

		Department of Administrative Services Central Procurement and Fleet Services Enterprise				
		Title/Subject:		Fleet Services Coverage Limitations for Personal Vehicles		
		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 #	650.430	
X	Procedure	# of Pages:	1	Procedure #	650.430	
	Other	Instruction:				
Legal Authority:						

I. Purpose

- A. The purpose of this policy is to define coverage of any personally owned vehicle used on State business.

II. Policy

- A. When a personally owned vehicle is used for official State of Iowa business, insurance coverage and responsibility for that vehicle rest solely with the vehicle's owner. The State of Iowa assumes no responsibility for damage to personally owned vehicles.

III. Procedure

A. Guidelines

1. Insurance Responsibility

- a) All insurance coverage for personally owned vehicles used on State business must be provided by the driver's personal auto insurance policy.
- b) State drivers are responsible for confirming that their personal insurance policy includes coverage for the use of their vehicle while conducting official State business.

2. Incident Reporting and Repair Responsibility

- a) Any incidents or accidents involving personally owned vehicles while on State business must be processed through the driver's personal insurance provider.
- b) Repairs to personally owned vehicles, regardless of whether damage occurred during the course of State business, are the sole responsibility of the vehicle owner.

- c) The State of Iowa will not reimburse or cover costs related to such damages under any circumstances.

3. Liability Claims

- a) Any potential liability claims arising from the use of a personally owned vehicle on State business must be reported to the Department of Management for further review and coordination.

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.