

		Department of Administrative Services			
		Central Procurement and Fleet Services Enterprise			
		Title/Subject:	Fleet Services Driver's License Requirements		
		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 #	650.120
X	Procedure	# of Pages:	2	Procedure #	650.120
	Other	Instruction:			
Legal Authority: IAC 11-103.11 ; IAC11-103.6					

I. Purpose

- A. The purpose of this policy is to advise agencies of the requirement to legally operate DAS vehicles.

II. Policy

- A. All drivers must possess a valid driver's license with the appropriate classifications, endorsements, and restrictions required to operate a specific type of vehicle used for State business. Individuals are not permitted to operate State-owned or privately owned vehicles for State business without a current and valid license that meets these requirements ([IAC 11-103.6](#)).

III. Procedure

A. Guidelines

1. License Verification and Record Maintenance
 - a) DAS Fleet Services is responsible for maintaining and verifying employee driver's License records.
 - b) Agencies are responsible for verifying the validity of out-of-state driver's licenses prior to submitting the [Driver's License verification form](#) to DAS Fleet Services.
 - c) DAS Fleet Services conducts monthly checks of Iowa driver's license records to ensure continued eligibility to operate State vehicles.
2. Driving Record Access and Monitoring
 - a) DAS Fleet Services is authorized to access and monitor Iowa Department of Transportation driving records for employees who operate State vehicles or use private vehicles for official State business ([IAC 11-103.11](#)).
 - b) When a driver is determined to be ineligible to operate a vehicle on State business, or is subject to [Corrective Actions](#), DAS Fleet Services will notify both the driver and the agency fleet contact.

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.