



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
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DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

August 21, 2009

GENERAL LETTER NO. 24-D-4

ISSUED BY: Bureau of Purchasing, Payments, and Receipts,
Division of fiscal Management

SUBJECT: Management Manual, Title 24, Chapter D, **STATE VEHICLES**, pages 1,
2, 4, and 5, revised.

Summary

This chapter is revised to:

- ◆ Update Web site addresses to match current versions on pages revised.
- ◆ Under the section, "Vehicle Assignment," change the number of miles driven annually needed to justify assignment of a state vehicle from 15,000 miles to the current rate of 12,000 miles annually.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Management Manual, Title 24, Chapter D, and destroy them:

<u>Page</u>	<u>Date</u>
1, 2, 4, 5	April 13, 2007

Additional Information

Refer questions about this general letter to your service area manager, regional administrator, or institution business manager.

Overview

The Department of Human Services (DHS), Division of Fiscal Management, is responsible for working with the fleet administrator in the Department of Administrative Services (DAS), General Services Enterprise, Division of Fleet and Mail Services, in obtaining state vehicles for use in central office and field operations.

The purpose of this chapter is to provide:

- ◆ [Procedures to be followed for obtaining motor pool cars.](#)
- ◆ [Guidelines for use of agency-assigned vehicles from the fleet administrator.](#)
- ◆ [Policy guidance in the use and maintenance of state-owned vehicles.](#)
- ◆ [Explanation of corrective actions for drivers of state-owned vehicles who have poor driving records or who violate safety policies](#)

More information about state vehicles is available from the Division of Fleet and Mail Services at:

- ◆ The fleet web page: <http://das.gse.iowa.gov/fleet/fleet.html>
- ◆ The ***Vehicle Operations Manual***, a reference manual that outlines policies and procedures for the use of vehicles for state business, available at http://das.gse.iowa.gov/fleet/fleet_operations_manual.html. This document includes:
 - General fleet policies and procedures
 - Procedures for vehicle repairs, services, and expenses
 - Policies on operation of the fleet and mail motor pool
 - Policies on insurance
- ◆ The ***Fleet Maintenance and Repair Manual***, a reference manual that lists procedures and facilities for the servicing of assigned state-owned vehicles, available at: http://das.gse.iowa.gov/fleet/fleet_maintenance_manual.html. This document includes:
 - State garage service procedures
 - Cooperative governmental service providers
 - Scheduled preventative maintenance warranties
 - Tire contracts
 - Procedures for handling accidents and body damage
 - Procedures for handling glass repair and replacement

Legal Basis

The statutory basis for the policies and procedures in this chapter is found in:

- ◆ Iowa Code Section 8A.361, "Vehicle assignment."
- ◆ Iowa Code Section 8A.362, "Fleet management."
- ◆ Iowa Code Section 8A.363, "Private use prohibited."
- ◆ Iowa Code Section 8A.364, "Fleet management revolving fund."
- ◆ Iowa Code Section 8A.365, "Vehicle replacement."
- ◆ Iowa Code Section 8A.366, "Violations."

The Department of Administrative Services has adopted Iowa Administrative Code 11, Chapter 103, on "State Employee Driving Guidelines."

Definitions

The following definitions apply to terms as used in this chapter.

"Appropriate signature" means the signature of a division administrator, bureau chief, superintendent, business manager, service area manager, regional administrator, or designee.

"At-fault accident" means an accident in which the state driver is determined to be 50 percent or more responsible for the accident.

"Authorized driver" means a state employee or any other person authorized to conduct state business (i.e., consultant, contractor, or volunteer) who possesses a valid driver's license.

"Authorized passenger" means a non-state employee who has been given permission to ride as a passenger while on official state business.

"Credit card" means the Wright Express Fleet Card assigned to each state-owned vehicle to be used for all fuel charges for that vehicle.

"DAS" means the Iowa Department of Administrative Services.

"Defensive driving course" means an eight-hour course with instructions provided by the Iowa State Patrol.

Vehicle Assignment

The fleet administrator in the DAS General Services Enterprise (GSE) may assign state-owned motor vehicles to DHS work units as a pool vehicle or to persons based on need, number of miles driven annually, and the availability of DHS funds.

The number of miles a state-owned vehicle must be driven annually to justify assignment varies by vehicle classification, as follows:

Sedans	Miles Per Year	Wagons	Miles Per Year
Compact	15,500	Compact	16,500
Mid-size	17,500	Mid-size	25,500
Full-size	21,500	Mini-van	25,500

Requests for assignment of new and additional vehicles to the fleet from field operations and central office shall be routed through the DHS Division of Fiscal Management for processing. Facilities shall work directly with the fleet administrator for all assignments and replacements of their vehicles.

These requests must be accompanied by reasonable justification, such as the start up of a new program or information illustrating that employees have driven in excess of 12,000 miles annually. Pre-owned vehicles may be requested, subject to availability, when annual mileage is estimated to be less than 10,000 miles.

In both instances, the request must provide evidence of adequate funding. DHS must request funds for vehicle depreciation and ongoing maintenance expenses through the normal annual budgeting process.

The following sections explain:

- ◆ [Employee request for reasonable accommodation in vehicle assignment](#)
- ◆ [Checking out vehicles from the vehicle dispatcher of the DAS motor pool](#)
- ◆ [Authorized use of personal vehicles](#)

Employee Request for Accommodation

Employees may request a reasonable accommodation for vehicular requirements for the performance of their essential job functions. The guidance for completing the *Request for Reasonable Accommodation* form is in the Vehicle Operations Manual: http://das.gse.iowa.gov/fleet/fleet_operations_manual.html#008

Form CFN 552-0574, *Request for Reasonable Accommodation*, is available at <http://das.iowa.gov/forms/#r>

The appointing authority is authorized to approve requests from employees driving up to 10,000 miles annually. Provide a copy to the fleet administrator when a request is approved.

If the employee anticipates driving more than 10,000 miles annually, the form shall be completed and forwarded to the fleet administrator for approval.

State Motor Pool

When a DHS-assigned vehicle is not available, staff may check out vehicles from the state motor pool. Upon request, staff in the Division of Fiscal Management can provide the daily rates for a particular size of vehicle. This rate is charged on a per-mile basis with a daily minimum of 25 miles per day for all vehicles. Monthly rates are also available and are subject to availability of a vehicle.

Central office staff should direct the request for a vehicle to the Division of Fiscal Management and reserve the vehicle through the State Pool Car Reservation System. It will be necessary to provide:

- ◆ The date and time the vehicle will be picked up and returned,
- ◆ The name of the driver,
- ◆ The driver's license number,
- ◆ The account number to be charged,
- ◆ The destination,
- ◆ The number of passengers, and
- ◆ The type of car requested.