

		<b>Department of Administrative Services</b> <b>Central Procurement and Fleet Services Enterprise</b>			
		<b>Title/Subject:</b>		Fleet Services Motor Pool GPS Monitoring	
		<b>Applies to:</b>		<b>Effective Date:</b>	
		All Executive Branch Employees, Non-Employees Representing the State		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>	650.360
X	<b>Procedure</b>	<b># of Pages:</b>	1	<b>Procedure #</b>	650.360
	<b>Other</b>	<b>Instruction:</b>			
<b>Legal Authority:</b>					

**I. Purpose**

- A. The purpose of this policy is to inform drivers about the use of GPS tracking systems installed in State of Iowa Motor pool vehicles.

**II. Policy**

- A. DAS motor pool vehicles are equipped with GPS telematics systems to support safe and efficient vehicle operation, driver safety, encourage responsible driving behavior, and optimize overall fleet management. DAS Fleet Services staff will regularly review motor pool usage reports generated from GPS data to monitor compliance and improve fleet performance.

**III. Procedure**

**A. Guidelines**

1. The State of Iowa utilizes GPS technology in the DAS Motor Pool vehicles to collect essential data, including vehicle mileage, location, usage patterns, and operational metrics.
2. Data gathered through GPS telematics is used to:
  - a) Ensure efficient utilization of vehicles, including verification of minimum mileage requirements for long-term rentals.
  - b) Support fleet management decisions aimed at cost savings and operational effectiveness.
  - c) Enhance driver safety by promoting responsible and positive driving habits.

**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.