

		Department of Administrative Services Central Procurement and Fleet Services Enterprise				
		Title/Subject:		Fleet Services Vehicle Classifications		
		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 #	650.030	
X	Procedure	# of Pages:	1	Procedure #	650.030	
	Other	Instruction:				
Legal Authority: IAC 11-103.4						

I. Purpose

- A. The purpose of this policy is to inform drivers of the vehicle size and type indicated for the number of passengers a vehicle will have during use for State business.

II. Policy

- A. Under normal social distancing guidelines, in order to maximize efficiency and minimize costs, the State of Iowa policy for vehicle classifications will be adhered to for the number of passengers as outlined in IAC [11-103.4](#).

III. Procedure

A. Guidelines

1. Compact vehicle category: 1-2 passengers
2. Mid-size vehicle: 3 or more passengers
3. Full size vehicle: 4 or more passengers
4. Minivan: 3 or more passengers
5. Cargo Van: shall be appropriate in size and GVWR for their primary use with regard to payload and cargo volume.
6. 8-Passenger Van: 5 or more passengers.
7. 12-Passenger Van: 7 or more passengers.
8. 15-Passenger Van: 9 or more passengers.
9. Pickups and SUVs: shall be appropriate in size, GVWR, and drivetrain (two-wheel or four-wheel drive) for their primary use with regards to trailering, payload, cargo volume, and on/off road equipment.

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.