

		<b>Department of Administrative Services</b> <b>Central Procurement and Fleet Services Enterprise</b>			
		<b>Title/Subject:</b>		Fleet Services Motor Pool Rental Charges, Extensions, Late Pick Up and Drop Off, Vehicle Cleaning	
		<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>
		<b>Approved by:</b>	Director Adam Steen	<b>Policy #</b>	650.310
X	<b>Policy</b>	<b># of Pages:</b>	2	<b>Procedure #</b>	650.310
X	<b>Procedure</b>				
	<b>Other</b>	<b>Instruction:</b>			
<b>Legal Authority:</b>					

### I. Purpose

- A. The purpose of this policy is to advise agencies of the responsibilities of motor pool renters in regard to the rental charges, rental extensions, refueling, late pick up and drop off and vehicle cleaning policies.

### II. Policy

- A. Motor pool drivers' agencies will be assessed charges based on vehicle usage; additional fees will be assessed when vehicles require cleaning due to smoke smell or excessive uncleanliness, late returns, refueling required, rental extensions and late pick ups.

### III. Procedure

#### A. Guidelines

1. Rental Rates and Charges
  - a) Rental rates are determined by the class of vehicle and include the cost of fuel
  - b) Charges are based on either a daily rate or a per-mile rate, depending on the total distance driven and the duration of the rental period.
2. Reservation Management
  - a) Agencies must update or cancel vehicle reservations prior to the scheduled travel date. This may be done through the online reservation system or by contacting DAS Fleet Motor Pool at 515-281-5123.
  - b) Requests for extensions are subject to vehicle availability and are not guaranteed. DAS Motor Pool staff will assist agencies in making alternative arrangements if needed.
3. Fees and Penalties
  - a) Late Return Fee: \$50

- b) No-Show Fee (Failure to pick up reserved vehicle): \$50
- c) Cleaning fee (evidence of smoking, excessive dirt or other material): Up to \$250.00
- d) Refueling Fee (if returned with less than  $\frac{3}{4}$  tank of fuel): \$25

**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.