







DAS Fleet Services – Motor Pool

Online Reservations: Agile FleetCommander

DAS Fleet utilizes Agile FleetCommander – an online reservation system with eDAS billing accuracy. To make reservations 24 hours a day, seven days a week log-in at <https://iowa.agilefleet.com>. For assistance in logging in, please contact Motor Pool at 515-281-5123.

Billing, Rates, and Fees

Rental rates are based on vehicle class and include fuel. A daily rate is charged for trips up to 50 miles. Once 50 miles per day is exceeded, rates are charged per mile rather than the daily rate. Rates are automatically recorded in Agile FleetCommander to ensure accurate monthly eDAS billing.

	Vehicle Type	Rate per Day	Rate per Mile
	Compact Sedan 1 -3 passengers	\$17.00	\$.34
	Mid-size Sedan 3-5 passengers	\$18.00	\$.36
	Full-size Sedan 4-5 passengers	\$18.50	\$.37
	Minivan Occupancy: 7 passengers	\$20.00	\$.40

Extensions, Cancellations, and Late Returns

Agencies wishing to extend or cancel a vehicle reservation must do so prior to travel by updating the reservation in the online reservation system or contacting the Motor Pool at 515-281-5123. Extension approvals are subject to vehicle availability and cannot be guaranteed; DAS Motor Pool will assist agencies with other arrangements if needed. Potential penalty charges are listed below.

Late Return	No prior call for a late return	\$50
Failure to Pick Up Vehicle	No call, no show	\$50
Cleaning Fee	Evidence of smoking, excessive dirt or other material	Up to \$145

WEX Fuel Cards

Each State of Iowa vehicle is issued a Wright Express (WEX) Fuel Card (attached to the keys). WEX cards must be used for fuel and may be used for emergency and miscellaneous expenses – such as wiper fluid, car washes (excluding mechanical repairs) – up to \$100.00. Using WEX cards reduces the need for out-of-pocket reimbursements and drastically reduces fleet operational processing costs. Note: The State of Iowa purchasing card (Pcard) may not be used for fuel, mechanical repairs or other vehicle expenses.

DAS Fleet Services * 515-281-3162

Hours: 6:00 a.m. – 4:30 p.m. Monday

7:00 a.m. – 4:30 p.m. Tuesday through Friday

DAS Fleet Services Motor Pool * 515-281-5123

Michael Rudawski, DAS Fleet Dispatcher

Michael.Rudawski@iowa.gov

109 SE 13th St., Des Moines, IA 50319 * <https://das.iowa.gov/procurement/fleet-services/state-motor-pool>





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Vehicle Pick Up

Keys may be picked up from the DAS Motor Pool office located on the west side of the Facilities Management Center (FMC) at 109 S.E. 13th St. Monday from 6:00 a.m. to 4:30 p.m. and Tuesday through Friday 7:00 a.m. to 4:30 p.m.

Reservation confirmation emails include a confirmation number and assigned vehicle number (vehicle number may change). Vehicles are located in the Capitol Complex Parking Structure at 650 E. Grand in Des Moines on the north and south sides of the 3rd floor.

Drivers will be provided one parking pass to park their personal vehicle in any vacant reserved spot at the time of pickup, any other riders may park their personal vehicle(s) in any open non-motor pool space in the parking structure (no charge).

Vehicle Return

Vehicles must be refueled and locked, lights off, and trash or excessive debris removed (up to \$145.00 cleaning fees will be assessed if interior cleanup is required). Park vehicles on the 3rd floor of the Capitol Complex Parking Structure in one of the DAS reserved spots. Please refer to the vehicle key tag for designated spots.

Deposit keys, WEX fuel card and parking pass in the parking ramp stairwell night drop box. If a vehicle is returned after the scheduled reservation time, charges will not stop until the car is returned. The reserver will also incur a \$50.00 penalty fee.

Outside Rentals

The State of Iowa has contracts with rental agencies for transportation when motor pool vehicles are not available. Arrangements can only be made by DAS Fleet Services. Reservations can now be requested through [Agile FleetCommander](#). Note: Fuel is not included in the Enterprise rental fee. DAS Fleet Services will provide a WEX fuel card for use with an Enterprise vehicle.

Long Term Rentals

The DAS Fleet Motor Pool also has a limited number of vehicles available for long-term rental, contact us for more information.

SERMA and Vehicle Assistance

SERMA (State Employees Roadside Mobile Assistance) is a convenient resource accessible by desktop computer or mobile device at <https://das-serma.iowa.gov> designed to provide information clearly and quickly.

The state has a contract with Hanifen's towing for state-wide towing and Perry's Service and Towing in the Des Moines metro area. During business hours, please contact DAS Motor Pool to set up a tow. After hours, call Hanifen's at 515-243-3205 or Perry's at 515-243-9273.

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