

# Long Term Motor Pool Request

Requesting Agency: \_\_\_\_\_

Agency Fleet Contact: \_\_\_\_\_

Vehicle Class Requesting: \_\_\_\_\_

Anticipated monthly mileage: \_\_\_\_\_

**NOTE: If a vehicle is underutilized, long term rental will be discontinued.**

Employee Assigned to the Vehicle: \_\_\_\_\_

Is the vehicle allowed for domicile? \_\_\_\_\_

If yes, employee domicile location: \_\_\_\_\_

*The employee's **agency shall notify its HRA of domicile; HRA will file a P-1***

Accounting String or eDAS Code: \_\_\_\_\_

## **PLEASE NOTE THE FOLLOWING:**

- Long term rentals are charged based on the number of miles driven each month.
- Long term vehicle rentals may be discontinued and returned any time.
- The employee to whom a vehicle is assigned is responsible for vehicle maintenance scheduling in accordance with DAS Fleet Services requirements . **Refer to information on the DAS Fleet Services website. Contact Motor Pool for assistance if necessary.**
- The assigned employee is required to notify DAS Fleet Services of any damage to the vehicle within 24 hours of occurrence.
- The WEX fuel card assigned to the vehicle shall be used only for the vehicle to which it is assigned. The WEX card may not be used for a privately owned vehicle if the vehicle is used when the Motor Pool vehicle is being serviced or repaired.
- The assigned employee will operate the vehicle and abide with Iowa Administrative Code, Chapter 103, State Employee Driving Guidelines. **PLEASE NOTE: A STATE OWNED VEHICLE SHALL NOT BE OPERATED FOR PERSONAL USE.**
- If an assigned vehicle is not maintained in accordance with requirements provided by DAS Fleet Services, DAS Fleet Services maintains the right to discontinue the long term rental.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Agency Fleet Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please scan this document to: [motorpool@iowa.gov](mailto:motorpool@iowa.gov)  
DAS Motor Pool will contact the Agency Fleet Coordinator when a vehicle is ready for pick up.  
**Please plan on a 2 week lead time for vehicle availability.**