

		<b>Department of Administrative Services</b> <b>Central Procurement and Fleet Services Enterprise</b>				
		<b>Title/Subject:</b>		Fleet Services Adherence to Motor Vehicle Laws		
		<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>	650.110	
X	<b>Procedure</b>	<b># of Pages:</b>	2	<b>Procedure #</b>	650.110	
	<b>Other</b>	<b>Instruction:</b>				
<b>Legal Authority:</b> <a href="#">IAC 11-103.12</a>						

**I. Purpose**

- A. The purpose of this policy is to advise agencies of the responsibilities of drivers to adhere to motor vehicle laws.

**II. Policy**

- A. Authorized drivers must comply with all applicable traffic laws and are expected to operate State vehicles in a respectful and courteous manner at all times while representing the State of Iowa. All drivers must also submit a completed Driver's License Verification Form to be authorized to operate a State vehicle.

**III. Procedure**

**A. Guidelines**

1. Accountability for Driving Behaviour
  - a) Citizen complaints, traffic law violations, speed camera tickets, and accidents in which the State driver is found to be significantly at fault may result in the suspension of driving privileges.
  - b) Drivers are responsible for paying any fines related to traffic or parking offenses while operating a vehicle on State business.
2. Driver Record Monitoring
  - a) DAS Fleet Services routinely reviews Iowa driver's license numbers submitted through the completed Driver's License Verification Form. Driving privileges may be suspended or revoked for individuals with unacceptable driving records, in accordance with IAC 11—103.12.
3. Out-of-State Licenses
  - a) Agencies are responsible for verifying the validity and status of out-of-state driver's licenses.
4. Corrective Actions and Notification
  - a) DAS Fleet Services will notify drivers and agency fleet contacts of any violations that result in corrective actions.

- b) Refer to the [Corrective Actions Flowchart](#) for specific criteria and consequences related to driving behavior, including potential suspension of driving privileges.

**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.