

		Department of Administrative Services Central Procurement and Fleet Services Enterprise				
		Title/Subject:		Fleet Services Vehicle Assignment Authority Policy		
		Applies to:		All Executive Branch Employees, Non-Employees Representing the State	Effective Date:	6/30/2022
					Revised Date:	6/1/2025
		End Date:				
X	Policy	Approved by:	Director Adam Steen	Policy #	650.005	
X	Procedure	# of Pages:	2	Procedure #	650.005	
	Other	Instruction:				
Legal Authority:						

I. Purpose

- A. The purpose of this policy is to explain the Department of Administrative Services (DAS) authority on vehicle assignment.

II. Policy

- A. DAS is granted the authority to purchase and assign motor vehicles to State agencies. Vehicles may be assigned on a part-time or full-time basis. DAS reserves the right to revoke vehicle assignments at any time.
- B. Vehicle assignments are determined based on the number of passengers and the intended use. The goal is to maximize fuel efficiency (passenger miles per gallon) and minimize costs to the State. DAS is also responsible for monitoring and overseeing the proper utilization of State vehicles to ensure operational efficiency.

III. Procedure

A. Guidelines

1. Agency and driver responsibilities for assigned vehicles include:
 - a) Authorized drivers must possess a current and valid non-restricted Driver's License before operating any State owned vehicle.
 - b) Drivers must complete a Driver's License verification before driving any State vehicle.
 - c) The assigned driver is responsible for complying with the Department of Administrative Services' rules and regulations.
 - d) The agency is responsible for the care and proper maintenance of the vehicle(s).

2. Authorized and Unauthorized Use

- a) Personal or private use of a state vehicle is prohibited.
- b) Only State employees or individuals authorized to conduct State business may drive or be a passenger in a State vehicle. This authorization may occasionally include consultants, contractors, or volunteers who are providing authorized services to a department of State government. An exception applies when passenger transportation is part of the official State business being performed.
- c) In cases where an authorized non-State employee is required to drive a State vehicle, the requesting State agency must provide DAS Fleet Services with the individual's Driver's License number as well as advance written notification.
- d) Employee's spouses, children, relatives or any other unauthorized non-State employees are not allowed to drive or be passengers in a State-owned or leased vehicle unless performing State business.
- e) Minors are not allowed to operate State vehicles under any circumstances.
- f) Upon prior written request, the DAS Fleet Services Manager may authorize a State vehicle to be driven to the driver's home if the driver lives in the same direction as the scheduled trip destination and doing so would reduce the trip cost for the State of Iowa. If granted, such authorization is limited to the specific driver, vehicle and destination and requests must be duplicated for same or similar trips unless otherwise approved. In these instances, department personnel must adhere to Internal Revenue Service commuting valuation regulations and report receiving a taxable benefit of \$1.50 (\$3.00 round trip) per day when using a State-owned vehicle in this manner.
- g) Unless a request for home to work transportation authorization has been completed and approved, commuting in a State vehicle is not allowed.
- h) Travel in and around the area where temporary duty is being performed includes driving a reasonable distance to meal locations or other necessary locations for accomplishment of official business as determined by the driver's agency.

B. Communication

1. This Policy is available on the DAS Fleet Services website.

2. Inquiries regarding this Policy shall be presented in writing to the DAS Fleet Manager.