

		Department of Administrative Services Central Procurement and Fleet Services Enterprise					
		Title/Subject:		Fleet Services Driver Training–Corrective Actions			
		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 #	650.130		
X	Procedure	# of Pages:	2	Procedure #	650.130		
	Other	Instruction:					
Legal Authority:							

I. Purpose

- A. The purpose of this policy is to advise agencies of the training requirements and corrective actions taken for drivers.

II. Policy

- A. Drivers who commit driving infractions will be subject to corrective actions appropriate to the nature of the offense. DAS Fleet Services is responsible for tracking and maintaining records of all corrective actions.

III. Procedure

A. Guidelines

1. Corrective Actions

- Refer to the [Corrective Actions Flowchart](#) for specific disciplinary measures corresponding to various moving violations.
- DAS Fleet Services will track and maintain Corrective Actions
- Driving infractions on a driver's record will be factored into a driver's corrective action history regardless of whether the infraction occurred while employed by the State of Iowa.

2. DUI/OWI Violations

- Corrective actions and/or suspensions for Driving Under the Influence (DUI) or Operating While Intoxicated (OWI) begin at the time of judgment or conviction.
- The period between the infraction and the judgment/conviction may be applied toward the suspension period, but suspension time shall not exceed the maximum defined in the flowchart. The driver's agency will determine whether to include this period.
- Drivers may remain eligible for personal mileage reimbursement during some suspensions; however, agencies may deny eligibility if the driver's role requires the use of a State vehicle to reduce risk or potential harm.

3. Suspension Duration for DUI/OWI
 - a) Drivers suspended due to DUI/OWI will remain suspended for the minimum period specified in the corrective actions flowchart and until all suspension requirements are fulfilled.
4. DAS Fleet Services Authority
 - a) DAS Fleet Services reserves the right to require Defensive Driving Training for drivers based on accident reviews, including but not limited to:
 - (1) Accidents where the State driver was at least partially at-fault.
 - (2) Accidents occurring during unsafe weather or road conditions, regardless of how the accident happened.
 - (3) Accidents that do or do not involve another motorist.
 - (4) Accidents involving an act-of-nature.
 - (5) Incident without damage to State vehicles that would otherwise trigger an insurance claim.
 - b) In addition to the authority outlined in Iowa Administrative Code 11 Chapter 103, DAS Fleet Services may limit or suspend driving privileges for drivers who have been found to be misusing or recklessly using a state vehicle. This can be determined through accident investigation or reports of misuse/reckless use of the vehicle (i.e., using the state vehicle for non-state business or recklessly endangering oneself or other drivers). Suspension of driving privileges may be *in addition* to defensive driving training requirements.

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.