



AGILE FLEETTM
FLEET MANAGEMENT SOLUTIONS

STATE OF IOWA FLEETCOMMANDER

Vehicle Reservations

Updated 2025

- ❖ **Make Reservation**
- ❖ **Request a Change to a Reservation**
- ❖ **Cancel a Reservation**

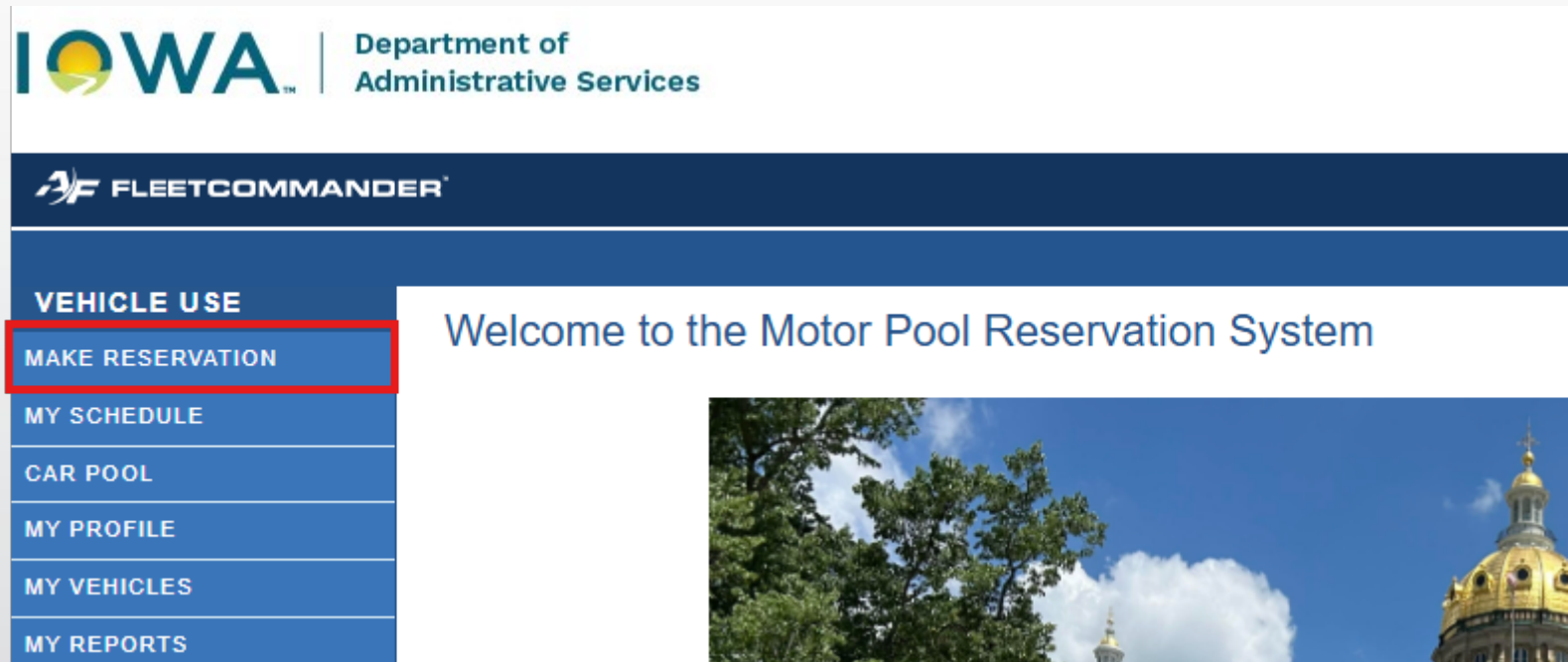
MAKE A RESERVATION



Make a Reservation

MAKE A RESERVATION

Click on “Make Reservation”



IOWA | Department of Administrative Services

FLEETCOMMANDER

VEHICLE USE

- MAKE RESERVATION**
- MY SCHEDULE
- CAR POOL
- MY PROFILE
- MY VEHICLES
- MY REPORTS

Welcome to the Motor Pool Reservation System



MAKE A RESERVATION

Make a reservation for you or someone else.

Vehicle Reservation

Request Information

You can now register your State ID badge at the self check out Kiosk. You will no longer need to log in to access your reservations - Just swipe your badge!

[Click here for instructions.](#)

Who is this request for?

☒ This request is for me

☐ This request is for [Search for Driver](#)

[Cancel Request](#)

[Next \(Continue Request\)](#)

MAKE A RESERVATION



Select Usage Type and pickup Site.

Vehicle Reservation

Request Information

Please see the description for usage types and select the usage type that corresponds with the trip's final destination.

- Daily Rental In-State - To rent a Fleet Motor Pool vehicle for daily in-state travel.
- Daily Rental Out of State - To rent a Fleet Motor Pool vehicle for daily travel outside of Iowa.
- Outside Rental In-State - To rent a Enterprise or Hertz rental within the State of Iowa.
- Outside Rental Out of State - To rent a Enterprise or Hertz rental for travels outside of Iowa, including flight destinations.
- Outside Rental International - To rent a Enterprise or Hertz rental for international travel.

Select "Outside Rental" if you are looking to rent vehicles such as a 12 or 15 passenger van, cargo van or box truck from an outside rental location such as Enterprise. If an outside rental needs to be cancelled, you must contact DAS Motor Pool to cancel; fees may be incurred for a cancelled outside reservation.

- Usage Type: ☒ Daily - In State
- ☐ Daily - Out of State
- ☐ Long Term
- ☐ Outside - In State
- ☐ Outside-Out-of-State
- ☐ Outside - Int'l
- ☐ Maintenance
- ☐ Body Shop
- ☐ Courtesy Loaner
- ☐ Wash/Detail

Select Site:

[Cancel Request](#)

[Next \(Continue Request\)](#)

MAKE A RESERVATION



Complete all fields and select “Next (Continue Request)”

Vehicle Reservation - Start Request

Request Information * = required field

Requestor Information

User Id / Name: Mariah.Fucaloro@iowa.gov / Mariah Fucaloro
E-mail address: Mariah.Fucaloro@iowa.gov
*Driver's User Id: (Mariah Fucaloro) [change driver](#)

Schedule Information

*Pick-up Date / Time: 
(MM/DD/YYYY HH:MM AMPM)
*Return Date / Time: 
(MM/DD/YYYY HH:MM AMPM)

Selection Information

Usage Type: Daily - In State
Site: DAS Motorpool
Location: 
Type: 
Number of Occupants: (driver and passengers)

Additional Information

*Agency: 
*eDAS code:
*Destination:
*Purpose:
Alternate Driver:
*Estimated Daily Mileage:

Comments (for example, the description of any special vehicle requirements. For Outside Rentals, include vehicle size and pickup location.)
To have a reservation request extended beyond 3 days, please send an email to motorpool@iowa.gov to have it modified.

press Shift+Enter to begin a new line

MAKE A RESERVATION

Select “Submit Request” or “Submit and Make Similar” to make a second reservation

Vehicle Reservation - Finish Request

Confirm Request

* = required field

Requestor Information

User Id / Name: Mariah.Fucaloro@iowa.gov / Mariah Fucaloro
E-mail address: Mariah.Fucaloro@iowa.gov
*Driver's User Id: Mariah.Fucaloro@iowa.gov / Mariah Fucaloro

Schedule Information

*Pick-up Date / Time: 08/14/2025 01:00 PM
(MM/DD/YYYY HH:MM AMPM)
*Return Date / Time: 08/14/2025 05:00 PM
(MM/DD/YYYY HH:MM AMPM)
Duration: 4 hours

Selection Information

Usage Type: Daily - In State
Site: DAS Motorpool
Location: Key Kiosk
Type: COMPACT SEDAN
Number of Occupants: 1 (driver and passengers)

Additional Information

*Agency: Administrative Services
*eDAS code: test
Destination: test
Purpose: test
Alternate Driver: test
Estimated Daily Mileage: test
Comments: (none)

☒ Auto-assign to a vehicle? ☐ Ignore buffers?

[Previous \(Change Request\)](#) [Cancel Request](#) [Submit Request](#) [Submit and Make Similar Request](#)

Request a Change to a Reservation

REQUEST CHANGE TOA RESERVATION

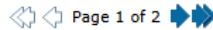
To request changes to a reservation, go to “My Schedule” and click the magnifying glass next to the reservation. Another option is to cancel the reservation and recreate it.



VEHICLE USE
MAKE RESERVATION
MY SCHEDULE
CAR POOL
MY PROFILE
MY VEHICLES
MY REPORTS
INFORMATION
INSTRUCTIONS
POLICIES
VEHICLES AND RATES
LOCATIONS

My Schedule - Current Requests

User ID / Name: **mariah.fucaloro@iowa.gov / Fucaloro Mariah**
E-mail address: **Mariah.Fucaloro@iowa.gov**
Schedule as of: **8/14/2025 11:27:17 AM**

Request ID or Confirmation Number: Display: **Current Requests** ✓
[All Requests](#)  Page 1 of 2

	Request Date/Time	Schedule Information	Status Information	Request ID or Confirmation Number	Vehicle Information
	06/03/2019	Pick-up: 06/05/2019 07:00 AM Return: 12/31/2025 05:00 PM Duration: 2401 days 10 hours	✓ Request was approved You are the requestor Driver: KIM DENNING	111126 <i>Confirmation number</i>	Vehicle: 2996-512173 (2017 Black Chrysler 200) Location: Key Kiosk Type: MID-SIZE SEDAN
	10/29/2019	Pick-up: 10/30/2019 02:00 PM Return: 12/31/2025 03:00 PM Duration: 2254 days 1 hour	✓ Request was approved You are the requestor Driver: Julie Breshears	113402 <i>Confirmation number</i>	Vehicle: 2994-672192 (2015 WHITE CHRYSLER 200) Location: Key Kiosk Type: MID-SIZE SEDAN
	10/29/2019	Pick-up: 11/04/2019 03:30 PM Return: 12/31/2025 09:00 AM Duration: 2248 days 17 hours 30	✓ Request was approved You are the requestor Driver: Julie Breshears	113398 <i>Confirmation number</i>	Vehicle: 2669-C07233 (2019 White Ford Escape) Location: Key Kiosk

REQUEST CHANGE TOA RESERVATION

Click the “Request Changes” button.

My Schedule - View Request

Reservation

Files (0)

Request date/time: 08/14/2025 11:27 AM

✔ Request was approved

Request ID: R037862

Confirmation number: 136435

Requestor Information
User ID / name: **Mariah.Fucaloro@iowa.gov / Fucaloro, Mariah**
E-mail address: **Mariah.Fucaloro@iowa.gov**

Driver Information
(requestor is driver)

Schedule Information
Scheduled pick-up date / time: **08/14/2025 01:00 PM**
Scheduled return date / time: **08/14/2025 05:00 PM**
Scheduled duration: **4 hours**

Vehicle Information

Vehicle: **2845-023655 (2023 White Toyota Corolla Hybrid)**
Location: **Key Kiosk**
Type: **COMPACT SEDAN**
Reservation Beginning Mileage:
Reservation Ending Mileage:
Total Mileage:

[OK \(Back\)](#) [Re-send Email](#) [Request Changes](#) [Cancel Request](#) [Add Notes](#)

Last modified: 08/14/2025 11:27 AM

REQUEST CHANGE TOA RESERVATION



Add your message and click the “Submit Change Request” button.

My Schedule - Request Changes

Request date/time: 08/14/2025 11:27 AM

✅ **Request was approved**

Request ID: R037862

Confirmation number: 136435

Reservation Information

Changes: (requestor/driver, schedule, selection, additional, or vehicle information)

Can I pick the vehicle up at 7:30am instead of 12:30 pm?

press Shift+Enter to begin a new line

Submit Change Request

Cancel (Back)

Cancel a Reservation

CANCEL A RESERVATION

To cancel a reservation, go to “My Schedule” and click the red ‘X’ next to the reservation.

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INSTRUCTIONS

My Schedule - All Requests

User ID / Name: **mariah.fucaloro@iowa.gov / Fucaloro Mariah**
E-mail address: **Mariah.Fucaloro@iowa.gov**
Schedule as of: **8/14/2025 1:26:41 PM**

Request ID or Confirmation Number: [View](#) Display: [Current Requests](#)
[All Requests](#) ✓

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	Request Date/Time	Schedule Information 📅	Status Information	Request ID or Confirmation Number	Vehicle Information
	08/14/2025	Pick-up: 08/14/2025 01:00 PM Return: 08/14/2025 05:00 PM Duration: 4 hours	✓ Request was approved 👤 You are the requestor 🚗 You are the driver	136435 <i>Confirmation number</i>	Vehicle: 2845-023655 (2023 White Toyota Corolla Hybrid) Location: Key Kiosk Type: COMPACT SEDAN
		Pick-up: 05/30/2025 08:54 AM	📌 Reservation completed	134582	Vehicle: 2702-625908 (2023 White Chrysler)

CANCEL A RESERVATION

Add your message and click the “Yes (Cancel Request)” button.

My Schedule - Cancel Request

Request date/time: 08/14/2025 11:27 AM

✓ **Request was approved**

Request ID: R037862

Confirmation number: 136435

Reservation Information

Are you sure you want to cancel this request?

Notes (optional cancellation information):

press Shift+Enter to begin a new line

Yes (Cancel Request)

No (Back)

QUESTIONS?



**Please contact DAS Fleet Services Motor Pool
at 515-281-5123 for assistance.**

Thank you.