keep the vehicle as safe as possible during the pandemic, clean all high-touch areas with an EPA-registered disinfectant spray or wipe used between uses.

High-touch areas of vehicles include:

- Keys
- Steering wheel
- Gearshift
- Console
- Door handles (interior and exterior)
- Arm rests
- Seatbelt hardware

For more information on Fleet Vehicles and best practices, see the Fleet Operations webpages at the Department of Enterprise Service website.

<https://www.des.wa.gov/services/travel-cars-parking/fleet-operations>

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