

		<b>Department of Administrative Services</b> <b>Central Procurement and Fleet Services Enterprise</b>			
		<b>Title/Subject:</b> Fleet Services Agency Fleet Contacts			
		<b>Applies to:</b> All Executive Branch Employees, Non-Employees Representing the State	<b>Effective Date:</b> 6/30/2022		
			<b>Revised Date:</b> 6/1/2025		
		<b>End Date:</b>			
X	<b>Policy</b>	<b>Approved by:</b> Director Adam Steen	<b>Policy #</b>	650.010	
X	<b>Procedure</b>	<b># of Pages:</b> 2	<b>Procedure #</b>	650.010	
	<b>Other</b>	<b>Instruction:</b>			
<b>Legal Authority:</b> <a href="#">8A.361</a> ; <a href="#">8A.362</a> ; <a href="#">8A.363</a> ; <a href="#">8A.364</a> ; <a href="#">8A.365</a> ; <a href="#">8A.366</a> ; <a href="#">8A.367</a> ; <a href="#">IAC 11-103</a>					

**I. Purpose**

- A. The purpose of this policy is to advise agencies of the responsibilities of an Agency Fleet Contact.

**II. Policy**

- A. Each agency designates a primary fleet contact (PFC) to ensure fleet efficiency and compliance. The PFC coordinates with DAS Fleet Services on all matters involving the administration, utilization, operation and maintenance of vehicles driven by their agency’s employees. The PFC is responsible for the communication of fleet policies, practices, and procedures to all drivers in their agency. Additional fleet contacts may be designated to assist the primary fleet contact.

**III. Procedure**

**A. Guidelines**

1. Serve as the primary point of contact for DAS Fleet Services and their agency’s drivers.
2. Relay any fleet-related needs or concerns to DAS Fleet Services
3. Submit a Driver’s License verification form for every authorized driver in their agencies to ensure all drivers have valid Driver’s Licenses.
4. Ensure agency drivers are provided and follow all fleet-related regulations regarding State of Iowa vehicles and drivers including:
  - a) Iowa Code 8A.361-367
  - b) Iowa Administrative Code [11-103](#)
  - c) State Accounting Enterprise (SAE) procedures [210.107](#), [210.130](#), [210.131](#), [210.200](#), [210.300](#)
  - d) DAS Fleet Services policies and procedures
5. Complete and submit Vehicle Assignment Forms (VAFs) to DAS Fleet Services for the assignment of vehicles and changes regarding

agency-assigned vehicles including vehicle replacements, returns and driver terminations.

6. Ensure monthly mileage reports for agency-assigned vehicles are submitted on the Vehicle Mileage Reporting website by the seventh working business day of the month (See User's Guide).
7. Follow manufacturer's vehicle maintenance schedules to ensure routine maintenance is completed on vehicles in a timely manner.
8. Set agency's maintenance and service approval threshold (if above \$500 is desired) for agency assigned vehicles. This is the amount DAS Fleet Services can approve on the agency's behalf. For amounts exceeding the agency's specified threshold, the PFC will serve as the authorized approver and will be contacted by DAS Fleet Services in these instances.
9. Serve as the agency's fuel card coordinator for cards issued to agency assigned vehicles. This includes keeping vehicle and card inventory updated in WEX's online card management system, updating driver employment status, updating employee PINs, completing fraud paperwork as necessary and ensuring drivers use WEX cards for fuel and incidentals as allowed per DAS Fleet policy (see Wright Express (WEX) and Vehicle Fueling sections below).
10. When ordering new or replacement vehicles, submit a Vehicle Order Form per the instructions referencing the contract number from the contract catalog, identifying the vehicle make, model, base price and including the options sheet sent to DAS Fleet Services.
11. Serve as, or designate, a requestor for Motor Pool reservations. Make sure you and your drivers understand and follow procedures for picking up keys and fuel cards, retrieving and returning vehicles from the parking garage, using the key drop box, and reporting vehicle concerns to DAS Fleet. Authorize and submit long term Motor Pool reservation requests.

#### **IV. Communication**

- A. This Policy is available on the DAS Fleet Services website.
- B. Inquiries regarding this Policy shall be presented in writing to the DAS Fleet Manager.