

		Department of Administrative Services Central Procurement and Fleet Services Enterprise			
		Title/Subject: Fleet Services Vehicle Maintenance			
		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 #	650.035	
X	Procedure	# of Pages: 3	Procedure #	650.035	
	Other	Instruction:			
Legal Authority:					

I. Purpose

- A. The purpose of this policy is to advise agencies of their responsibilities to maintain vehicles and the maintenance schedules to follow.

II. Policy

- A. Agencies are responsible for the maintenance and upkeep of their vehicles. DAS Fleet Services assists agencies with billing and approval of maintenance and repairs.

III. Procedure

A. Guidelines

1. Each agency is responsible for maintaining the service records for their vehicles.
2. The manufacturer's recommended service intervals should be followed with regard to scheduled vehicle maintenance.
3. Service providers must obtain an authorization number from DAS Fleet Services for repairs or services greater than \$500 at 515-281-3162 before proceeding with any unscheduled or scheduled service or repairs.
4. Services less than \$500 and windshield/glass repairs
 - a) re-authorization is not required for services less than \$500 and any windshield/glass repairs.
 - b) Routine maintenance and repairs may be performed by any licensed service provider who will bill the State of Iowa directly. All vehicle expenses must be direct-billed per the billing procedures below.
 - c) The official vehicle number (license plate number) must be included on all invoices.
5. Services \$500 or more
 - a) Services \$500 or more must be pre-authorized by DAS Fleet Services.

- b) Vehicle operators are not authorized to approve repairs to State vehicles and are not permitted to drive loaner or rental vehicles from service providers without prior approval from DAS Fleet Services.
 - c) Service providers are responsible for obtaining pre-authorization. Contact DAS Fleet Services: 515-281-3162, 7:30 a.m. – 4:30 p.m., Monday – Friday (excluding State-observed holidays). Please see Policy [650.040](#) for after hours emergency procedures.
 - d) A Purchase Order (P.O.) number will be provided upon agency approval.
 - e) The official vehicle number and P.O. number must be included on all invoices greater than \$500.
6. Tire Purchases (Non-Emergency)
- a) All tire purchases must be pre-authorized by DAS Fleet Services. A tire product code is required.
 - b) Tires for State vehicles may only be purchased through Bridgestone/Firestone, Goodyear and Continental vendors participating in the State’s NASPO ValuePoint master agreements and must be directly billed to the State.
 - c) Tire mounting, alignment and other services related to the purchase of tires must be invoiced by the participating tire provider via the manufacturer per the NASPO ValuePoint master agreements and the following account numbers:
 - (1) Bridgestone/Firestone Account: 254087
 - (2) Goodyear Account: 177384
 - (3) Continental Account: 7457535
 - (4) Other services not included in the NASPO ValuePoint master agreement, such as oil changes, brake work or other repairs must be invoiced separately (see Billing Procedures below).
 - (5) A map of participating tire providers is available on the DAS Fleet Services website:
<https://das.iowa.gov/procurement/fleet-services>
 - (6) Independent repair shops may obtain tires from participating tire providers and charge for tire installation labor only.
 - (7) Tire providers wishing to participate in NASPO ValuePoint master agreements should contact the manufacturers directly.
 - (8) The official vehicle number and P.O. number must be included on all tire invoices.
 - d) Emergency Tire Purchases: In the event of an emergency, such as a tire blowout, drivers may need to purchase tires for their vehicle from a non-NASPO vendor. In this case, vendors should follow the

procedures listed above for services of \$500 or more, even if the total is less than \$500. Please see Policy [650.045](#) regarding Out of Pocket Driver Reimbursements

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.