



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 'Certified Service Multi-Point Vehicle Inspection' form. It is a detailed checklist with various sections for different vehicle components. Each section has a grid of colored boxes (green, yellow, red) indicating the status of the inspection. The sections include:

- WIPER BLADES
- CHECK TIRES AND TREAD DEPTH
- CHECK BATTERY
- CHANGE ENGINE OIL & FILTER
- CHECK BRAKES/MEASURE FRONT AND REAR LINES
- CHECK FLUID LEVELS
- REQUIRES ATTENTION
- ADDITIONAL CHECKS
- ADDITIONAL RECOMMENDED SERVICES

The form also includes fields for Name, Year/Model, Date, License#, VIN, and Odometer. It features a 'CUSTOMER COPY' stamp at the bottom right.

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@das.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@das.iowa.gov

515-281-5123