

Vehicle Packet Checklist

The forms listed below should be available in every DES Fleet vehicle. If a form is missing from your vehicle's packet, please see the forms and reporting section for printable replacements on our [Drivers of State Vehicles](#) page or contact Fleet Operations at mpmail@des.wa.gov.

In vehicle packet-

- Copy of vehicle registration
- Quick reference guide for vehicle users*
- Proof of Liability Insurance / Washington State Agency Vehicle Continual Coverage Flyer *
- State of Washington Vehicle Accident Report S.F.137 *
- CEI Brochure - WA State Fleet Operations Government Accident Reporting Procedures
- NAC / WEX flyer
- Filing a Tort Claim flyer *

Also available online

WA DES Fleet Operations Operator's Manual *

- - available online at <https://www.des.wa.gov/services/travel-cars-parking/fleet-services/drivers-state-vehicles>

Contact mpmpail@des.wa.gov for vehicle registration replacements and CEI Accident Reporting brochures.