



Department of Administrative Services Fleet Services Vehicle Speeding Policy

Policy

Motor vehicle speeding is the operation of a motor vehicle and exceeding a public roadway posted speed limit.

This Motor Vehicle Speeding Policy (Policy) applies to all State agencies that operate Department of Administrative Services (DAS) Fleet Services motor pool vehicles (DAS Motor Pool).

This Policy shall be administered by the DAS Fleet Manager.

I. Purpose

DAS Fleet Services has responsibility to advise agencies of the requirement to properly operate DAS Motor Pool vehicles and obey all traffic laws. The application of this Policy will promote safety and reduce fuel costs.

II. Vehicle Operation

The guidelines on DAS Motor Pool vehicles are to be followed:

- A. Agencies are to ensure their employees who operate DAS Motor Pool vehicles do so in a manner that will not reflect unfavorably on the State of Iowa.
- B. Agencies are to ensure their employees comply with the State Employee Driving Guidelines set forth in 11 IAC 103.
- C. A suspected speeding violation is defined as operating a DAS Motor Pool vehicle in excess of the roadway posted speed limit for a continuous period of four (4) minutes or more.

Policy Guidance

I. Communication

- A. A copy of the Policy will be placed in each DAS Motor Pool vehicle.
- B. The Policy will be provided to all State agencies who rent DAS Motor Pool vehicles requesting they provide it to all agency employees who operate the vehicles with instructions to follow the Policy.
- C. The Policy is posted on the DAS Fleet Services website and published in the DAS Fleet Services Policies and Procedures Manual.

II. Vehicle Technology

- A. DAS Motor Pool vehicles are equipped with GPS telemetry to assist with vehicle operation.
- B. DAS Motor Pool use reports will be reviewed bi-weekly by Fleet Services.
- C. If speeding violations are suspected, while operating a DAS Motor Pool vehicle, a report will be provided to the renting agency's fleet use coordinator.
- D. If DAS Fleet Services provides an agency with a suspected speeding information report, the agency's fleet use coordinator will acknowledge receipt to DAS Fleet Services.
- E. Upon DAS Fleet Services request, the renting agency may be asked to provide an explanation for suspected Policy violations.

Policy Enforcement

- A. Violation of this Policy is subject to the following:
 - i. A written notice of suspected Policy violations will be sent to the renting agency's fleet use coordinator requesting they remind agency drivers of the requirement to adhere to the Policy.
 - ii. Repeated Policy violations by a renting agency may result in limitation or suspension of their DAS Motor Pool vehicle rental privileges.
- B. If an agency desires to appeal the limitation or suspension of their DAS Motor Pool vehicle rental privileges, the agency may submit a written appeal to the Director of Administrative Services.

Inquiries regarding this Policy shall be presented in writing to the DAS Fleet Manager.

This Policy is effective as of July 21, 2017.