

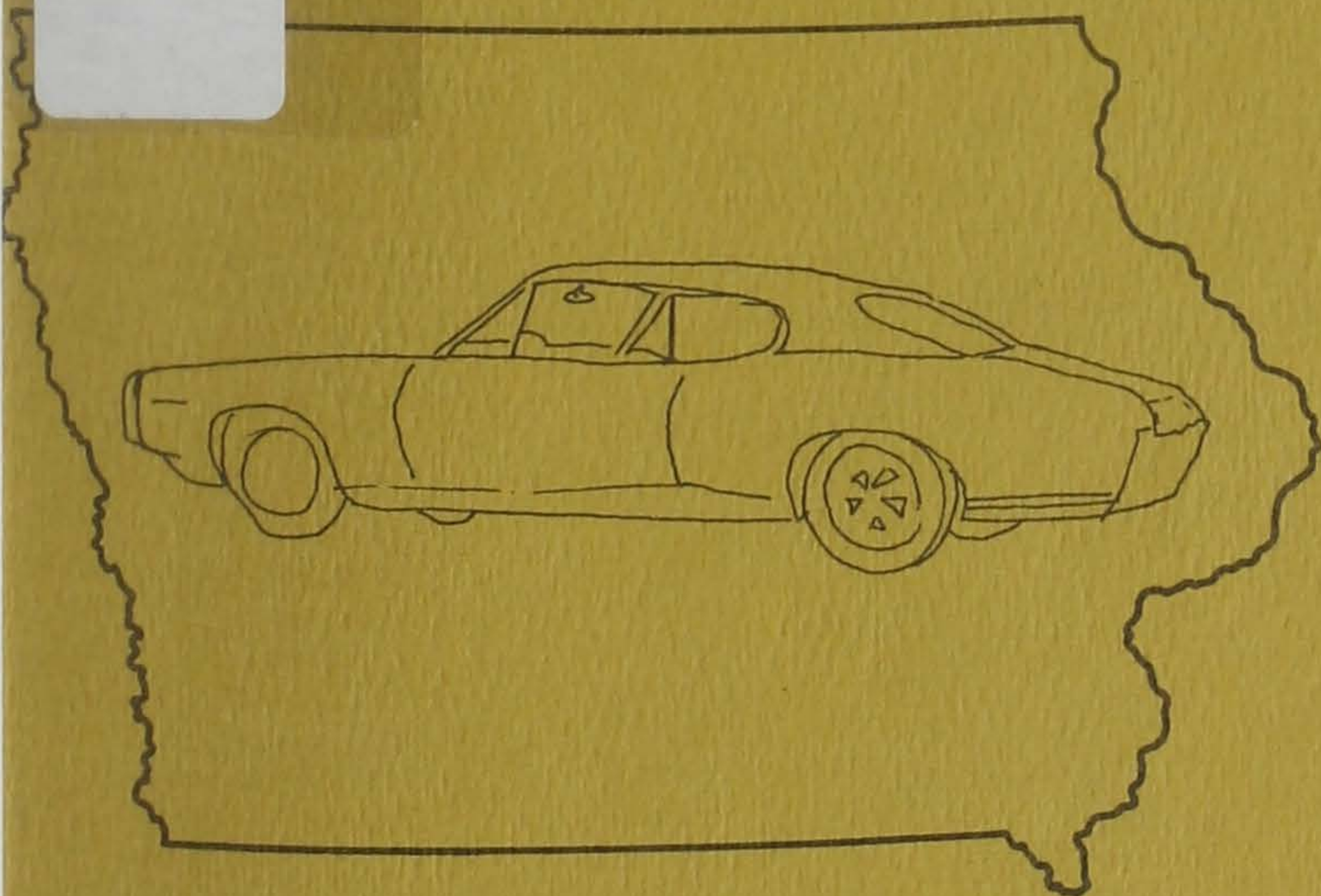
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GUIDELINES

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State & Personal Cars  
Used on Official Business

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Grimes State Office Building  
Des Moines, Iowa 50319

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THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF HISTORY  
CHICAGO, ILL. 60637

STATE OF ILLINOIS

IN SENATE  
JANUARY 11, 1961  
REPORT OF THE  
COMMISSIONER OF THE  
DEPARTMENT OF  
HUMAN SERVICES  
TO THE SENATE

CHICAGO, ILLINOIS

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF HISTORY  
CHICAGO, ILL. 60637

CHICAGO, ILLINOIS

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF HISTORY  
CHICAGO, ILL. 60637



## INTRODUCTION

Guidelines included in this Handbook have been taken primarily from memoranda and directives which have originated in the office of the Iowa State Vehicle Dispatcher and in the Iowa Department of Public Instruction.

This recapitulation of previous communications on the use of vehicles – state-owned and personal – is for the information and guidance of all concerned. The format of the Handbook is for the convenience of the user and will lend itself to an ease of replacement as new information and directives are forthcoming.

It is no surprise that the automobile is THE means used by the DPI staff in reaching every section of the state to carry out professional duties. A high percentage of the work is on a personal contact basis reaching public and private schools and various public agencies.

Mileage accumulation each year reaches into the thousands, almost two-thirds of the miles being in state vehicles. Our claim rates for damage and injury in traveling these miles have been unusually low. We want to reduce these even more!

It is hoped that a careful examination of this Handbook will be helpful to all staff members. Comments or suggestions in regard to the contents are solicited and should be addressed to the Associate Superintendent-Administration via memorandum.



# INTRODUCTION

Guidelines included in the Handbook have been taken from the most recent and reliable sources available in the office of the State Police Department and in the Department of Public Safety.

The purpose of this Handbook is to provide information on the use of the Handbook and to provide a guide to the information and material contained therein. The Handbook is for the use of the State Police Department and the Department of Public Safety and is not to be used for any other purpose.

It is the policy of the Department that the Handbook be used by all State Police officers and Department of Public Safety personnel. A high percentage of the work of the State Police and Department of Public Safety is done by the use of the Handbook and it is the policy of the Department that the Handbook be used by all State Police officers and Department of Public Safety personnel.

Although the Handbook is a guide to the use of the Handbook, it is not a substitute for the Handbook. The Handbook is a guide to the use of the Handbook and is not a substitute for the Handbook. The Handbook is a guide to the use of the Handbook and is not a substitute for the Handbook.

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## REQUESTS FOR USE

1. **Pool Car** – Requests to use a car from the state car pool should be made with the secretary to the Associate Superintendent-Administration. She will complete the DPI form "Request for State Car" and make the necessary communications with the Vehicle Dispatcher.

Following approval by the Associate Superintendent-Administration, his secretary or the second-floor receptionist will type a "State Car Pool Requisition." She will retain the DPI form until the driver returns the pink copy of the "Requisition." This pink copy is to be filled out by the driver and turned in to the receptionist immediately upon returning from the trip. The continuous or "term" user is to fill out the "Request for State Car" form each week.

2. **Personal Car** – If a State car is not available and the driver is eligible for additional miles in a personal car, the secretary will stamp the "Requisition" indicating "Neither State Car Nor DPI Car Available" so that the staff member may use a personal car.

There are circumstances when it may be desirable for a staff member to drive his personal car. If this is the case, and personal car mileage limit has not been exceeded, approval may be granted and the "Requisition" will be stamped.

The secretary will retain the hard (buff) copy and furnish the driver with the white and pink copies. The trip mileage and signature of the driver are to be entered on the white and pink copies; the white copy must be filed with Voucher No. 4 (commonly called "travel voucher" or "reimbursement claim"). The pink copy is to be filed with the receptionist on the second floor as soon as possible after returning from the trip.



### 3. DPI Car

- a. There are two state cars permanently assigned to this Department for staff members to use on official business.
- b. Arrangements for use of a DPI car are to be made with the Chief of Administrative Services. Do not reserve cars more than one month ahead of the planned trip.
- c. Preference for using a DPI car will be given for trips to be taken within 100 miles of Des Moines and for one day duration.
- d. Priority to use the station wagon will be given for trips that involve hauling equipment or supplies and/or more than two people traveling together.

4. **License** – To qualify for driving a state car, the staff member must have a current Iowa Motor Vehicle Operator's License. A signature to this effect will be required at the time a car is checked out from the state car pool.



## HOURS OF SERVICE

### 1. Vehicle Dispatcher

- a. Pool cars may be picked up Monday through Friday from 7 a.m. to 5:30 p.m.
- b. Pool cars may be returned to the attendant on duty Monday through Friday from 7 a.m. to 5:30 p.m. Cars returned during other hours are to be left in the parking lot located at East 7th and Walnut or on Locust Street west of the Capitol. The state car should be locked and the keys, credit card, charge tickets, etc. placed in the envelope furnished by the Vehicle Dispatcher and dropped through a slot in the service door located on the Walnut Street side of the state garage. Cars returned the morning following period of use must be checked in by 8 a.m. to avoid a charge for an extra day. Cars not returned on schedule cause a serious disruption in scheduling for the Vehicle Dispatcher.
- c. The Vehicle Dispatcher provides service for gas Monday through Friday from 7 a.m. to 5:30 p.m. at East 7th and Walnut.
- d. Personal cars may be left in the enclosed parking lot at East 7th and Walnut and can be picked up from 7 a.m. to 11 p.m. The exception to this practice is a few days preceding a sale of state cars when the lot is usually full of the sale cars. During these periods personal cars may be parked on Locust Street west of the Capitol.



- MIL
2. **DPI** – Make arrangements with the Chief of Administration Services for picking up and returning the keys and credit cards for use with DPI cars. These are to be returned, with beginning and ending mileage and charge tickets, to the same source as soon as possible following the trip. If there are mechanical problems with the cars, this information should be reported at the same time.

## PARKING

1. There are no spaces near the Grimes Building reserved for parking cars checked out from the Vehicle Dispatcher. These cars are to be parked the same as personal cars.
  2. The State Superintendent and the Deputy State Superintendent have spaces reserved for their cars.
  3. There are two additional spaces reserved for state cars which are assigned to the DPI. They are located on the east side of the paved area just south of the Grimes Building. When the weather is cold or inclement, one DPI car may be parked inside the Grimes Building, close to the west wall in the area between the service door and pillar. While it is not always convenient to park the car inside, it assures easy starting in extremely cold weather and frost-free vision for the driver.
  4. For the person who needs to pick up materials from the Grimes Building, it is usually possible to park a personal or state car for a few minutes just south of the building or drive into the dock area for loading purposes.
  5. The two-lane access to the south side of the Grimes Building should not be used for parking under any circumstances.
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## MILES AUTHORIZED

1. A staff member may obtain authorization to use his personal car for official business to a maximum of 3,000 miles. Until that 3,000 miles limit is reached, personal car use authorization may be given on the basis of 50% of the accumulated miles.\*

(Example: If a staff member accumulates 4,000 miles total driving, he may have authorization for personal car use to 2,000 miles. This 50% formula applies up to a total of 6,000 miles.)

2. Staff members driving between 6,000 and 11,500 miles have priority for state car use, until the individual has driven the 50 percent allowable personal car-use miles.
3. Staff members who have driven a total of 11,500 miles during the fiscal year on official business are expected to use a state car for the remainder of that fiscal year. If there is a definite need for additional travel, exceptions may be made to this limitation. Travel by personal car in excess of 6,000 miles must be approved by the Vehicle Dispatcher who will notify the State Comptroller of such approval.

\*Section 21.4, Code of Iowa, delegates such authority to state officials and department heads.

## MILES REPORTED

1. Use the Reference Table in Section 11.3 of the Clerical Handbook for accepted mileages in Iowa. To determine mileage to points not listed in the handbook, add or subtract the appropriate mileage. If it is necessary to drive additional miles due to detours, bad weather, etc., the added miles should be included as appropriate on Voucher No. 4 for personal car use, or in the log book for state car use, with an explanation for the extra miles.



2. The accumulated miles driven in a personal car on official business need to be reported on Voucher No. 4. This should be reported "to date" for the fiscal year and entered on the last line (to the left of TOTAL) under the column headed as TRAVEL.

## CHARGES

1. A minimum charge of \$4.50 per day is made by the Vehicle Dispatcher for a state vehicle. If the vehicle is checked out after 4 p.m. on Friday for departure before 7 a.m. on Monday, the minimum daily rate will be charged over Saturday and Sunday unless the vehicle is driven an average of 67 miles per day during the period it is checked out of the pool. (A car is not to be checked out on Friday for the next Monday unless departure is scheduled prior to 7:00 a.m.)
2. Each agency is charged 6½ cents per mile for compacts and full-size sedans and 7½ cents per mile for station wagons or the daily minimum of \$4.50, whichever is the greater.
3. Cars assigned to the DPI are charged to the user's unit on a cost-per-mile basis.



### **CREDIT CARD (plastic)**

1. The driver of each state car is issued a state credit card at the time the car is picked up.
2. There are four indentifying numbers near the center of the card that are identical to the four-digit official license plate number.
3. The credit card is intended to be used for gasoline, oil, parts, towing, and services necessary for the operation and maintenance of the vehicle.
4. The credit card is not to be used for having tires studded.
5. If a vendor refuses to honor a state credit card (this rarely happens with a "major" company), the driver may pay for the purchase (taxes deducted) and make an appropriate entry on the monthly log; claim for reimbursement for such a purchase can be made on a form, which may be obtained from the Vehicle Dispatcher or DPI Accounting Unit.
6. Sales tickets, charge slips, etc. for all state cars – permanently and temporarily assigned – should be charged to the Vehicle Dispatcher, rather than to the Department. The driver should make certain that the official license plate number (four-digit) is entered on the ticket and affix his or her signature. (The vendor will mail the original charge ticket to the Vehicle Dispatcher, with State of Iowa claim form, for payment.)

### **CREDIT CARD (metal)**

1. A metal tag is attached to each state car key and is issued in addition to the plastic credit card.
2. The metal tag is to be used to obtain gas and oil for state cars from garages operated by the Board of Regents, Highway Commission and Department of Social Services.



## STATE-OPERATED GARAGES

1. State Cars can be filled with gas and oil at the service center operated by the Vehicle Dispatcher at East 7th and Walnut from 7 a.m. to 5:30 p.m., Monday through Friday. The cars assigned to this Department use regular gasoline. The cost for gasoline and oil at state-operated garages is a fraction of the cost at commercial stations. Descriptions of locations of the other 48 state-operated garages as furnished by the Vehicle Dispatcher are as follows:

### BOARD OF REGENTS INSTITUTIONS

University of Northern Iowa, Cedar Falls - At the maintenance garage located at the southwest corner of the campus.

Iowa State University, Ames - At the east end of the campus between 6th Street and 13th Street. The car pool is located just north of the railroad underpass. See signs at 6th and 13th.

University of Iowa, Iowa City - The car pool is located four blocks south of the east campus, just east of the power station. The power station is easily located by the high smokestacks.

Iowa Braille and Sight Saving School, Vinton.

Iowa School for the Deaf, Council Bluffs.

### HIGHWAY COMMISSION

Highway Commission Garage, Sheldon - Highway 60, one block south of CMSTP&P railroad tracks.

Highway Commission Garage, Spencer - One block west of U.S. Highway 71 on 18th Street to 1st Avenue West, north part of town.

Highway Commission Garage, Algona - On east side of U.S. Highway 169, south part of town.

Highway Commission Garage, Mason City - On U.S. Highway 18, first street east of railroad signal light, south two blocks on South Virginia Avenue and one-half block west on 6th Street, southeast part of town.



Highway Commission Garage, New Hampton - From Junction Highway 24 and Highway 63, east on Highway 24 approximately three-fourths mile and south on Third.

Highway Commission Garage, Decorah - On Highway 9 and Highway 52, southwest edge of town.

Highway Commission Garage, Elkader - From Junction 13 and Highway 56, north on Highway 13 one-half mile (to Clayton County garage entrance) then one-half block west.

Highway Commission Garage, Storm Lake - On Highway 7, west edge of town.

Highway Commission Garage, Sioux City - Isabella Street garage one-fourth mile north of Isabella Street interchange I-29.

Highway Commission Garage, Fort Dodge - From Junction Highway 20 and Highway 169, north 0.7 mile (to street opposite entrance to KWMT radio station) then east one and one-half blocks on Avenue G.

Highway Commission Garage, Iowa Falls - On Highway 65, south part of town.

Highway Commission Garage, Waterloo - Five and one-half blocks west of Highway 63 on Arlington Street and one block north of Parker Street, northwest part of town.

Highway Commission Garage, Onawa - On Highway 175 near west edge of town.

Highway Commission Garage, Denison - On South 7th Street one-fourth mile north of Highway 30, west edge of town.

Highway Commission Garage, Jefferson - Four blocks west of Highway 4 on West McKinley Street, first street south of C&NW railroad tracks.

Highway Commission Garage Motor Pool, Ames - Building number five, Commission Headquarters.

Highway Commission Garage, Tama - From Highway 63, north edge of business district, eight blocks east on 5th street to Jackson Street.



Highway Commission Garage, Vinton - One block east of Highway 218 on Fourth Avenue (old Highway 218).

Highway Commission Garage, Anamosa - One block south of Main Street on Highway 428 and one-half block east on First Street.

Highway Commission Garage, DeWitt - On Highway 30, east edge of town.

Highway Commission Garage, Avoca - On Highway 59, three-fourths mile south of junction with I-80.

Highway Commission Garage, Adair - From Adair interchange on I-80, one-fourth mile north and one block east on Hillcrest Street (first street south of railroad overhead).

Highway Commission Garage, Marquisville - From Junction Highway 69, I-80 and I-35, one-half mile north of Highway 69 to Northeast 53rd Street then east two blocks.

Highway Commission Garage, Grinnell - On Highway 146, south edge of town.

Highway Commission Garage, Iowa City - On Highway 1 two blocks west of south junction with Highway 218, southwest part of town.

Highway Commission Garage, Knoxville - From Junction Highway 14 and Highway 92, three blocks north on Highway 14 and one block east on Ash Street.

Highway Commission Garage, Columbus Junction - One-half block north of Highway 70, an alley between Third and Fourth Streets, southwest part of town.

Highway Commission Garage, Shenandoah - 0.4 mile north of Highway 2 on Center Street and one block east on Nishna Road.

Highway Commission Garage, Corning - From railroad overpass, four blocks north on Highway 148 and one block east on 10th Street, east edge of town.



Highway Commission Garage, Osceola - On Highway 34, one-half mile west of town.

Highway Commission Garage, Ottumwa - On Highway 63, north edge of town - enter service road (east side) at National Guard Armory, then north one-fourth mile.

Highway Commission Garage, Mount Pleasant - From east Junction Highway 218 and Highway 34, two blocks west on Highway 34 to South Pine Street then north three blocks, east edge of town.

### DEPARTMENT OF SOCIAL SERVICE INSTITUTIONS

Mental Health Institute, Cherokee

Mental Health Institute, Clarinda

Mental Health Institute, Independence

Mental Health Institute, Mount Pleasant

Glenwood State Hospital-School, Glenwood

Woodward State Hospital-School, Woodward

State Juvenile Home, Toledo

Iowa Annie Wittenmeyer Home, Davenport

Training School for Girls, Mitchellville

Training School for Boys, Eldora

Iowa Soldiers' Home, Marshalltown

### COMMERCIAL STATIONS

1. If service is needed for a state car after hours, the state credit card will be honored at most major brand stations.
2. If gasoline is needed on the return trip, not more than ten gallons should be purchased if within 100 miles of Des Moines.



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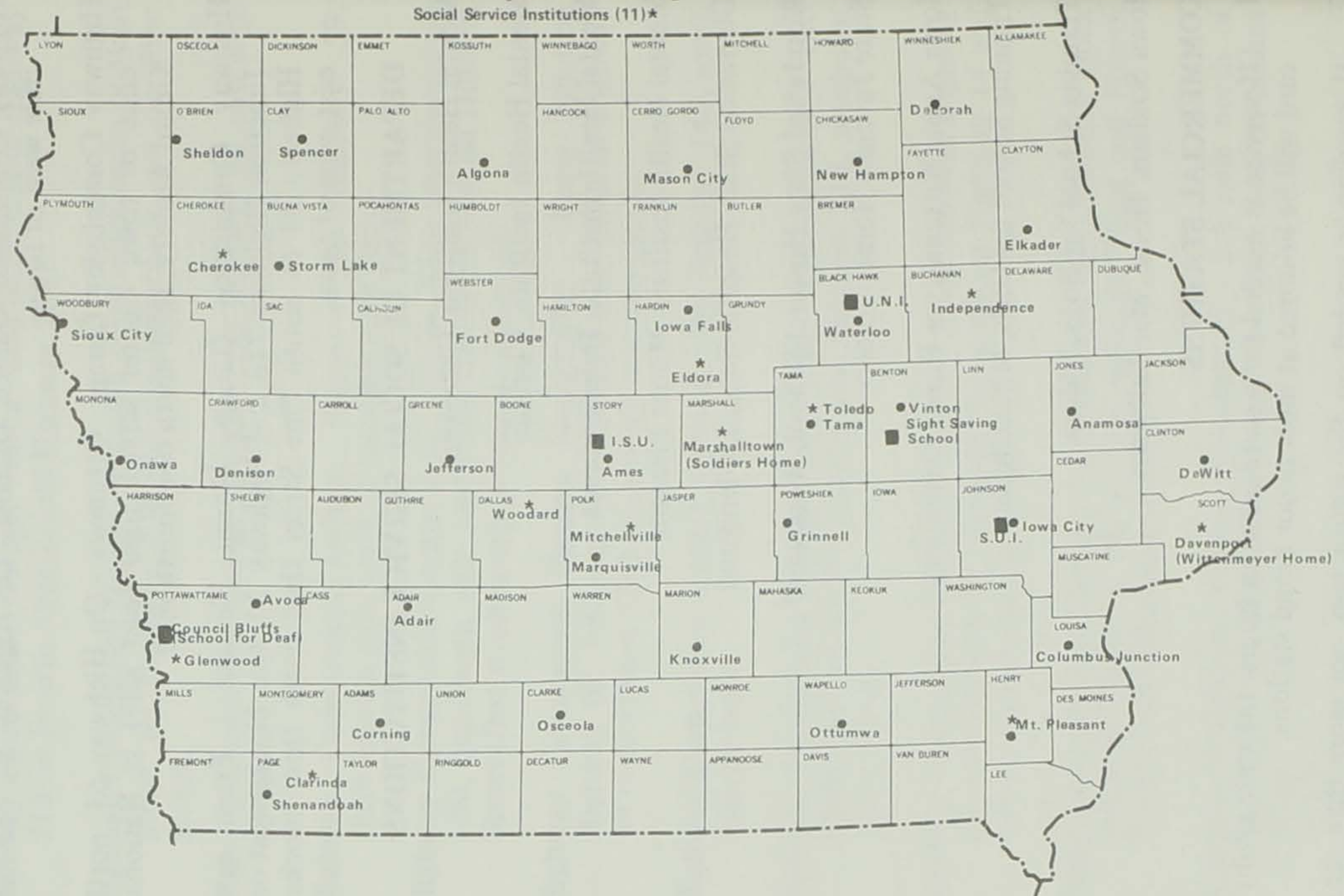
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Board of Regents Institutions (5) ■  
Social Service Institutions (11)\*





## BREAKDOWN

1. It is necessary to get the approval of the Vehicle Dispatcher (1-515-281-5121) before making major repairs to a state car. ("Major" is considered to be a breakdown which makes a car completely inoperative and requires considerable time and expense for the repairs.)
2. If there is a minor breakdown to a state car outside the Des Moines area, repairs should be made at the nearest authorized service department. If a malfunction, such as with an alternator, should occur and driving a short distance back to Des Moines would not cause further damage, the car should be returned to the state garage.
3. In the event a state car will not start due to cold weather, the credit card may be used to get the necessary service. If this happens in the state building complex area, a call to the Vehicle Dispatcher will provide assistance to start the car. (There is no evidence that premium gasoline is beneficial to starting a car in cold weather, if the car was designed to use regular gasoline.)

## MAINTENANCE

- Needed repairs on a state car should be reported in writing to the Vehicle Dispatcher. If it is not convenient to do this, notify the Associate Superintendent-Administration or his secretary.
- Regular maintenance, such as changing oil, lubrication, washing, plugs, points and new tires, should be done at the state garage, at East 7th and Walnut.
- For other service, and "trouble shooting," state cars should be taken to the state garage. Upon direction from the agency, the car may be taken to a dealer-operated service department. If the warranty has expired, the dealer will accept the assigned state credit card (plastic) for the cost of repairs.
- The invoice for repairs is to be turned in with the key and credit card when the car is returned to the Vehicle Dispatcher.



## BLOCK HEATERS

1. The installation of block heaters in state cars is not a standard practice.
  - a. A block heater will be installed only if the car has been assigned to a driver who has access to an electrical outlet and who is willing to furnish an extension cord and the electrical power.
  - b. Approval must be given by the Vehicle Dispatcher or one of his designated employees who will arrange for the installation of the block heater.
  - c. Generally approval will be given only for cars that have been difficult to start and those cars which are driven primarily in northern sections of the state.

## CARS ASSIGNED ON CONTINUOUS OR "TERM" BASIS (tagged)

1. State cars which have been assigned to a person or unit for extended use are to be returned to the state garage on days when not in use.
2. The Vehicle Dispatcher will try to reserve ("tag") cars for the continuous user to facilitate record-keeping and provide the driver with a familiar car.
3. "Tag" car users must maintain a Monthly Report (Form PB D-624), more commonly referred to as the log book.



## LOG BOOK (monthly report)

1. The log book contains report sheets in triplicate and is to be used with a car which is assigned for term use (tagged). When more than one driver in the Department uses a "tagged" car or when a "tagged" car is assigned to one staff member, a log book must be maintained on a current basis. The person using the car last is responsible for filing the log for the calendar month. Each driver is responsible for making the appropriate entries during the period of his or her use.
2. It is necessary that a complete log be maintained. This will include listing all applicable items opposite the appropriate date. Particular attention should be given to the totals at the bottom of the page and totals in the right-hand column. The total in the lower right-hand space should balance horizontally and vertically.

The total number of miles entered should equal the difference between the mileage at the end of the month and the beginning of the month. Any difference between the two totals should be explained with a note on the log. (For example: "244 miles driven by another driver.")

The address in the lower right-hand corner should be listed as Grimes Office Building.

3. Information pertaining to repairs on state cars must be entered on the back side of the original copy of the log.
4. If a continuous user drives more than one car during a calendar month, it is necessary to file a separate log for each vehicle.
5. The original and second copy of the log are to be turned in to the driver's immediate supervisor. After the log has been approved by the supervisor, both copies should be filed with the Chief of Administrative Services within a week after the end of the calendar month. The pink copy of the log is to be retained in the driver's unit for three (3) years or until audited.



## TRAFFIC LAWS

1. It behooves every staff member to obey all traffic laws while driving on official business. Possible embarrassment to the individual and to the Department for driving violations, plus the potential cost for fines or loss of the individual's motor vehicle operator's license, dictates the exercise of good driving judgment at all times.

## SAFETY BELT

1. Every driver of any state-owned vehicle is urged to wear a safety belt and, in addition, request the passengers to do the same.

Under the Occupational Health and Safety Act (1970) regulations, there is an added importance to this requirement.

## KEYS AND LOCKING

1. The driver of a state car is responsible for removing the keys and locking the car.



## ACCIDENTS WITH STATE CARS

1. Procedures in handling accidents with state-owned vehicles are similar to those used in a personal situation. If other persons are involved in the accident, the state employee should get names, motor vehicle operator's license numbers, addresses, telephone numbers, insurance carriers, and policy numbers, as well as names and addresses of witnesses. It is also necessary to cooperate with investigating officers and make a diagram of the accident scene.
2. Notify the office of the Associate Superintendent-Administration (1-515-281-5296) and the Vehicle Dispatcher (1-515-281-5121) immediately after the accident. If it is more convenient, make a collect call.
3. When a state-owned vehicle is involved in any accident (even if it sustains no damage) the Iowa State Vehicle Dispatcher Accidental Damage Report must be completed by the driver and submitted to the Accident Claims Advisor, Vehicle Dispatcher's office at East 7th and Walnut, Des Moines, Iowa 50319, as soon as possible after the occurrence. In addition, Iowa Accident Report Form - Driver's Report of Motor Vehicle Traffic Accident must be completed and submitted to the Department of Public Safety when personal injury or death is involved, or combined property damage is in excess of \$100. A duplicate copy must be filed with the Associate Superintendent-Administration (for the Department's insurance carrier). If the accident occurred within municipal limits, a copy must be filed also with the local police department.
4. When damage to a state-owned vehicle is sustained, the driver is to secure at least two estimates to repair or replace the car and furnish the Vehicle Dispatcher with the estimates, attached to the accident report. If the Dispatcher determines a vehicle is to be sold for salvage, the driver is to secure at least two salvage bids and return same to the Dispatcher. (Forms for salvage bids may be obtained from the Dispatcher.)
5. The Vehicle Dispatcher must give authorization for salvage or repair before any work is started on a state-owned vehicle. Authorization for repair to DPI cars must be secured from the Associate Superintendent-Administration.



## INSURANCE

1. **Pool Cars** -- A State employee who has authorization to use a state car is protected with the following limits of liability insurance: \$100,000 each person and \$300,000 each accident for bodily injury and \$50,000 each accident for property damage.
2. **DPI Cars** -- Same liability coverage as for state pool cars.
3. Authorized drivers and passengers in state pool cars or DPI cars are not covered for personal injuries. This protection will normally come from Workmen's Compensation and/or the driver or passenger's medical insurance.
4. There is no collision insurance on any of the state cars. The driver's state agency has to assume the cost of repairing damaged cars which are owned by the state, unless there is some recourse from the owner of another automobile or property.
5. Property damage or personal injury incurred while operating a state car when not on official business will be the sole responsibility of the person who has been assigned the vehicle. (See Personal Use Prohibited, page 20)
6. **Personal Cars** -- A DPI staff member operating his personal vehicle on state business must look to his own coverage for insurance protection.



## PASSENGERS

### 1. Authorized

- a. Authorized passengers include DPI personnel and employees from other state agencies and state institutions who are being transported to serve or attend a sanctioned event with DPI personnel. In addition to state employees, other persons may be transported if they are appearing in an official capacity at the same sanctioned event as DPI personnel. Authorized passengers must rely on their personal insurance coverage or Workmen's Compensation.

### 2. Unauthorized

- a. The driver of a state car should never assume the risk involved in transporting an unauthorized passenger.
- b. Unauthorized persons include anyone without official capacity or involvement with sanctioned DPI events.

### 3. Ride Sharing

- a. Staff members attending the same official event in the same location or traveling to the same institution during approximately the same period of time are urged to make arrangements to travel together.



## OUT OF STATE

1. It is important for all persons on official business to remember that in order to drive out of Iowa they must have out-of-state travel approval from the Executive Council. Without that approval, there is no protection under Workmen's Compensation and no reimbursement for meals or lodging.

Also, the usual authorization for car use must be obtained from the Associate Superintendent-Administration.

## CITY DRIVING

1. Use of a state or personal car for trips within the city of Des Moines can be approved for a DPI staff member under the following circumstances:
  - a. When contractual agreement with other agencies or requirements of the position held, directs there shall be on-site visits.
  - b. If two or more program sites are to be visited during a given day.
  - c. If visits are the routine of a particular program and the visits are to more than one site in a scheduled and frequent manner.

## PERSONAL USE PROHIBITED

1. Section 21.4, Code of Iowa (in part) is quoted for the information and guidance of all concerned: "No state officer or employee shall use any state-owned motor vehicle for his own personal use, nor shall he be compensated for driving his own motor vehicle except if such is done on state business with the approval of the State Vehicle Dispatcher, and in such case he shall not receive more than ten cents per mile."
2. Section 21.5, Code of Iowa, provides a penalty for private use.



## TIME SAVED?

1. You probably think you save a lot of time by driving fast. Your answer is shown below.

Speed Increase	Saved Per Mile	Saved Per 100 Miles
50 over 40 mph	18 seconds	30 minutes
60 over 50 mph	12 seconds	20 minutes
70 over 60 mph	8.6 seconds	14.3 minutes
80 over 70 mph	5.6 seconds	9.3 minutes
90 over 80 mph	5 seconds	8.3 minutes
100 over 90 mph	4 seconds	6.6 minutes

### Time Saved Per Block

25 mph over 20 mph	1 second
30 mph over 20 mph	2 seconds
35 mph over 20 mph	3 seconds

## COMPARATIVE GAS CONSUMPTION

A recent survey reveals the miles per gallon in a full-size sedan driven at various speeds to be as follows:

Speed	Miles Per Gallon
40 mph	19
50 mph	17
60 mph	15
70 mph	13

## TIPS FOR BETTER MILEAGE

1. Drive at a steady, moderate speed.
2. Initiate early deceleration for obvious stopping situations.
3. Turn off the engine when the car is stopped for a long time.
4. Do not "race" the motor upon starting.



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