

# Arizona Department of Transportation



## EQUIPMENT SERVICES FLEET SERVICES CUSTOMER HANDBOOK

24-HOUR VEHICLE BREAKDOWN  
HOTLINE # 1-877-800-8520

**In the event of an EMERGENCY, call 9-1-1 first**

[www.azdot.gov/Inside-adot](http://www.azdot.gov/Inside-adot)

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# CHAPTER I

## Vehicle Operator's Responsibilities

### USE OF A STATE-OWNED VEHICLE

State-owned vehicles will be used only for official State business in accordance with State Laws, Rules and Regulations. All State drivers of State vehicles are responsible for knowing the State Laws, Rules and Regulations governing the use of State-owned vehicles.

State vehicles shall be operated only by State employees with valid Arizona driver's licenses or approved Arizona commercial driver's licenses. A driver must be 18 years or older, legally responsible for his or her actions, and subject to an agency's direction and control.

Family members, friends and pets of drivers shall not ride in State vehicles.

**Note: No hitchhikers are permitted in any State-owned vehicles.**

If a State employee intends to use a privately-owned vehicle for State business, the following applies:

- The State employee must obtain permission from his/her agency management prior to using the vehicle on State business.
- Family members and or friends, whether riding with agency permission or without, shall ride at their own risk or at the personal risk of the driver, employee or person to whom they relate.
- The State shall not insure or indemnify friends or family nor insure or indemnify the employee against any claims brought by friends or family.

State-owned vehicles are to be stored overnight at State office locations, crew headquarters, or at the location where an employee is lodged overnight while on travel status. Any exceptions must be authorized by the agency management.

### OBLIGATION TO THE LAW

State-owned vehicles shall not be driven in excess of legal and posted speeds and shall at all times be driven in a prudent manner conducive to safety, economy and good public relations.

**Note: The operator of a State-owned vehicle is solely responsible for all traffic infractions received while operating the vehicle.**

### SAFETY ... DRIVE DEFENSIVELY

State vehicle/equipment drivers are responsible for the safe operation of State-owned vehicles at all times. The most important safety factor in transportation is you, the driver.

### **COURTEOUS STATE DRIVERS**

State vehicle/equipment drivers are highly visible to the public and as such are the window of State government business. The privilege of driving publicly funded vehicles also gives you the opportunity to be examples of courtesy, safety and observance of the law.

### **VEHICLE SECURITY**

Safeguard the vehicle, credit card and keys against theft or misuse. Lock all articles of value in the trunk or take them with you when you leave the vehicle. Report lost, damaged or stolen credit cards, license plates, keys or vandalism as soon as possible to your Fleet Manager.

### **VEHICLE CARE & MAINTENANCE**

You play an important role in maintaining assigned vehicles in a safe, operable condition. You can help make sure the vehicle receives the regular care it needs. If any aspect of the vehicle's performance concerns you, bring the situation to the attention of your Fleet Manager. Both your safety and that of the next driver may depend on you taking action.

# CHAPTER 2

## Where and How to Obtain Fuel

There are two sources for obtaining fuel:

- ADOT statewide fuel sites by County (Appendix A).
- Retail locations that accept the Voyager fleet card. (To be used for emergency or remote use only.)

ADOT fuel sites are available to all State, County and Local Government agencies that have active fuel agreements (IGA or ISA) with ADOT.

All State agencies are **strongly encouraged** to use the State's growing network of ADOT fuel sites. By using fuel purchased under State contract, you save all taxpayers, including yourself, up to **thirty cents a gallon**.

ADOT vehicle/equipment drivers do not need Voyager cards at automated ADOT sites. Drivers from all other customer agencies will need Voyager cards to activate the ADOT card readers at the automated sites.

Note: For information, contact Fuel Management at (602) 712-6526

Note: For IGA/ISA information, contact the Equipment Services Administrator's Office at (602) 712-6630

**Voyager Cards:** The State of Arizona is contracted with Voyager Fleet Systems, Inc., to offer agencies the option of using a fleet card to purchase fuel at retail stations. The same Voyager fleet card can be used at ADOT automated fuel locations to purchase fuel at significant savings over retail cost. Your agency will then need to establish an account with Voyager Fleet Systems, Inc., by calling **1-800-987-6591**. **ADOT personnel should call ADOT Fuel Management at (602) 712-6526 for all Voyager card questions.**

A list of all ADOT fuel locations is provided in Appendix A. Automated sites are noted. Remaining sites are manual and will require all drivers to complete a Fuel Withdrawal Card.

Accessing fuel at ADOT sites requires two different procedures; one for ADOT and another for all customer agencies.

### **FUELING INSTRUCTIONS**

Please be sure you are using the correct method when obtaining fuel at the station, based on whether you are an ADOT driver or a customer agency.

**Note: Turn the engine OFF and do not use your cell phone while fueling your vehicle/equipment.**

**ADOT DRIVERS ONLY:**

Employee Identification Number (EIN) required for gate access.

**At the pump:**

1. **Press enter.**
2. Enter the vehicle's current odometer reading. **Press enter.**
3. Enter vehicle ID (equipment number). **Press enter.**
4. Enter your six-digit ADOT **EIN**. **Press enter.** If you have a five-digit EIN, add a leading "0" zero.
5. Enter hose number for the pump you will use. **Press enter.**
6. Begin fueling. Do not top off the tank when the pump stops.

**CUSTOMER AGENCIES ONLY:**

Voyager card required for gate access.

At the pump: **DO NOT PRESS ENTER FIRST AS THIS WILL ACTIVATE THE ADOT PROCEDURE**

1. Insert Voyager card face up, "Arizona" on the right into the reader and remove immediately.
2. Enter vehicle's current odometer reading. **Press enter.**
3. Enter vehicle ID (license number, vehicle number, or PIN as instructed by your agency). **Press enter.**
4. Enter hose no. for the pump you will use. **Press enter.**
5. Begin fueling. Do not top off the tank when the pump stops.

**PLEASE REPORT FUEL THEFT TO (602) 712-6526  
ALL CALLS ARE ANONYMOUS**

# CHAPTER 3

## Vehicle Accidents – What To Do

### VEHICLE ACCIDENTS

- Stop vehicle at once, check for injuries, offer assistance to any injured parties and call 9-1-1.
- If no 9-1-1 service is available, refer to Appendix B for a list of ADPS telephone numbers.
- For further assistance or questions, call the ADOT Equipment Services 24-hour vehicle breakdown hotline at 1-877-800-8520.
- If there are no serious physical injuries or fatalities and the vehicle is safely moveable, remove the vehicle from the main traveled portion of the road onto the shoulder, emergency lane, median, or other safe refuge.
- Reduce hazards to other motorists, i.e., place flags, cones, etc. (Mark area to warn oncoming motorists).
- Notify your Supervisor and/or Fleet Manager. Supervisor will notify respective Fleet Manager.

**ADOT:** Your supervisor  
**ADOA:** (602) 542-3118  
**ADES:** (602) 771-3333

**ADPS:** Your supervisor  
**ADOC:** (602) 542-1212  
**G & F:** (623) 236-7564

**Complete the Accident Report and Accident Diagram** (Appendix C). Be sure to obtain the other driver's name, address, driver's license number, vehicle license number, and the names of any witnesses to the accident.

### DO NOT:

1. **COMMENT ON WHO WAS AT FAULT.**
2. **ARGUE WITH OTHER DRIVERS OR POLICE.**
3. **DISCUSS THE ACCIDENT WITH ANYONE EXCEPT LAW ENFORCEMENT AUTHORITIES OR REPRESENTATIVES OF STATE RISK MANAGEMENT.**

If you must leave the vehicle to get help, be sure the Vehicle Data page inside the back cover of this handbook (Appendix F-1) is completed and take the handbook with you.

# CHAPTER 4

## Vehicle Breakdowns—What to Do

### **BREAKDOWN PROCEDURES**

We hope you never experience a breakdown while on the road, but if one should occur your first responsibility is to your own safety. Please get well off the road and be aware of any local or traffic conditions that might pose a danger.

If your vehicle is still operable, drive it to the Equipment Services repair facility. **If a “RED” engine light is on, turn the engine off and call for help.** If the “Check Engine” light comes on, pull over, and contact the nearest ADOT Equipment Services shop as soon as possible for direction.

### **DURING NORMAL WORKING HOURS**

To request vehicle breakdown service **Monday-Friday, DURING NORMAL WORK HOURS (6:00AM - 1:30PM), use the following procedures:**

- **Call the ADOT-Equipment Service repair shop closest to your location.** Refer to page 10 for statewide Equipment Service shop locations and phone numbers.
- Write down the vehicle data information inside the back cover of this handbook. Be sure to take this handbook with you if you have to leave the vehicle to call the ADOT-Equipment Service repair shop.
- You will need to provide the following information when you call the shop:
  1. Your name, agency and agency telephone number.
  2. Location where you are, i.e. nearest intersection or highway milepost marker and direction of travel.
  3. Vehicle number, VIN #, make, model, year, and vehicle color.
  4. Telephone number where you can be contacted.
  5. Nature of the problem.
- Call your fleet manager and/or supervisor to advise them of your status.

**Note:** In most cases, the vehicle operator is responsible for changing a flat tire. Please review your fleet policy or contact your fleet manager regarding their policy on changing flat tires.

**Note:** If you are instructed not to change the tire or you are physically unable to change the tire or the location of vehicle makes changing the flat tire unsafe, call the ADOT Equipment Services 24-hour vehicle breakdown hotline at 1-877-800-8520.

### **AFTER NORMAL WORKING HOURS**

For requesting vehicle breakdown service **Monday-Friday, AFTER NORMAL WORK HOURS, (1:30PM to 6:00AM), use the following procedures:**

- Call the ADOT Equipment Services 24-hour **vehicle breakdown hotline at 1-877-800-8520**. The call will be answered by ADOT’s contract vendor for providing statewide vehicle breakdown service.
- Provide the representative with the following information:
  1. Your name, agency and agency telephone number.
  2. Location where you are i.e. nearest intersection or highway milepost marker and direction of travel.
  3. Vehicle number, VIN #, make, model, year, and vehicle color.
  4. Telephone number where you can be contacted.
  5. Nature of the problem.
- The representative will arrange for a tow truck to be dispatched to your location. In most breakdown cases, the vehicle will be towed to the nearest ADOT-Equipment Services repair shop, maintenance yard or dealership for repairs.
- Please call your Fleet Manager and/or Supervisor to advise them of your status.
- The tow truck is authorized to bring fuel out to your location. If your vehicle’s fuel gauge is low, notify the tow truck driver in advance to bring fuel with them.
- You may ride with the tow truck to the ADOT-Equipment Services repair shop, maintenance yard or dealership. **YOU ARE RESPONSIBLE FOR ARRANGING FOR YOUR TRANSPORTION FROM THE REPAIR SHOP, MAINTENACE YARD OR DEALERSHIP.**

**Note:** You (the vehicle operator) are not expected to pay for the towing service, if the vehicle is towed to an ADOT-ES repair shop. Advise the tow truck driver that ADOT–Equipment Services will be paying for the towing service. The tow truck driver should give you a towing service “invoice/record”. Please sign the invoice, include your contact telephone number and leave a copy of it on the front seat of the vehicle. **If a non-ADOT vehicle is towed to the employee’s respective agency repair facility, the respective agency is responsible for all towing charges.**

**Note:** As previously stated, in most cases, the vehicle operator is responsible for changing a flat tire. Please review your fleet policy or contact your Fleet Manager regarding their policy on changing flat tires. If you are instructed not to change the tire or you are physically unable to change the tire or the location of vehicle makes changing the flat tire unsafe call the 24-hour hotline at 1-877-800-8520.

**DURING WEEKENDS AND HOLIDAYS**

To request vehicle breakdown service during WEEKENDS and HOLIDAYS, follow the procedures listed under AFTER NORMAL WORKING HOURS.

# CHAPTER 5

## Equipment Services—What We Do

**Our Vision is to be the standard of excellence for Fleet Management systems and services.**

### Equipment Services – Fleet Maintenance

From its inception, ADOT Equipment Services' (ADOT-ES) primary purpose has been to maintain ADOT's light and heavy duty fleet. In 1995, in response to a study by the Joint Legislative Committee on State Assets, ADOT-ES offered its maintenance services to other State agencies. We have the skilled personnel and equipment resources to save these agencies money and meet our joint fiduciary responsibility to our stakeholders. Since then, the ADOT-ES customer family has grown each year. ADOT-ES provides vehicle maintenance services and fuel to many Arizona State agencies, counties and municipal entities.

### Welcome

ADOT-ES is your service provider for vehicle maintenance, repair and emission services. Our mission is to keep your vehicle safe and reliable so that you can do your job efficiently and safely. We are equipped with some of the finest state-of-the-art equipment in the industry and the majority of our technicians are Automotive Service Excellence (ASE) certified and they are experts in their fields.

Equipment Services is headquartered in Phoenix and has 23 regional shops located around the State (see Equipment Services shop locations and phone numbers on page 10). ADOT-ES currently provides the following support and services to satisfy your vehicle needs:

- ◆ Equipment preventive maintenance and management
- ◆ Equipment repair maintenance and accident repair/bodywork
- ◆ Coordinate operator training for new equipment
- ◆ Parts and tire management program
- ◆ Management information services
- ◆ Fuel management
- ◆ Warranty management and maintenance
- ◆ Emissions program support services

### What This Means To Our Customers:

ADOT-ES requests that our customers please help as follows:

1. Read this handbook. Fill in the vehicle data on Appendix F-1 of this handbook.
2. Call for an appointment before bringing your vehicle to your designated ADOT-ES shop for a preventive maintenance service. Call the Equipment repair shop directly. See page 10 for phone numbers and shop hours.
3. In Phoenix and Tucson, if it is convenient, you can drop your vehicle off any time before your appointment. If we don't run into unplanned repairs, we will have your vehicle ready for you by close-of-business on your scheduled appointment day. **Remember to leave a contact name and phone number for us to call when your vehicle is ready.**

4. **Please use the 24-hour vehicle breakdown hotline only for vehicle related emergencies and breakdowns.**
5. Please complete customer surveys. We want to hear from you – our “family” members – as to your satisfaction with our services and what we can do to best to meet your expectations.

### **Vehicle Repair Status at an Equipment Services Shop**

Call the ADOT-ES repair shop where you dropped off the vehicle, see page 10 for phone numbers. **In Maricopa County, call Equipment Services Customer Service: (602) 712-7044.**

### **Getting Preventative Maintenance Service**

Your vehicle should be serviced in accordance with the preventive maintenance cycle established by your Fleet Management. The ADOT-ES Preventive Maintenance (PM) program includes a comprehensive inspection of equipment for operation and safety. During your preventive maintenance service, we will thoroughly check the vehicle for items requiring repair.

### **Please Make an Appointment**

When it's time for your vehicle's preventative maintenance service, please schedule an appointment by contacting the ADOT-ES repair shop nearest to you. See page 10 for a listing of the shops, addresses, hours and contact numbers.

**Do not use the ADOT Equipment Services 24-hour vehicle breakdown hotline for making appointments. This line is reserved for breakdowns and vehicle emergencies.**

When you call for an appointment, you have the option of dropping off your vehicle and picking it up later or waiting for your vehicle to be serviced. If you wait for your vehicle and additional repairs are required, you may be asked to reschedule your vehicle for the additional required repairs. If the repair is safety related, we will ask you to leave the vehicle at the shop.

Please check the mileage and date for the next service indicated by the **colored sticker** in the upper left corner of your windshield to see if you are approaching a needed service interval.

If you notice or are notified that your vehicle requires a periodic preventive maintenance service or feel that something seems to be wrong with your vehicle and that it should be serviced by a repair technician, bring the vehicle to the Equipment Services repair shop - no appointment is necessary. See page 10 for shop locations and phone numbers.

### **Making an Appointment in the Phoenix area**

Call the nearest ADOT-ES repair shop. If uncertain of which shop to contact, call **Customer Service at (602) 712-7044** for guidance.

Your ADOT-ES customer representative will help you identify a mutually acceptable time to have your vehicle serviced.

If you are located in an area where an ADOT-ES repair shop is not available, you may be scheduled to have your vehicle serviced by a mobile unit or you may be directed to a commercial repair facility which is part of the ADOT service network.

## STATEWIDE EQUIPMENT SERVICE SHOPS

CITY / TOWN	LOCATION	HOURS A.M. - P.M.	PHONE NUMBER
AVONDALE	1702 ELESIO FELIX JR WAY	ALL YEAR 6:00AM—2:30PM	(623) 932-3204
CASA GRANDE	I-8, MP 174.9 TREKELL RD, 15614 W. BOXELDER DR	ALL YEAR 6:00AM—2:30PM	(520) 423-2378
DOUGLAS	21st & B	ALL YEAR 7:30AM—4:00PM	(520) 364-4742
FLAGSTAFF	5701 RAILHEAD AVE	ALL YEAR 7:00AM—3:30PM	(928) 526-0915
FREDONIA	US 89A, MP 610.9	ALL YEAR 6:00AM—2:30PM	(928) 643-7249
GAME AND FISH	5000 W. CAREFREE HWY	ALL YEAR 6:00AM—5:00PM	(623) 780-4160
GLOBE	US 60, MP 253	ALL YEAR 6:30AM—3:00PM	(928) 402-5640
HOLBROOK	2407 EAST NAVAJO BLVD	ALL YEAR 7:00AM—3:30PM	(928) 524-5466
KAYENTA	HIGHWAY 163, MP 394.5	BY APPOINTMENT ONLY / 6:00AM—2:30PM	(928) 645-2147
KINGMAN	3540 EAST HIGHWAY 66	ALL YEAR 7:00AM—3:30PM	(928) 681-6210
LITTLEFIELD	OLD HIGHWAY 91, MP 8	ALL YEAR 6:00AM—2:30PM	(928) 347-5936
MESA	2409 N. COUNTRY CLUB DR.	ALL YEAR 6:00AM—2:30PM	(480) 644-7923
PAGE	US 89, MP 551.2	ALL YEAR 6:00AM—2:30PM	(928) 645-2147
PAYSON	200 NORTH COLCORD	ALL YEAR 7:00AM—3:30PM	(928) 468-5081
PHOENIX	2225 SOUTH 22nd AVE	ALL YEAR 6:00AM—3:30PM <b>AFTER HOURS 1-877-800-8520</b>	(602) 712-7044
PHOENIX CAPITOL MALL	1522 W. JACKSON ST	ALL YEAR 6:00AM—4:00PM	(602) 542-3206
PRESCOTT VALLEY	6901 EAST SECOND ST	ALL YEAR 7:00AM—3:30PM	(928) 775-5079 X3107
SAFFORD	1ST AVENUE & 32nd ST	ALL YEAR 7:00AM—3:30PM	(928) 428-2909
SHOW LOW	200 WEST MCNEIL	ALL YEAR 6:00AM – 2:30PM	(928) 532-2383
SPRINGERVILLE	US 60, MP 388.7 (Show Low Satellite Shop)	ALL YEAR 6:00AM—4:30PM (M-TH)	(928) 333-5460
ST. JOHNS	US 180, MP 369 (Show Low Satellite Shop)	BY APPOINTMENT ONLY	(928) 532-2383
TUCSON	1444 W. GRANT RD, BLDG # 9	ALL YEAR 6:00AM—3:30PM	(520) 838-2861
YUMA	2243 E. GILA RIDGE RD	ALL YEAR 7:00AM—3:30PM	(928) 317-2170 (928) 317-2172

If your vehicle requires extensive repair, please be aware that the ADOT-ES repair shops must call your fleet management for authorization to perform any repair estimated over your fleet management's repair cost limit.

**Note: Before taking your vehicle to a commercial vendor for maintenance or repair**, call your nearest ADOT-ES repair shop or the ADOT Equipment Services 24-hour vehicle breakdown hotline at 1-877-800-8520. The Service Assistant may give you a **control number**. If so, please make sure this control number is recorded on the vendor's invoice.

### **How Long Will The Vehicle Service/Repair Take?**

1. If you bring your vehicle to an ADOT-ES repair shop at your appointed time for basic "A" or intermediate "C" preventive maintenance, your vehicle should be completed in a timely manner unless the Vehicle Inspection uncovers other repair situations.
2. If you bring your vehicle to an ADOT-ES repair shop at your appointed time for a major "D" preventive maintenance service, your vehicle will be completed within one business day.

**Note: You must have fuel in all the tanks—Unleaded, CNG or LPG before arriving at the Equipment Services repair shop.**

3. If you bring your vehicle to an ADOT-ES repair shop for an unscheduled repair, ADOT-ES will make every effort to complete the repairs within 24 hours, providing parts are available in the local area.

### **Quick Repair Service**

If you have a minor repair with your vehicle contact the nearest ADOT-ES repair shop to see if you can bring the vehicle by for repair. If not, please schedule an appointment with an ADOT-ES repair facility.

### **Manufacturer's Recall**

If you are notified of a manufacturer's recall you must contact your fleet manager for instructions within 30 days of notification. This service may be done by the ADOT-ES shops, if the manufacturer has approved ADOT-ES shops to complete the recall repairs.

### **Warranty Work**

If your vehicle requires warranty repair, depending on the nature of the warranty and/or condition of your vehicle, you will either be asked to take the vehicle to a factory authorized warranty service center (depending upon manufacturer), or ADOT-ES will handle the warranty service for you.

For most of the State-owned equipment, the warranty is three years or 36,000 miles. However, manufacturers' warranties differ. Some equipment could have a longer warranty on different components or an extended warranty.

Please contact your fleet manager and allow them to coordinate all the warranty work done on your vehicle. They will identify the most convenient method for you to obtain this service. They will also ensure that your vehicle's history records are updated. If you must take the vehicle in yourself, please notify the ADOT-ES repair shop where you have your vehicle serviced and provide a copy of the vendor's work order or invoice in order to update your vehicle's records.

### **Vehicle Rental**

The **Arizona Department of Administration (ADOA)** operates a full service vehicle rental office and fueling depot located at the ADOA Motor Pool, 1501 West Madison - Phoenix (one block south of Jefferson on 15th Avenue). Call (602) 542-3110 for information.

## **Customer Service Survey & Complaints**

**Customer Service Survey:** All ADOT-ES customers will receive a customer service survey card each time a vehicle is serviced or repaired. We encourage all of our customers to complete this survey. Completed surveys can be dropped off at the shop or mailed, return postage guaranteed. ADOT-ES wants to know what we are doing right and/or how we can improve for our customers.

**Complaints:** Customers wishing to file a complaint may call the shop contact (see page 10) where the situation occurred or the ADOT-ES Maintenance Operations Manager (602) 712-6711 - FAX (602) 712-3463, or write:

ADOT—Equipment Services  
Maintenance Operations Manager  
2225 South 22<sup>nd</sup> Avenue, Mail Drop 071R  
Phoenix, AZ 85009-6997

## **Vehicle Emission Testing**

All vehicles operated in Maricopa and Pima Counties must be emissions tested in accordance with Arizona Law. **Prior to taking the vehicle to the testing station, the vehicle operator must obtain an emission inspection coupon.** For ADOT vehicles, coupons can be obtained from the following ADOT-ES repair shops: Phoenix Customer Service Center, Phoenix Truck Shop, Capitol Mall, Mesa, and Tucson. For non-ADOT vehicles, operators must check with their respective fleet manager to determine where to obtain emission inspection coupons. **The vehicle operator is responsible for taking their vehicle to an emissions testing station.**

After the emission testing has been completed, the vehicle operator must present the Vehicle Inspection Compliance Certificate to the issuing ADOT-ES repair shop. If the vehicle fails emission testing, take the vehicle to the nearest or most convenient ADOT-ES shop for repair. **Please provide the ADOT-ES repair shop with the emission testing results and the reason for the failure.**

### **In Maricopa County:**

The ADOT-ES Customer Service Center in Phoenix can provide emission test coupons. For specific applications and procedures and to schedule an appointment, call the ADOT-ES Customer Service Center at (602) 712-7044.

### **In Pima County:**

The ADOT-ES Tucson repair shop can provide emission test coupons. For specific applications and procedures, and to schedule an appointment, call (520) 838-2860.

**NOTE: If ADOT-ES takes the vehicle to the emissions station, labor hours will be billed to the owning agency.**

### **Mobile Service Truck**

Many of the ADOT-ES repair shops have mobile lubrication service trucks (for “A” level Preventive Maintenance (PM) services only). Inquire about the truck’s availability and schedule in your area.

### **Car Wash Services**

Wash services are available to our customers in the Phoenix and Tucson Equipment repair shops for cars, vans, light and large ( $\geq 1$  ton) trucks. Wax and detail services are also available from our Phoenix repair shop. The following rates apply:

Car, light truck, van - wash with light vacuum	\$5.00
Large truck ( $\geq 1$ ton) - wash with light vacuum	\$20.00
Car, light truck, van - wash & wax/detail	\$25.00 per hour
Large truck ( $\geq 1$ ton) - wash & wax/detail	\$35.00 per hour

We recommend you call ahead to confirm the car wash is available. In Phoenix, call (602) 712-7044. In Tucson, call (520) 838-2861.

**Wax and detail services are available only at the Phoenix Equipment Shop** by appointment by calling (602) 712-7044. These services must be requested through and approved in advance by your fleet manager.

**NOTE: ADOT-Equipment Services uses contracted Arizona prison inmates to provide car wash and wax/detail labor services.**

### **Tires**

The operator is responsible for ensuring that the vehicle has a spare tire and a jack. In most cases, the operator is also responsible for changing a flat tire. Please review your fleet policy or contact your fleet manager regarding their policy on changing flat tires. If you are (1) instructed not to change the tire yourself and/or (2) you are physically unable to change the tire and/or (3) the location of the vehicle makes changing a tire unsafe; call the nearest ADOT-Equipment Services Vehicle Repair shop page 10 or the 24-Hr Breakdown Hotline 1-877-800-8520 for road service.

**Note:** For your safety, ADOT-Equipment Services recommends you check the tire pressure and tread wear weekly and/or before leaving on a trip. Tire inflation information is located on the side of the front door-jam.

**Note:** ADOA & ADES operators, please review your organization's policy on changing flat tires.



FUEL SYSTEMS MANAGEMENT  
STATEWIDE FUEL LOCATIONS

AS OF 02/06/2014

ALL INFORMATION PROVIDED IS SUBJECT TO CHANGE WITHOUT NOTICE



AUTOMATED FUEL SITE



AUTOMATED FUEL SITE: May dispense up to 5% Biodiesel during all or part of the year



ELECTRONIC GATE ACCESS - KEYPAD CARD READER



LOCKED - KEY REQUIRED

- DAYS AND HOURS MAY VARY -  
- CALL AHEAD TO FUELING FACILITY TO CHECK CURRENT HOURS -

APACHE COUNTY

FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S) <small>D=Diesel U=Unleaded</small>	HOURS MON - FRI A.M.-P.M. <small>WINTER SUMMER</small>	PHONE NUMBER(S)
CHAMBERS	I-40, MP 336 Westbound Frontage Road	404 D 412 U	24 HOURS GATE ACCESS	(928) 688-2782
GANADO	SR 264, MP 445.3 Eastbound	440 D 440 U	24 HOURS GATE ACCESS	(928) 755-3579
SAINT JOHNS	SR 180, MP 369.4	441 D 490 U	24 HOURS GATE ACCESS	(928) 337-4913
SPRINGVILLE	1532 E. MAIN ST.	434 D 434 U	24 HOURS GATE ACCESS	(928) 333-4495 (928) 333-5460
TEEC NOS POS	US 160, MP 465.8	435 D 435 U	24 HOURS GATE ACCESS	(928) 656-3268 (928) 697-3558

COCHISE COUNTY

FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S) <small>D=Diesel U=Unleaded</small>	HOURS MON - FRI A.M.-P.M. <small>WINTER SUMMER</small>	PHONE NUMBER(S)
DOUGLAS	2100 "A" AVENUE	236 D 236 U	ALL YEAR 6:00 AM - 4:00 PM MON - FRI	(520) 364-4742 (520) 805-4447
SAINT DAVID	US 80, MP 300.7 SR 80 curve, northbound side	245 D 235 U	ALL YEAR 6:00 AM - 2:30 PM MON - FRI	(520) 720-4751 (520) 720-9418



FUEL SYSTEMS MANAGEMENT  
STATEWIDE FUEL LOCATIONS

AS OF 02/06/2014

ALL INFORMATION PROVIDED IS SUBJECT TO CHANGE WITHOUT NOTICE



AUTOMATED FUEL SITE



AUTOMATED FUEL SITE: May dispense up to 5% Biodiesel during all or part of the year



ELECTRONIC GATE ACCESS - KEYPAD CARD READER



LOCKED - KEY REQUIRED

- DAYS AND HOURS MAY VARY -  
- CALL AHEAD TO FUELING FACILITY TO CHECK CURRENT HOURS -

**COCHISE COUNTY**

FUELING SITE	STREET/HWY/ROUTE	FUEL TANK (S) <small>D=Diesel U=UNLEADED</small>	HOURS MON - FRI A.M.-P.M. <small>WINTER SUMMER</small>	PHONE NUMBER(S)
WILLCOX	709 S. HASKELL AVENUE	234 D 234 U	24 HOURS GATE ACCESS	(520) 348-2388

**COCONINO COUNTY**

FUELING SITE	STREET/HWY/ROUTE	FUEL TANK (S) <small>D=Diesel U=UNLEADED</small>	HOURS MON - FRI A.M.-P.M. <small>WINTER SUMMER</small>	PHONE NUMBER(S)
FLAGSTAFF	5701 E. RAILHEAD AVENUE	400 D 400 U	24 HOURS GATE ACCESS	(928) 526-0915
FREDONIA	1298 N. HWY. 89A	408 D 408 U	ALL YEAR 6:00 AM - 2:30 PM MON - FRI	(928) 643-7249
GRAY MOUNTAIN	US 89 N, MP 457.5 (NORTHBOUND)	407 D 407 U	7:00 AM - 3:30 PM MON - FRI (W) 6:00 AM - 2:30 PM MON - FRI (S)	(928) 679-2311
LITTLE ANTELOPE	I-17, MP 320.5 (SOUTHBOUND) I-17 and Schnebley Hill Rd	423 D 423 U	24 HOURS GATE ACCESS	(928) 286-1260
PAGE	US 89N, MP 551.2	430 D 430 U	ALL YEAR 6:00 AM - 2:30 PM MON - FRI	(928) 645-2147
RIM CAMP	US 89A, MP 390	499 D	LOCKED CALL AHEAD	(928) 286-1260



FUEL SYSTEMS MANAGEMENT  
STATEWIDE FUEL LOCATIONS

AS OF 02/06/2014

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COCONINO COUNTY

FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S) <small>D=Diesel U=UNLEADED</small>	HOURS MON - FRI A.M.-P.M. <small>WINTER SUMMER</small>	PHONE NUMBER(S)
WILLIAMS	I-40B, MP 166.5 E Route 66 and N Echo Canyon Rd	417 D 417 U	24 HOURS GATE ACCESS	(928) 635-4301

GILA COUNTY

FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S) <small>D=Diesel U=UNLEADED</small>	HOURS MON - FRI A.M.-P.M. <small>WINTER SUMMER</small>	PHONE NUMBER(S)
COLCORD	SR 260, MP 277	373 D 373 U	LOCKED CALL AHEAD	(928) 468-5075 (928) 468-5078
GLOBE	US 60, MP 253 (NORTHBOUND) Ensign Lane & US-60	288 D 288 U	24 HOURS GATE ACCESS	(928) 402-5641 (928) 402-5640
PARKER CREEK	SR 288, MP 278.3	290 D	LOCKED CALL AHEAD	(928) 467-2282
PAYSON	200 N. COLCORD ROAD	371 D 371 U	24 HOURS GATE ACCESS	(928) 468-5081 (928) 468-5082
ROOSEVELT	SR 188, MP 242.8 Lakeview Trailer Park	284 D 284 U	ALL YEAR 6:00 AM - 4:30 PM MON - THUR	(928) 467-2282
YOUNG	SR 288, MP 309.2	283 D	LOCKED CALL AHEAD	(928) 467-2282



FUEL SYSTEMS MANAGEMENT  
STATEWIDE FUEL LOCATIONS

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ELECTRONIC GATE ACCESS - KEYPAD CARD READER



LOCKED - KEY REQUIRED

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GRAHAM COUNTY				
FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S) <small>D=Diesel U=UNLEADED</small>	HOURS MON - FRI A.M.-P.M. <small>WINTER SUMMER</small>	PHONE NUMBER(S)
SAFFORD	3268 S. HWY. 191	249 D 237 U	ALL YEAR 7:00 AM - 3:30 PM MON - FRI	(928) 428-2909 (928) 428-0920
GREENLEE COUNTY				
FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S) <small>D=Diesel U=UNLEADED</small>	HOURS MON - FRI A.M.-P.M. <small>WINTER SUMMER</small>	PHONE NUMBER(S)
GREY PEAK	US 191, MP 186	232 D	LOCKED CALL AHEAD	(928) 687-1411
THREE WAY	JCT. US 191 SR 75 & SR 78	238 D 238 U	- MON - FRI (W) 6:00 AM - 4:30 PM MON - THUR (S)	(928) 687-1411
LA PAZ COUNTY				
FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S) <small>D=Diesel U=UNLEADED</small>	HOURS MON - FRI A.M.-P.M. <small>WINTER SUMMER</small>	PHONE NUMBER(S)
PARKER	SR 95, MP 143 W. 21st St. and S. California Ave.	307 U	LOCKED CALL AHEAD	(928) 927-6311
QUARTZSITE	771 W. KUEHN STREET	306 D 600 U	24 HOURS GATE ACCESS	(928) 927-6311



FUEL SYSTEMS MANAGEMENT  
STATEWIDE FUEL LOCATIONS

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MARICOPA COUNTY

FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S) <small>D=Diesel U=UNLEADED</small>	HOURS MON - FRI A.M.-P.M. <small>WINTER SUMMER</small>	PHONE NUMBER(S)
AVONDALE	1702 N. ELISEO FELIX JR. WAY	133 D 133 U	ALL YEAR 5:00 AM - 4:00 PM MON - FRI	(623) 932-3204
GILA BEND	1300 E. PIMA STREET	303 D 303 U	24 HOURS GATE ACCESS	(928) 683-2582
MESA (Country Club) <b>** NOT FOR USE BY GSA, USMS, OR ACRPC</b>	2409 N. COUNTRY CLUB DRIVE	115 D 115 U	ALL YEAR 4:30 AM - 3:30 PM MON - FRI	(480) 644-7923
MESA (Recker Rd)	1540 S. RECKER ROAD	158 D 158 U	4:30 AM - 2:30 PM MON - FRI (W) 4:00 AM - 2:00 PM MON - FRI (S)	(602) 712-6772
PHOENIX (Durango)	2209 W. DURANGO STREET	102 D 102 U	ALL YEAR 5:30 AM - 4:30 PM MON - FRI	(602) 712-7684
PHOENIX (Happy Valley)	24251 N. 7TH AVENUE	103 D 103 U	24 HOURS GATE ACCESS	(602) 712-5810

MOHAVE COUNTY

FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S) <small>D=Diesel U=UNLEADED</small>	HOURS MON - FRI A.M.-P.M. <small>WINTER SUMMER</small>	PHONE NUMBER(S)
FORT ROCK	I-40, MP 91.7 (EASTBOUND)	397 D	LOCKED CALL AHEAD	(928) 422-3482



FUEL SYSTEMS MANAGEMENT  
STATEWIDE FUEL LOCATIONS

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ELECTRONIC GATE ACCESS - KEYPAD CARD READER



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MOHAVE COUNTY

FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S) <small>D=DIESEL U=URILE ADDED</small>	HOURS MON - FRI A.M.-P.M. <small>WINTER SUMMER</small>	PHONE NUMBER(S)
KINGMAN	3660 E. ANDY DEVINE AVENUE	313 D 313 U	24 HOURS GATE ACCESS	(928) 681-6210 (928) 681-6214
LITTLEFIELD (Beaver Dam)	670 N. HWY. 91	411 D 411 U	MON - FRI (W) 6:00 AM - 2:30 PM MON - FRI (S)	(928) 347-5976
NEEDLE MOUNTAIN (Topock)	6153 NEEDLE MOUNTAIN ROAD	337 D 337 U	24 HOURS GATE ACCESS	(928) 768-4355
WIKIEUP	17909 S. HWY. 93	317 D 317 U	24 HOURS GATE ACCESS	(928) 765-2312

NAVAJO COUNTY

FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S) <small>D=DIESEL U=URILE ADDED</small>	HOURS MON - FRI A.M.-P.M. <small>WINTER SUMMER</small>	PHONE NUMBER(S)
HOLBROOK	2407 E. NAVAJO BLVD.	402 D 405 U	24 HOURS GATE ACCESS	(928) 524-5462 (928) 524-5464
INDIAN PINE	SR 260, MP 357.4	420 D 420 U	24 HOURS GATE ACCESS	(928) 532-2315
KAYENTA	US 163, MP 394.5	432 D 432 U	24 HOURS GATE ACCESS	(928) 697-3558 (928) 697-3502

\*\* NOT FOR USE BY GSA OR USMS \*\*



FUEL SYSTEMS MANAGEMENT  
STATEWIDE FUEL LOCATIONS

AS OF 02/06/2014

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NAVAJO COUNTY				
FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S) <small>D=Diesel U=UNLEADED</small>	HOURS MON - FRI A.M. - P.M. <small>WINTER SUMMER</small>	PHONE NUMBER(S)
 KEAMS CANYON	SR 264, MP 402	443 D 443 U	24 HOURS GATE ACCESS	(928) 738-2285
 SHOW LOW	200 W. MCNEIL STREET	425 D 425 U	ALL YEAR 6:00 AM - 2:30 PM MON - FRI	(928) 532-2381
 WINSLOW	100 N. ADOT LANE	458 D 458 U	24 HOURS GATE ACCESS	(928) 289-2478
PIMA COUNTY				
FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S) <small>D=Diesel U=UNLEADED</small>	HOURS MON - FRI A.M. - P.M. <small>WINTER SUMMER</small>	PHONE NUMBER(S)
 ROBLES JUNCTION (Three Points)	16425 W. AJO HWY.	202 D 202 U	24 HOURS GATE ACCESS	(520) 822-1031
 TUCSON (Equipment Shop)	1444 W. GRANT ROAD	224 D 223 U	24 HOURS GATE ACCESS	(520) 838-2861 (520) 838-2872
 TUCSON MVD	3565 S. BROADMONT DRIVE	535 U	ALL YEAR 8:00 AM - 4:30 PM MON - FRI	(520) 838-2776 (520) 838-2772
 TUCSON (22nd Street)	633 E. 22ND STREET	222 U	ALL YEAR 6:00 AM - 4:00 PM MON - FRI	(520) 209-4521 (520) 591-9717



FUEL SYSTEMS MANAGEMENT  
STATEWIDE FUEL LOCATIONS

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**PINAL COUNTY**

FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S) <small>D=DIESEL U=URLEADED</small>	HOURS MON - FRI A.M.-P.M. <small>WINTER SUMMER</small>	PHONE NUMBER(S)
CASA GRANDE	15614 W. BOXELDER DRIVE	214 D 214 U	24 HOURS GATE ACCESS	(520) 836-2240
COOLIDGE	672 N. ARIZONA BLVD.	213 D 213 U	24 HOURS GATE ACCESS	(520) 723-4438
ORACLE	3245 W. HWY. 77	216 D 216 U	24 HOURS GATE ACCESS	(520) 896-9720
SUPERIOR	951 W. MAIN STREET	270 D 270 U	24 HOURS GATE ACCESS	(928) 402-5650 (928) 402-5651

**SANTA CRUZ COUNTY**

FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S) <small>D=DIESEL U=URLEADED</small>	HOURS MON - FRI A.M.-P.M. <small>WINTER SUMMER</small>	PHONE NUMBER(S)
NOGALES	1340 N. HOHOKAM DRIVE	206 D 206 U	24 HOURS GATE ACCESS	(520) 287-3771

**YAVAPAI COUNTY**

FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S) <small>D=DIESEL U=URLEADED</small>	HOURS MON - FRI A.M.-P.M. <small>WINTER SUMMER</small>	PHONE NUMBER(S)
CORDES JUNCTION	I-17, MP 263 WEST Junction I-17 and SR 69; NW side of I-17	329 D 329 U	24 HOURS GATE ACCESS	(928) 632-7786



FUEL SYSTEMS MANAGEMENT  
STATEWIDE FUEL LOCATIONS

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**YAVAPAI COUNTY**

FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S)	HOURS	PHONE NUMBER(S)
		D=Diesel U=UNLEADED	MON - FRI A.M.-P.M. WINTER SUMMER	
PRESCOTT VALLEY	6901 E. 2ND STREET	326 D 326 U	24 HOURS GATE ACCESS	(928) 775-5079 x3101
SELIGMAN	SR 66, MP 138.9 I-40, Exit 121 Northbound	345 D 345 U	24 HOURS GATE ACCESS	(928) 422-3482

**YUMA COUNTY**

FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S)	HOURS	PHONE NUMBER(S)
		D=Diesel U=UNLEADED	MON - FRI A.M.-P.M. WINTER SUMMER	
YUMA	2243 E. GILA RIDGE ROAD	311 D 311 U	24 HOURS GATE ACCESS	(928) 317-2170 (928) 317-2172



FUEL SYSTEMS MANAGEMENT  
STATEWIDE FUEL LOCATIONS

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**COMPRESSED NATURAL GAS (CNG) LOCATIONS**

**MARICOPA COUNTY**

FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S) <small>D=Diesel U=UNLEADED</small>	HOURS MON - FRI A.M.-P.M. WINTER SUMMER	PHONE NUMBER(S)
PHOENIX (ADOA) <b>** NOT FOR USE BY GSA OR ACRPC **</b>	1501 W. MADISON STREET	CLEAN ENRG	7:00 AM - 5:00 PM 6:00 AM - 5:00 PM MON -	(602) 542-3118

**PIMA COUNTY**

FUELING SITE	STREET/HWY/ROUTE	FUEL TANK(S) <small>D=Diesel U=UNLEADED</small>	HOURS MON - FRI A.M.-P.M. WINTER SUMMER	PHONE NUMBER(S)
TUCSON (Equipment Shop)	1444 W. GRANT ROAD	225 C	24 HOURS GATE ACCESS	(520) 838-2861 (520) 838-2872

**ADOA MOTOR POOL - 1501 W. MADISON STREET (SITE 500 501)**  
**(602) 542-3118**



UNLEADED, PROPANE, CNG AND E85 FUELS AVAILABLE



HOURS: SUMMER 6:00 A.M. TO 5:00 P.M. WINTER 7:00 A.M. TO 5:00 P.M.

**\*\* NOT FOR USE BY GSA OR ACRPC \*\***

ADOT FUEL SYSTEMS MANAGEMENT  
(602) 712-6526  
(602) 712-3306 (FAX)

# **Arizona Department of Public Safety (ADPS)**

***(CALL ADPS DISPATCH TO SPEAK TO A LIVE PERSON 24/7)***

<b><u>DISTRICT 1</u></b>	<b>ADPS DISPATCH (928) 773-3600</b>
KINGMAN	(928) 753-5552
WIKIEUP	(928) 765-2372
NEEDLE MOUNTAIN	(928) 768-8276
SSD – TOPOOCK PORT OF ENTRY	(928) 768-3756
US 93 KINGMAN PORT OF ENTRY	(928) 565-2222
<b><u>DISTRICT 2</u></b>	<b>ADPS DISPATCH (928) 773-3600</b>
FLAGSTAFF	(928) 773-3000
WILLIAMS	(928) 635-4323
<b><u>DISTRICT 3</u></b>	<b>ADPS DISPATCH (928) 773-3600</b>
HOLBROOK	(928) 524-6177
HEBER	(928) 535-5313
SHOW LOW	(928) 537-5545
WINSLOW	(928) 289-5646
SPRINGERVILLE	(928) 333-2035
CHAMBERS	(928) 688-2457
<b><u>DISTRICT 4</u></b>	<b>ADPS DISPATCH (520) 746-4600</b>
YUMA	(928) 782-1679
WELLTON	(928) 785-4416
PARKER	(928) 669-5252
SALOME / WENDEN	(928) 859-3536
QUARTZSITE	(928) 927-6343
EHRENBURG	(928) 927-6651
<b><u>DISTRICT 5 / METRO</u></b>	<b>ADPS DISPATCH (602) 223-2000</b>
PHOENIX	(602) 223-2000
MESA	(480) 834-5250
GILA BEND	(928) 683-2478
BUCKEYE	(623) 386-3473
AVONDALE	(623) 932-2080
YUMA	(928) 782-1679
<b><u>DISTRICT 6</u></b>	<b>ADPS DISPATCH (520) 746-4600</b>
CASA GRANDE	(520) 836-1057
APACHE JUNCTION	(480) 982-1140
TOLTEC	(520) 466-7426
COOLIDGE	(520) 729-9752
<b><u>DISTRICT 8</u></b>	<b>ADPS DISPATCH (520) 746-4600</b>
TUCSON	(520) 746-4600
NOGALES	(520) 281-9656
<b><u>DISTRICT 9</u></b>	<b>ADPS DISPATCH (520) 746-4600</b>
SIERRA VISTA	(520) 458-8301
SAFFORD	(928) 428-2505
BISBEE	(520) 432-5561
BENSON	(520) 586-3957
WILLCOX	(520) 384-4123

# **Arizona Department of Public Safety (ADPS)**

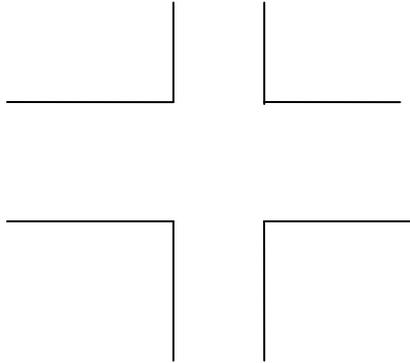
***(CALL ADPS DISPATCH TO SPEAK TO A LIVE PERSON 24/7)***

<b><u>DISTRICT 11</u></b>	<b>ADPS DISPATCH (602) 223-2000</b>
CLAYPOOL / GLOBE	(928) 470-3610
PAYSON	(928) 474-2606
<b><u>DISTRICT 12</u></b>	<b>ADPS DISPATCH (928) 773-3700</b>
PRESCOTT	(928) 778-3271
CORDES JUNCTION	(928) 632-5695
SELIGMAN	(928) 422-4065
COTTONWOOD	(928) 639-4757
CAMP VERDE	(928) 567-4257
<b><u>DISTRICT 13 / EAST</u></b>	<b>ADPS DISPATCH (602) 223-2000</b>
PHOENIX	(602) 223-2000
APACHE JUNCTION	(480) 982-1140
<b><u>DISTRICT 14 / WEST</u></b>	<b>ADPS DISPATCH (928) 773-3600</b>
YOUNGTON	(623) 974-9500
BLACK CANYON CITY	(623) 374-5217
WICKENBURG	(928) 684-2495

**24 HOUR BREAKDOWN / EMERGENCY  
HOTLINE 1-877-800-8520  
ACCIDENT REPORT**

<b>Your Name:</b>	
<b>Agency:</b>	
<b>Vehicle License Plate No.:</b>	
<b>Vehicle Equipment No.:</b>	
<b>Driver's License No.:</b>	
<b>Passengers:</b>	
<b>Other Vehicle Info:</b>	
<b>Driver's Name:</b>	
<b>Address:</b>	
<b>City, State, Zip Code:</b>	
<b>Vehicle License Plate No.:</b>	
<b>Driver's License No.:</b>	
<b>Insurance Co. Phone No.:</b>	
<b>Accident Location:</b>	
<b>Date and Time:</b>	
<b>Weather:</b>	
<b>Injuries:</b>	
<b>Police Report No.:</b>	
<b>Witnesses:</b>	

**24- HOUR BREAKDOWN / EMERGENCY  
HOTLINE 1-877-800-8520  
ACCIDENT INFORMATION**



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# ADOT Equipment Services

## Key Personnel Contacts

CONTACT INFORMATION	OFFICE NUMBER
Equipment Services Administrator	(602) 712-6630
Maintenance Operations Manager	(602) 712-6711
Fleet Management Manager	(602) 712-7284
Phoenix Headquarters Foreman	(602) 712-6607
Statewide Parts Manager	(602) 712-4770
Interagency & Intergovernmental Agreements	(602) 712-6630
Fuel Systems Manager	(602) 712-6526
Voyager Card	(602) 712-6526
Information Technology Services	(602) 712-6523
Training	(602) 712-4119
Comptroller	(602) 712-6631
Customer Service Supervisor	(602) 712-6605
PM & Emission Notifications and Recalls	(602) 712-6086
Vehicle Accident & Damage Reporting and Repairs	(602) 712-6106

## **Action Items To Reduce Fuel Usage By Up To 25%**

1. Eliminate vehicle idling if possible. An average vehicle will idle away the same amount of fuel in an hour as driving 33 miles.
2. Stop excessive speeding. A vehicle uses 20-25% more fuel driving at 70 MPH than 55 MPH.
3. Maintain tire pressure at the manufacturer's recommended pressure (data found in the vehicle's driver side door-jam).
4. Remove all unnecessary cargo from vehicle beds and trunks. The extra weight increases fuel use. Every 100 pounds of excess weight reduces gas mileage by approximately two percent.
5. Reduce the number of assigned personal vehicles. Promote the use of local vehicle motor pools.
6. Use telephone/video conferencing to the maximum extent possible.
7. Eliminate non-mission essential Out-of-State and In-State travel.
8. Use the most efficient vehicle practical to meet job requirements.
9. Combine travel with other ADOT employees, carpool whenever possible. Rideshare when attending training sessions or large meetings.
10. Limit engine cool-down times to the manufacturer's minimum time.
11. Avoid rapid acceleration. Smooth, gradual acceleration is better for fuel economy and vehicle wear and tear.
12. Avoid rapid stops. Drive as though you have a four-tiered wedding cake in the back seat. Coast to known stops.
13. Hold throttle speeds steady avoiding unnecessary speed changes. Use cruise control to improve gas mileage by maintaining a constant speed.
14. Time stop lights whenever possible.
15. Plan work to minimize return or multiple trips. Example: if a job takes 16 hours; send a larger crew to minimize return trips to job site. Plan material requirements to avoid multiple trips. Perform multiple tasks and combine activities on trips to the field. Prioritize and bundle work assignments.
16. Consider extended work hours to avoid return trips to job sites.
17. Schedule meetings in areas where most of the participants originate.
18. Reduce frequency of meetings.
19. Use public transportation.
20. Defer non-essential low priority work.
21. Foreman/supervisors ride with crews.
22. Decrease the number of field inspections where appropriate.
23. Avoid prolonged warming up of engine, even on cold mornings - 30 to 45 seconds is plenty of time.
24. Avoid "revving" the engine, especially just before you switch the engine off; this wastes fuel needlessly and washes oil down from the inside cylinder walls, owing to loss of oil pressure.
25. Keep windows closed when traveling at highway speeds. Open windows cause air drag, reducing your mileage by 10%.
26. Think ahead when approaching hills. If you accelerate, do it before you reach the hill, not while you're on it.
27. Park the vehicle so that you can later begin to travel in forward gear; avoid reverse gear

maneuvers to save gas.

28. During cold weather watch for snow pack frozen to car frame. Up to 100 lbs. can quickly accumulate! Snow and ice cause tremendous wind resistance. Warm water thrown on (or hosed on) will eliminate it fast.
29. If possible, avoid driving during rush-hour and other peak traffic periods.
30. Report maintenance problems to Equipment Services as soon as possible.
31. Don't overfill your fuel tank. It could leak or spill in heat or on a hill.

## VEHICLE DATA

<b>EQUIPMENT NO.</b>	
<b>LICENSE NO.</b>	
<b>MAKE:</b>	
<b>MODEL:</b>	
<b>YEAR:</b>	
<b>COLOR:</b>	
<b>VEHICLE I.D. #:</b>	
<b>AGENCY FLEET CONTACT NAME:</b>	
<b>AGENCY FLEET CONTACT #:</b>	

### ARIZONA TRAVEL SAFETY TIPS

**Extra Water:** Take at least one gallon of drinking water when you travel, especially in the summer.

**Winter Travel:** Take drinking water, a blanket, gloves, hat and extra pair of socks and a warm coat.

### **ARIZONA ROAD CONDITIONS**

**Call 5-1-1 Statewide — 24 / 7**

# Preventive Maintenance (PM) Checklist

## "A" (Standard) Service

Check emission certification expiration date  
Check windshield, windows and mirrors  
Inspect for accident damage  
Check A/C / heater / condition of interior  
Load test batteries  
Inspect and service battery terminals as needed  
Test charging system  
Test alternator output & starter draw  
Check seat belts & seat controls  
Check door controls & lock operation  
Check warning lights, buzzers, & gauges  
Check fire extinguisher (if applicable)  
Listen to starting operation  
Inspect radiator and A/C condenser for obstructions  
Inspect frame & suspension [**shocks, bushings, etc.**]  
Inspect mounts, brackets, linkages, U-bolts  
Check drive train [**boots, U/CV-joints, yokes, nuts**]  
Inspect exhaust system [**leaks, corrosion & broken supports**]  
Check steering action / operation & components  
Rotate tires/check spare condition & pressure [**tools in trunk**]

## Repair & Replace

Air filter(s) - (if necessary)  
Remove wheels & inspect brakes [**pads, shoes, rotors, drums, master & wheel cylinders, lines, connections, as needed**].

Engine oil filter, oil & lubricate fittings [**lube, oil and filter**]  
Lube winch, power take off and/or lift gate (if applicable).

## "C" Service Same as "A" (Standard) Service **PLUS**

Test batteries, alternator output and starter draw  
Test engine coolant for freeze point, additives and leaks  
Test air conditioning system for proper operation  
Test cooling fan operation [**fan clutch, radial play, etc.**]  
Test fuel system [**carburetor, fuel injector, choke, etc.**]  
Check wheel bearing adjustment

**Repair & Replace Same as “A” (Standard) Service PLUS**

Replace fuel filter

ROAD TEST:

- Engine performance
- Transmission and clutch operation
- Steering action / wander
- Braking action pull / grab / lockup
- Rattles and unusual noises

**“D” Service Same as “C” Service PLUS**

Check power train access codes

Check steering action / operation and components

Pressure test cooling system

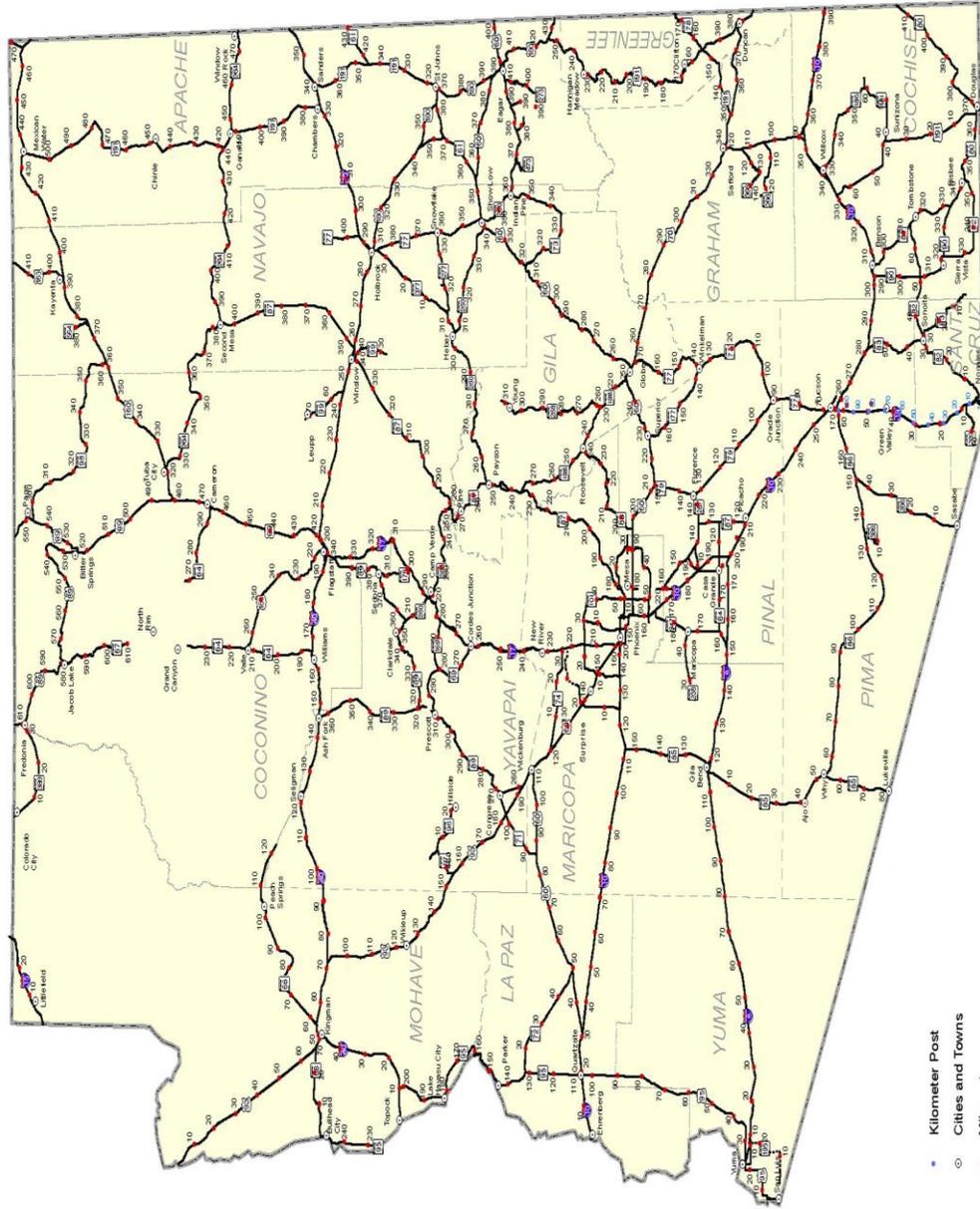
**Repair & Replace Same as “C” Service PLUS**

Grease wheel bearings and replace seals [if necessary]

Service differential

Change automatic transmission fluid & filters.

# State Milepost System




  
 Prepared by:
   
 Arizona Department of Transportation
   
 Data Bureau GIS Section
   
 (602) 742-7333
   
 September 2009

-  Kilometer Post
-  Cities and Towns
-  Milepost
-  State Highway System
-  Planned/Unbuilt
-  County Boundaries