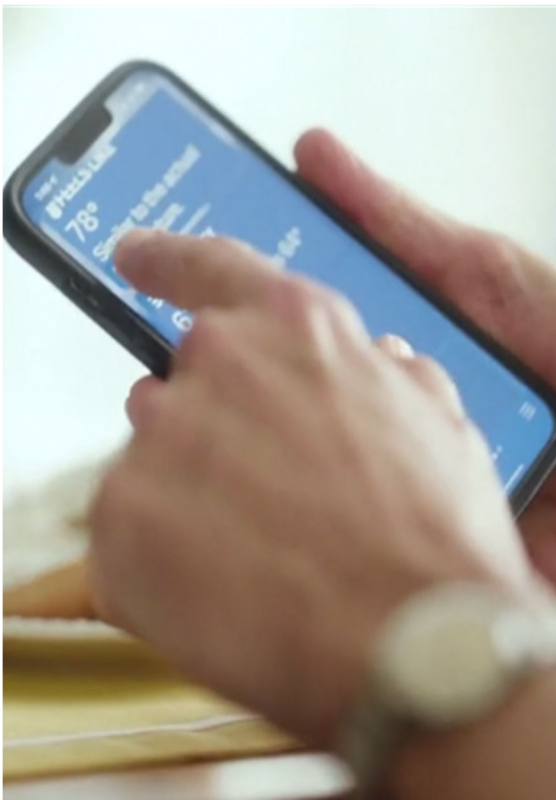


Welcome to the Holman Fleet Management Program



WHAT'S INCLUDED:

- Holman Driver Insights
- Preventative Maintenance
- Repairs
- WEX Fuel Program



The State of South Dakota is partnering with the fleet management company, Holman, to support your State vehicle needs. This guide provides information relative to the fleet services Holman provides for the day-to-day operation of the State vehicle assigned to you. This applies to BOA Fleet & Travel Managed Vehicles only.

The go-live date for this is
April 1, 2023

Holman

Driver Insights



New Mobile App Icon



QR Code to App Store

If you have an assigned state vehicle, this convenient smartphone app allows you to quickly access information and complete several tasks related to your assigned Fleet and Travel Management (FTM) vehicle. The driver app is available for both Apple iOS and Android OS devices.

In the Apple app Store or on Google Play, search by keywords “holman driver” to find the free app.

You will login using your State of SD email and your assigned vehicle number. Although we don't go live until April 1st, you can download the app and set up your account now if you have an assigned vehicle. Our Holman account is active.



SELF-SERVICE:

- Maintenance vendor locator
- Preventative Maintenance coupons
- Emergency roadside assistance

Holman

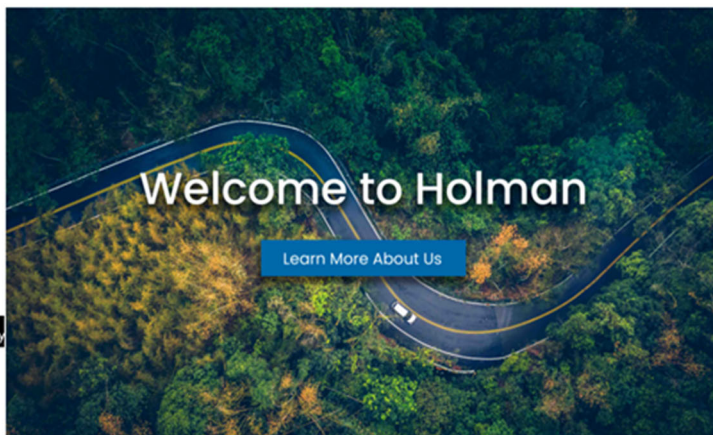
Driver Insights

Email or Mobile Phone

English | Français | Español

Download the mobile app

[Terms](#) | [Privacy Statement](#)

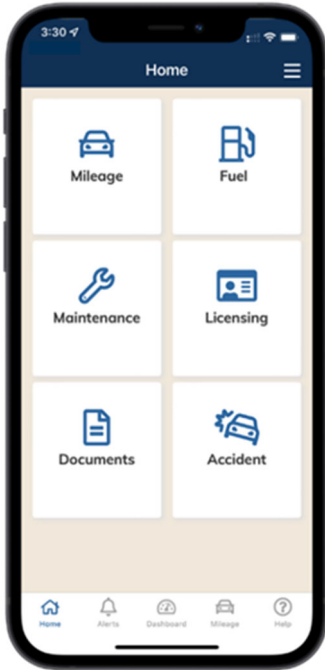


Holman Driver Insights can also be accessed online at driver.holman.com using the same login criteria as above.

Please disable pop-up blockers for best results.

Holman

Fleet Management Services



Menu tiles will vary based on program enrollment

PREVENTATIVE MAINTENANCE

The Holman Driver app allows drivers of FTM vehicles to receive phone and/or email notifications from Holman when your vehicle is due for preventative maintenance (PM).

Once your PM notice is highlighted in the app or you receive an email reminder, make your way to an approved vendor within the Holman network. Advise the shop that you are there for PM work and that the vehicle is managed by Holman. The shop will contact Holman for authorization (if needed) and invoice Holman directly for payment.

MAINTENANCE 1-800-543-2372

REPAIRS

Using Holman Driver Insights, drivers can locate a vendor within the Holman network to schedule an appointment. Using network vendors will save the State 5% in costs. Let the shop know the vehicle is managed by Holman on behalf of FTM when making the appointment.

The repair shop will submit an estimate to Holman which will be reviewed, negotiated, and approved by Holman or sent to Fleet & Travel Management (FTM) for approval. Once approved, the repair shop will be provided with a purchase order document for the agreed upon amount. When the repairs are complete, the purchase order will be closed for payment and the driver will be notified that the vehicle is ready for pick up.

24/7 Roadside Assistance

If your vehicle is under warranty, Holman will connect you with the manufacturer's complimentary roadside provider.

If you're beyond warranty, Holman will arrange a tow on your behalf.

HOLMAN INSIGHTS APP

- Towing
- Tire Change
- Fuel Delivery
- Jump Start
- Lock-out Assistance

Holman

Branded WEX Millennium Fuel Card

PAYING WITH WEX

The State is replacing the current Voyager fuel card with the new WEX fuel card. Holman's WEX fuel program allows the customer to customize fleet purchasing capabilities and offers one source for billing and tracking fuel, minor items such as wiper blades, quart of oil, and carwash purchases only. All other purchases will need to be authorized by calling 800.543.2372 for approval.



Fuel cards will be assigned to each vehicle. Individual drivers will be emailed a randomly generated PIN which will be used to identify the driver authorizing purchases at Point of Sale (POS). FTM is discontinuing using the last four digits of the vehicle's VIN.

All Voyager fuel cards will be shut off on March 31, 2023 at 5:00 pm. They should either be shredded or collected and returned to FTM. FTM will send out the new WEX cards the week of March 13, so be on the lookout for those.

Drivers are still required by policy to use state bulk fuel sites (lowest price) when possible.

There will be no change to the EJ Ward fuel key. It should remain with the vehicle it was assigned to.