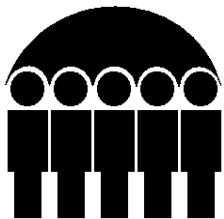


Revised April 13, 2007

Management Manual
Title 24
Chapter D

STATE VEHICLES



Iowa
Department
of
Human Services

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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.

“Driver improvement course” means an eight-hour course with instruction provided by a local area community college.

“Habitual violator” means that the person has been convicted of three or more moving violations committed within a 12-month period.

“Non-state employee” means a volunteer, client, consultant, or contractor.

“Official domicile” means the domicile of an employee assigned to a state office in the city, town, or metropolitan area where the agency’s office is located.

“Passengers” means the total number of vehicle occupants transported on a trip, including the driver.

“Pool car” means a vehicle assigned to the state motor pool maintained by the DAS Division of Fleet and Mail Services.

“Preventable accident” means an accident that could have been prevented or in which damage could have been minimized by proper evasive action.

“Private vehicle” means any vehicle not registered to the state of Iowa.

“State driver” means any person who drives a vehicle to conduct official state business.

“State vehicle” means any vehicle registered to the state of Iowa, Department of Administrative Services.

“Fleet administrator” means the administrator of the Division of Fleet and Mail Services in the DAS General Services Enterprise.

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.

Staff in Polk County who require the use of a pool car should follow their local procedures for reserving pool cars.

Any change in the reservation requires notification to Fiscal Management. Failure to cancel **before** the pick-up time will result in billing for the period reserved.

The state motor pool hours are 7:00 a.m. to 4:45 p.m. State motor pool personnel will issue instructions on fueling the car (including the issuance of the PIN number to be used in conjunction with the Wright Express credit card for fueling and other services for the vehicle), returning of the car, etc.

If no car is available through the state motor pool, the Division of Fiscal Management or the Des Moines service area will notify the employee.

Use of Personal Vehicles

State drivers may be authorized to use their own vehicle to conduct state business when a state vehicle is not available. It is mandatory that state employees driving their own vehicles carry their own liability insurance. State drivers will be reimbursed at the allowable mileage rate.

Members of boards or commissions and members of the public volunteering their services to the state of Iowa may receive the allowable mileage rate for use of their personal vehicle in the conduct of official business.

Use of State Vehicles

The following sections address:

- ◆ [Authorized drivers of state vehicles and their responsibilities](#)
- ◆ [Authorized passengers in state vehicles](#)
- ◆ [Use of state vehicles for commuting](#)
- ◆ [Use of state vehicles for personal business](#)

Authorized Driver

Only a state employee or a person who is authorized to conduct state business and possesses a valid driver's license shall operate a state-owned vehicle.

If volunteers, contractors, or consultants are authorized to drive state-owned vehicles, the agency must ascertain that the volunteer, contractor, or consultant possesses a valid driver's license by contacting the GSE Risk Management at 515-281-7703. The risk manager will verify the valid driver's license and investigate traffic violations for that driver within the last three years.

State drivers may operate a state vehicle or a private vehicle on state business while holding a state-authorized work permit. In addition, a state driver operating under a state-authorized work permit shall provide proof of insurance that meets the minimum standards required by the Iowa Department of Transportation.

Spouses, children, relatives, or other unauthorized non-state employees shall not drive a state-owned or state-leased vehicle. Under no circumstance should a minor be allowed to operate a state vehicle.

Driver Responsibilities

Each state driver who is assigned a state vehicle or who drives a state or private vehicle on state business at least 5,000 miles per year must attend a defensive driving or driver improvement course every three years.

Each state driver who drives a pool car shall also participate in vehicle safety classes as required by the Division of Fleet and Mail Services.

No smoking is allowed in state-owned motor vehicles.

Drivers shall be made aware of complete instructions regarding the use of state vehicles, obtaining gas, repairs, and towing charges as well as how to report an accident.

Drivers of pool cars shall complete the *Fleet & Mail Division Monthly Vehicle Report*, 338-0083, issued with the car and return it to the motor pool with the vehicle. Drivers of cars assigned to or leased by the agency must keep a log of miles driven and expenses for monthly reporting to DAS.

State drivers are required to abide by all motor vehicle laws. Installation or use of any radar-detection device (fuzz busters) or ignition interlock device in a state vehicle is prohibited. Drivers shall not operate a vehicle after consumption of alcohol or drugs. Drivers must also drive in a respectful and courteous manner while they are representing the state of Iowa.

Drivers are required to pay all fines arising from any violation of Iowa motor vehicle laws or laws of any other state in which the state driver may be traveling. Citations received while operating state-owned motor vehicles must be reported to the Division of Fleet and Mail Services.

Insurance

The state of Iowa is self-insured for liability exposure and for physical damage to state-owned vehicles. The self-insured Automobile Liability Program provides legal liability for bodily injury and property damage for authorized state-employed drivers while on official state business and driving a state-owned vehicle.

Monthly Vehicle Report

The office responsible for a state vehicle assigned to or leased by the agency shall keep a record for each vehicle. The responsible officer or employee shall enter all purchases of gasoline, lubricating oil, grease, repairs, incidental expense, and mileage driven during the month. This information is to be kept on site.

Each month, the designated staff person shall complete a mileage report for each vehicle and submit it to the vehicle dispatcher electronically using the DAS Vehicle Mileage Reporting System. Offices with assigned vehicles shall submit the report by the 15th calendar day of the month. Offices with monthly leased vehicles from the DAS state motor pool shall submit the report by the first working day of the month.

Authorized Passengers

Only the following non-state employees shall be authorized passengers in state cars:

- ◆ Registered state volunteers.
- ◆ Clients of the Department, including residents of state institutions and people receiving social services, when the purpose of the travel is related to the Department's services.
- ◆ Non-state private agency personnel when riding with state personnel on authorized state business.
- ◆ Authorized consultants on state business.

Spouses, children, relatives, or other unauthorized non-state employees shall not be a passenger in a state owned or leased vehicle. Drivers may render assistance to disabled motorists in emergencies.

Commuting

State vehicles shall not be used for commuting purposes. The institutional superintendent, service area manager, regional administrator, or division administrator may make the following exceptions to this policy:

- ◆ A state employee may take a state vehicle to the employee's personal residence in preparation for a following-day early-morning departure on an official business trip, provided that:
 - The employee's residence is located between the employee's work place and the trip destination; and
 - Taking the vehicle home clearly results in a substantial time saving; and
 - Parking (preferably off the street) is available at the employee's residence to minimize the possibility of damage, vandalism, or theft.
- ◆ Employees returning to the official work unit after 7:00 p.m. may park the vehicle at their residence overnight and return it to the work unit the following day, provided the three conditions above are met and approval for the exception is granted. Vehicles are not to be parked at an employee's residence over weekends or on holidays.

- ◆ Employees who are in an official “on call” status may be authorized by the institutional superintendent, service area manager, regional administrator, or division administrator to take a state vehicle to the employee’s personal residence during the “on call” time period, if parking is available as described above.

Personal Use

State vehicles shall not be used for personal business. Iowa law specifically prohibits use of state vehicles for personal use. The penalty for any state officer or employee in violation of this policy is a charge of simple misdemeanor.

Employees shall use reasonable judgment in determining if use of a state vehicle could constitute personal use. If there is a reasonable doubt, or the circumstances could create the perception of personal use, transportation by means other than a state vehicle shall be secured.

Vehicle Repairs and Maintenance

The driver or work unit shall maintain assigned state vehicles in good working order, including:

- ◆ Routine servicing,
- ◆ Brake repair,
- ◆ Exhaust system repair,
- ◆ Battery maintenance and replacement,
- ◆ Tires, and
- ◆ General preventative maintenance following the guidelines established by the fleet administrator. (See the [Fleet Maintenance and Repair Manual](#)).

Arrange for these services with the state garage. Local garages may also be used for these services after the fleet administrator has granted approval.

State vehicles shall be fueled with a mixture of 10% ethanol and 90% gasoline. Vehicles that are E-85 vehicles are to be filled with 85% ethanol fuel as mandated by the governor’s Executive Order 41.

See the following sections for more information on:

- ◆ [Completing the monthly vehicle report](#)
- ◆ [Paying for operational expenses](#)
- ◆ [Obtaining repairs](#)
- ◆ [Obtaining towing and emergency road services](#)
- ◆ [Reporting accidents](#)
- ◆ [Obtaining replacement vehicles](#)

Operational Expenses

The driver shall sign for all operational charges using the Wright Express Fleet Card. If a credit card imprinter is not available, write the vehicle license plate number or credit card number or both on the charge invoice. Do not use the Wright Express credit card for any personal expenses.

Record all expenses and purchases daily in the *Fleet & Mail Division Monthly Vehicle Report*. Attach copies of the purchase invoices to the report and maintained at the site.

Follow this procedure if you must pay cash for any state vehicle expense or purchase:

- ◆ Obtain an original or carbon of the invoice from the vendor.
- ◆ Complete form 07-410, *Travel Payment*, separate from your claim for other expenses. Include:
 - Your name and full home address.
 - The service station's name and address.
 - The reason for the purchase (in the section "miscellaneous expense code").
 - The vehicle number.

Sign and date the form and mail it to the fleet administrator for reimbursement. Attach the original receipt of purchase. Also attach a copy of the form to your regular vehicle mileage report.

- ◆ Enter the charges on the daily log record under "other expense."

Replacement of Wright Express Credit Card

If a Wright Express credit card is lost, stolen, or broken, contact the Division of Fiscal Management or the institution business manager for replacement.

Repairs to State Vehicles

The state garage supervisor must authorize all repairs over \$300 before repair work is started.

Most service may be charged through the dealership's centralized billing. Ford dealerships bill through Ford Quality Fleet Care (QFC); GM dealerships bill through GM FleetTrac; Chrysler dealerships bill through ServiceNet.

Repairs may be charged with the Wright Express credit card, but many dealerships are not contracted with Wright Express. Using the centralized billing process through the dealerships is preferable.

If using the Wright Express card, be sure to advise the service contractor before obtaining services that you will be using the Wright Express credit card or that the contractor must invoice Fleet and Mail Services under the terms and rates of the state contract whenever appropriate. (See [Fleet Maintenance and Repair Manual](#).)

Tires shall be purchased from Goodyear or Firestone stores only. See the [Fleet Maintenance and Repair Manual](#) for a list of these distributors and instructions for invoicing. You may also contact the state garage supervisor for assistance in tire purchase.

When repairs will take more than one day, the driver of the assigned car is responsible for returning and picking up the vehicle. If using a pool vehicle and the vehicle is to be left more than one day for repairs, notify the state vehicle dispatcher.

Towing and Emergency Road Service

When towing and emergency road services are needed, the driver of the state vehicle shall summon and authorize a tow truck. Do not abandon the vehicle without first making arrangements for towing to the nearest road service facility.

When emergency road service or tow services are needed, follow the procedures listed below:

- ◆ If the vehicle is drivable, drive to the nearest repair facility. See the [Fleet Maintenance and Repair Manual](#) for a list of repair facilities and instructions on accessing Ford Quality Care, GM FleetTrac, and Chrysler Servicenet. You may use any Department of Transportation garage for repairs or assistance when convenient.
- ◆ If the vehicle is within 50 miles of Des Moines, contact the current towing contractor and arrange to have the vehicle towed to the Fleet Garage, 301 E 7th Street, Des Moines. If the vehicle is still covered under warranty, use the free roadside assistance available under the warranty. Contact the state garage supervisor at 515-281-3162 for assistance.
- ◆ If the vehicle is outside a 50-mile radius of Des Moines, contact the current towing contractor and have the vehicle towed to the nearest factory authorized service facility. If the vehicle is still covered under warranty, use the free roadside assistance available under warranty.
- ◆ Notify the Fleet and Mail Services division immediately of the breakdown with the name, address, and phone number of the service facility.

Make every effort to use contracted vendors for towing and emergency services.

If you are over 15 miles away from your domicile, you may call the toll-free state patrol "HELP" number (1-800-525-5555), or you may phone the nearest emergency road service and request a mechanic or tow truck to be dispatched to assist you. If you are in Des Moines or the surrounding area, call the state garage supervisor for assistance (515-281-3162).

Note: With the exception of after-hour situations, the state garage supervisor must grant permission for all repairs over \$300.

Accident Reporting

The driver must complete a *Vehicle Accident Report* immediately whenever:

- ◆ A state vehicle is involved in any accident resulting in any damage to the state vehicle, injury to a person, damage to another vehicle, or damage to another party's property.
- ◆ A state employee is driving a personal vehicle on state business and is involved in a motor vehicle accident.

In all instances of vandalism, notify the appropriate law enforcement agency.

If the combined property damage exceeds \$1,000, or a personal injury is involved, the driver must also complete a *Report of Motor Vehicle Accident*, Department of Transportation form 433002, within 72 hours.

In case serious injury or death occurs, notify the fleet administrator immediately at 515-281-5121. In the event you cannot reach the fleet administrator, call the GSE risk manager at 515-281-7703.

Do not admit liability or attempt to settle your own claim. Do not let the other party's insurance carrier talk you into agreeing to a settlement. Damage settlements for state vehicles **must** be authorized and conducted through the risk manager. Do not agree to any settlement.

Advise any insurance representative, party involved in an accident, or other person to direct all inquiries to:

Division of Administrative Services
General Services Enterprise - Fleet and Mail Services
Attn: Risk Manager
301 East 7th Street
Des Moines, Iowa 50319-0250
515-281-7703

The driver is responsible for obtaining two estimates of damage and sending the estimates to the risk manager. If the vehicle is beyond repair:

- ◆ Obtain two salvage bids and send them to the risk manager.
- ◆ Remove the license plates from the vehicle and mail them to the fleet administrator.

Vehicle Replacement

Vehicles are normally replaced at 98,000 miles. The fleet administrator will contact the Division of Fiscal Management to initiate replacement. Annually, the fleet administrator will ask the agency to review usage and project vehicles to be replaced in the following calendar year.

The Division of Fiscal Management will work with the Field Operations Support Unit and the Division of Child Support, Refugee Services, and Case Management to ensure that there is adequate funding in the depreciation account and in operations to cover the replacement cost of the new vehicles.

Driver Corrective Actions

State drivers may be subject to corrective action, depending on the seriousness and frequency of infractions. The following sections give more information on:

- ◆ [Counseling](#)
- ◆ [Temporary suspension](#)
- ◆ [Long-term or permanent suspension](#)
- ◆ [Reconsideration of a suspension](#)

Counseling

Corrective action will be imposed if a state driver:

- ◆ Is involved in one at-fault or preventable accident while operating a state vehicle, or
- ◆ Receives three moving traffic violations in a three-year period while operating a state vehicle or a private vehicle.

A state driver who commits one of these actions will:

- ◆ Receive written counseling concerning the state driver's responsibilities, and
- ◆ Be required to attend the next available defensive driving course

Temporary Suspension

A state driver will be suspended from driving a state vehicle or a private vehicle on state business for a period up to one year if the driver either:

- ◆ Drives a state vehicle or a private vehicle on state business with a suspended driver's license; or
- ◆ Drives a private vehicle for state business without the minimum insurance required by law.

Further corrective action will be imposed if a state driver:

- ◆ Is involved in three at-fault or preventable accidents in a five-year period while operating a state vehicle, or
- ◆ Is involved in five moving traffic violations within a three-year period while operating a state vehicle or a private vehicle, or
- ◆ Is convicted of:
 - A first offense driving while intoxicated charge while operating a private vehicle on private business, or
 - Transporting alcoholic beverages in the passenger compartment of a motor vehicle, or
 - Habitual violation of traffic laws.

A state driver who commits one of these actions shall:

- ◆ Be suspended from driving a state vehicle for a period not to exceed one year;
- ◆ Be required to attend the next available driver improvement class and provide proof of completion of the course; and
- ◆ Provide proof of insurance which meets the minimum standards required by the state of Iowa, Department of Transportation.

In addition to the corrective actions imposed by 11 IAC 103.12(2), a state driver who is convicted of a first offense driving while intoxicated while driving a private vehicle on private business must also provide proof of satisfactory completion of:

- ◆ A course for drinking drivers, as defined in Iowa Code section 321J.22; and
- ◆ Substance abuse evaluation and treatment services.

Long-Term or Permanent Suspension

Corrective action will be imposed if a state driver:

- ◆ Is involved in four at-fault or preventable accidents during a five-year period while operating a state vehicle; or
- ◆ Receives six or more moving traffic violations while operating a state or private vehicle with a three-year period; or
- ◆ Is convicted of more than one operating while intoxicated offense within a five-year period while operating a private vehicle on private business; or
- ◆ Fails to notify the Division of Fleet and Mail Services of an operating while intoxicated conviction received while operating a state or private vehicle.

A state driver who commits one of these actions shall:

- ◆ Be suspended from driving a state vehicle for a period exceeding one year up to a permanent suspension or from driving a private vehicle on state business;
- ◆ Be required to attend and successfully complete the next available driver a driver improvement course at the person's own expense and provide proof of completion of the course; and
- ◆ Provide proof of insurance which meets the minimum standards required by the Iowa Department of Transportation.

If a state driver fails to attend or does not successfully complete the driver improvement course, the state driver will be suspended from driving a state or private vehicle for state business until a driver improvement course has been successfully completed.

If a state driver is convicted of operating a state vehicle while intoxicated, or operating a private vehicle on state business while intoxicated, the state driver will be permanently suspended from driving a state vehicle or from driving a private vehicle on state business. This suspension shall not be reconsidered.

Reconsideration of Suspension

If a state driver is suspended from driving a state vehicle, the driver may request a reconsideration of the suspension. A written request for reconsideration must be submitted to the suspended driver's immediate supervisor.

The immediate supervisor must provide a written report, supporting or denying the employee's request, to the director of the Department of Administrative Services. The director shall act on this request and, within 60 days from receipt of the supervisor's request for reconsideration, notify the state driver's supervisor of the action taken.

If driving privileges are reinstated following a request for reconsideration, the reinstated state driver will be placed on a probationary state vehicle driving status for a period of three months.

If a state driver in probationary status has a preventable or at-fault accident while operating a state or private vehicle on state business or receives a moving traffic violation while operating a state or private vehicle on state business, the probationary status will be revoked and the state driver's original suspension period will be reinstated.

Following revocation of probationary status, the state driver may not request further reconsideration of the suspension. A driver in probationary status is eligible to receive mileage reimbursement from the state.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

August 3, 2004

GENERAL LETTER NO. 24-D-2

ISSUED BY: Division of Fiscal Management

SUBJECT: Employees' Manual, Title 24, Chapter D, *STATE VEHICLES*, Title page, revised; Contents (page 1), revised; pages 1 through 13, revised; and pages 14 through 17, new.

Summary

Chapter 24-D, *STATE VEHICLES*, has been revised and updated. This letter transmits the new material and provides for destruction of the chapter material dated October 24, 1989.

Effective Date

Immediately.

Material Superseded

Remove the entire Chapter D from Employees' Manual, Title 24, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	October 24, 1989
Contents (page 1)	October 24, 1989
1-13	October 24, 1989

Additional Information

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



April 13, 2007

GENERAL LETTER NO. 24-D-3

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

SUBJECT: Management Manual, Title 24, Chapter D, **STATE VEHICLES**, Title page, revised; Contents (page 1), revised; pages 1 through 17, revised; and page 18, new.

Summary

This chapter is revised to:

- ◆ Incorporate a policy prohibiting smoking in state-owned motor vehicles effective April 9, 2007, upon direction by and consultation with Governor Culver.
- ◆ Change the format of the chapter for improved readability.
- ◆ Change organizational names to match current versions.
- ◆ Change form names and numbers to reflect current versions.

Effective Date

Immediately.

Material Superseded

Remove the entire Chapter D from Management Manual, Title 24, and destroy it. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title Page	August 3, 2004
Contents (page 1)	August 3, 2004
1-17	August 3, 2004

Additional Information

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



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

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.