



Department of
Administrative Services

DAS Fleet Services – Vehicle Reallocation Program

The DAS Fleet Vehicle Reallocation Program is an opportunity for State agencies to sell underutilized vehicles to other State agencies needing vehicles through the GovDeals website. This program can improve the current process, repurposing underutilized vehicles to where they are needed most. The vehicle reallocation program is a centralized listing available to agencies that fall under Iowa Code 8A.361.

What vehicles are eligible for reallocation?

Any vehicle under 120,000 miles and less than 10 years of age is eligible for reallocation.

- Vehicles returned for auction over 10 years of age but under the mileage limit (120,000 miles) may be offered for reallocation at the discretion of DAS Fleet Services.

Vehicles slated for reallocation must undergo a multi-point inspection and all necessary repairs must be completed. The initial inspection report (see example below) of the vehicle as well as proof of any repairs that were completed need to be provided:

The image shows a detailed multi-point vehicle inspection form titled "Certified Service MULTI-POINT VEHICLE INSPECTION". The form includes fields for Name, Year/Model, Date, VIN, Odometer, Tag#, and License#. It is divided into several sections with color-coded status indicators (Green for OK, Yellow for Requires Attention, Red for Failure):

- WIPER BLADES:** Includes checkboxes for "Check and DMV" and "Service History Check".
- CHECK TIRES AND TREAD DEPTH:** Features a diagram of a tire and tables for "Lowest Tread Depth" and "Lowest Front/Rear Lining".
- CHECK BATTERY:** Includes a "Service History Check" and "Air Conditioning Performance" section.
- CHANGE ENGINE OIL & FILTER:** A simple checkbox section.
- CHECK BRAKES/MASSURE FRONT AND REAR LININGS:** Includes a "Brake system (also including lines, hoses and parking brake)" section.
- CHECK FLUID LEVELS:** Lists various fluids like Engine oil, Brake fluid, Transmission, Power steering, and Windshield washer.
- ADDITIONAL CHECKS:** Includes sections for "Exhaust system components", "Body components lubrication", "Restraint system component check", "Chassis components lubrication", "Drive Axle (Inspection)", and "Exhaustive control system".

The form also includes a QR code and a "CUSTOMER COPY" label at the bottom.

The selling agency is responsible for cleaning the vehicle with the expectation that the vehicle will be sold in acceptable condition. DAS Fleet Services can provide detailing services if requested; fees will be billed back to the seller.

How do you list a vehicle?

Simply submit a request to sell a vehicle to motorpool@iowa.gov including the vehicle information (vehicle #, VIN, make, model, mileage) and a justification for vehicle reallocation. The vehicle will need to be transported to the DAS Fleet Services office at 510 E 12th St, Des Moines. The listing price will be determined by DAS Fleet Services.



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How do you purchase a vehicle?

Buyer will click the “Buy it Now” icon on the GovDeals site. DAS Fleet Services and the purchasing agency will then receive an email notification that the vehicle has been purchased. DAS Fleet Services, DAS Finance and the purchasing agency will verify funds are available to purchase the vehicle. Finally, the purchasing agency will be notified by DAS Fleet Services once the transaction has been completed with sale information (vehicle, sale price) and vehicle pickup procedures.

How do you take delivery of a vehicle?

The purchased vehicle will be released to a representative of the purchasing agency at DAS Fleet Services unless other arrangements have been approved.

- Vehicle pickups are scheduled by appointment only.
- The purchasing agency’s representative will need to bring the Bill of Sale and [Vehicle Assignment Form \(VAF\)](#) to re-assign the vehicle.
- A Driver’s License may be required if someone other than Fleet Contact takes delivery of the vehicle. Pre-arrangements must be made for this to occur.
- DAS Fleet will change the vehicle decals if needed; fees will be billed back to the buyer.

For more information

motorpool@iowa.gov

515-281-5123