

		<b>Department of Administrative Services</b> <b>Central Procurement and Fleet Services Enterprise</b>			
		<b>Title/Subject:</b>		Fleet Services Motor Pool Driver Requirements and Responsibilities	
		<b>Applies to:</b>		<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	
X <b>Procedure</b>		<b># of Pages:</b>		2	
		<b>Instruction:</b>			
<b>Legal Authority:</b> <a href="#">IAC 11-103.6</a> ; <a href="#">IAC 11-103.12</a> ; <a href="#">IAC 11-103.9(8A)</a>					

**I. Purpose**

- A. The purpose of this policy is to advise agencies of the requirements and responsibilities of motor pool vehicle drivers. This policy is in place to ensure the safe, legal, and efficient use of state-owned vehicles in support of State of Iowa business.

**II. Policy**

- A. Motor pool drivers must adhere to all applicable requirements, responsibilities, and regulations when operating a motor pool vehicle.

**III. Guidelines**

- A. Driver Licensing Requirements
  - 1. All drivers must possess a valid driver’s license with the appropriate classifications, endorsements, and restrictions necessary to operate the vehicle type assigned.
  - 2. Per IAC [11-103.6](#), a State driver may not operate a State or private vehicle for State business without a current, valid license.
- B. Compliance with Regulations
  - 1. Drivers must comply with all Department of Administrative Services (DAS) rules and regulations while operating motor pool vehicles.
- C. Authorized Vehicle Use
  - 1. Only State employees or individuals authorized to conduct official State business may operate or ride in a motor pool vehicle.
  - 2. Authorized non-employees may include consultants, contractors or volunteers providing approved services to a State agency.
- D. Driver Conduct and Responsibility
  - 1. Drivers must obey all traffic laws and operate vehicles in a respectful and professional manner while representing the State of Iowa.
  - 2. Citizen complaints, traffic violations, speed camera citations, or

preventable accidents may result in the suspension of driving privileges.

E. Fines and Citations

1. Drivers are personally responsible for paying all fines or penalties resulting from traffic or parking violations incurred while operating a motor pool vehicle.

F. License Monitoring and Suspension

1. DAS Fleet Services regularly monitors driver's license status.
2. Driving privileges may be suspended or revoked for drivers with poor or unsafe driving records in accordance with IAC [11-103.12](#).

G. Mileage Minimum for Long-Term Rentals

1. To manage fleet efficiency and reduce departmental costs, DAS Fleet Services reserves the right to cancel long-term rentals that average fewer than 1,000 miles per month.

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.