



DAS Delivers: Fleet Services NewsBrake

Department of Administrative Services ~ Empowering People · Collaboration · Customer Service

August 2022

Policies and Procedures Manual Update

DAS Fleet Services has updated the Policies and Procedures [Manual](#). Anyone driving a State vehicle or who is reimbursed for driving a personal vehicle on State business is required to read this manual. Numerous changes and common questions have been addressed with the latest update. In addition, a summary of [Authorized State and Private Use](#) considerations has been created for your reference.

New WEX Cards

As recently announced, all State of Iowa WEX fuel cards expiring in October and November 2022 will be reissued with a new card design to Primary Fleet Contacts beginning mid-September. Cards expiring in October will be issued first allowing more than 30 days for distribution to drivers. Existing cards will be active until the expiration date and should be destroyed once replacement cards are received.

New Plates or Decals

Please email motorpool@iowa.gov for official license plate and door decal replacement. Decals can be mailed to your agency directly or sent to That's My Truck for installation.

Garage Operations at Glenwood Resource Center (GRC)

As one of the few non-IDOT Garages within the State, GRC offers:

- Vehicle diagnostics and services from light duty to Heavy duty Trucks/Vans/Bus/Car; windshield wipers, routine maintenance, oil changes (filter inventory may cause delay) and tire rotations.
- Equipment inspections:
 - CDL pre-inspections and post inspection practicing
 - Trailers, four-wheeled assets, small powered equipment (saws/hammers, breakers, etc.)
 - Lift equipment inspections and diagnostics, bus lift system training including Q-strait
- Car wash (no busses or dump trucks without prior approval)

If you are in the Southwest Iowa area, please take advantage of the services Glenwood provides.

Special Thanks

DAS Fleet Services would like to thank Rasheed Ebrahim for allowing another department to borrow a van from the [Bureau of Refugee Services](#) - all he asked was for the vehicle to be returned with a full tank of gas. Thank you Rasheed for your generosity and collaboration!

Vehicle Condition

Remember, when driving a State of Iowa vehicle you are representing the State. Please keep your vehicle clean and in good working condition, and do not leave trash in your vehicle. Thank you.

Vehicle Fun Facts

According to the U.S. DOT's website, the prevalence of ditches on the sides of the road and the design of the common Conestoga wagon were the major reasons for right-hand driving in the United States.

DAS Fleet Services, 109 SE 13th St., Des Moines, Iowa 50319

HOURS: Monday: 6:00 am - 4:30 pm • Tuesday - Friday: 7:00 am - 4:30 pm

CONTACT: Customer Service: 515-281-3162 • After Hours: 515-725-2243

Risk Management: das.risk@iowa.gov • Fleet Motor Pool: motorpool@iowa.gov • State of Iowa Drivers: SOldrivers@iowa.gov

For more information: <https://das.iowa.gov/procurement/fleet-services>