



COLORADO

Division of Central Services

Department of Personnel
& Administration

**State Fleet
Management**

VEHICLE TURN IN REQUIREMENTS

1. **No Appointment Necessary:** turn in vehicles are accepted Monday - Friday, 8:00 a.m. to 4:30 p.m. If you have any questions please call Terry Sisneros - New Vehicle Coordinator at 303-866-5482 or Ron Clatterbuck - Used Vehicle Coordinator at 303-866-5481. State Fleet Management is located at 1001 E 62nd Ave, Denver, 80216, east of Washington Street.
2. **Remove all 2-way radios, cell phones and hands free equipment, security cages, law enforcement lighting or any other special equipment. Please have the equipment removed professionally to avoid causing more problems with the vehicle electrical system. The radio shop is now located at 601 E. 18th Ave., #250, Denver, 303-764-7966.**
3. **Remove all decals or emblems from the vehicle. Remove undercover plates and install the State plates on the vehicle.** You must have the State plates on the vehicle and the current registration to turn in. **This is the agency's responsibility.** The outside of the vehicle should be reasonably clean or washed before turning in.
4. **If the vehicle is in an enhanced emission area, a new emissions test is required if the test is over 9 months old. Bring the original Vehicle Inspection Report when turning the vehicle in.**
5. **Vehicle should be cleaned out,** removing all personal items, trash, cans, paper, etc. and vacuuming the vehicle before you turn it in. Vehicle should have at least a ¼ tank of gas.
6. **When you arrive at Fleet Management,** park the vehicle in any available space in the public parking lot. Record the odometer reading, gather up all keys, credit card and the plastic packet with the current registration and ask the Security Desk to see Fleet Management for vehicle turn in.
7. **At the front desk;** fill out the vehicle turn in sheet with the odometer reading and vehicle description. Identify any known or suspected problems that the turn in vehicle might have.
8. Please verify that the loan obligation for the turn in vehicle has been met, if not, your agency will be billed for the remaining terms.