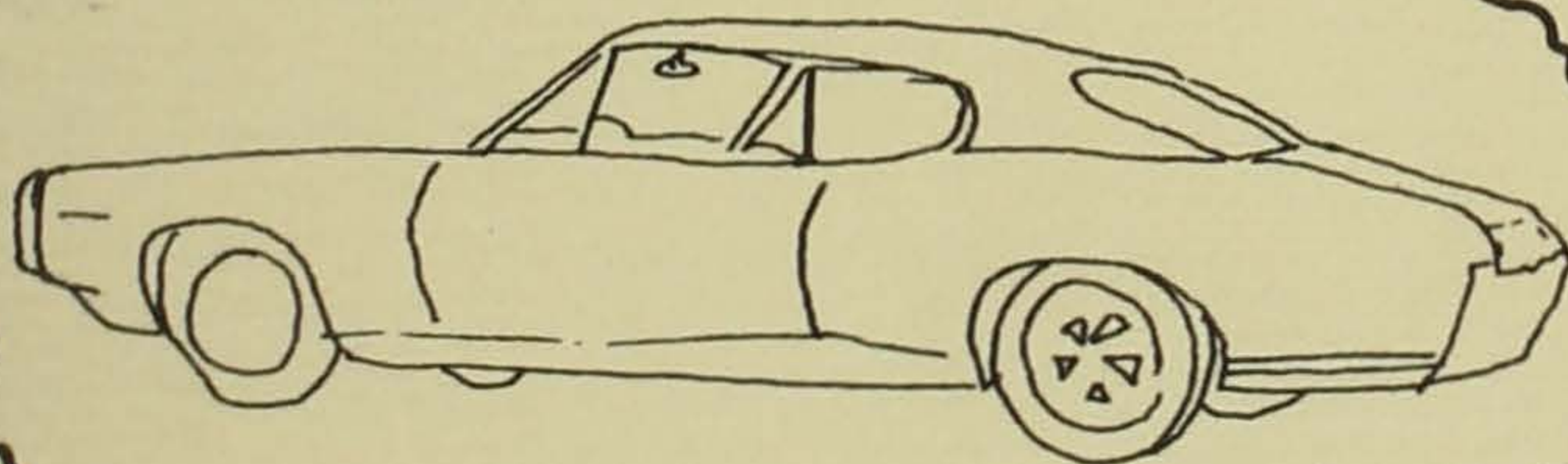


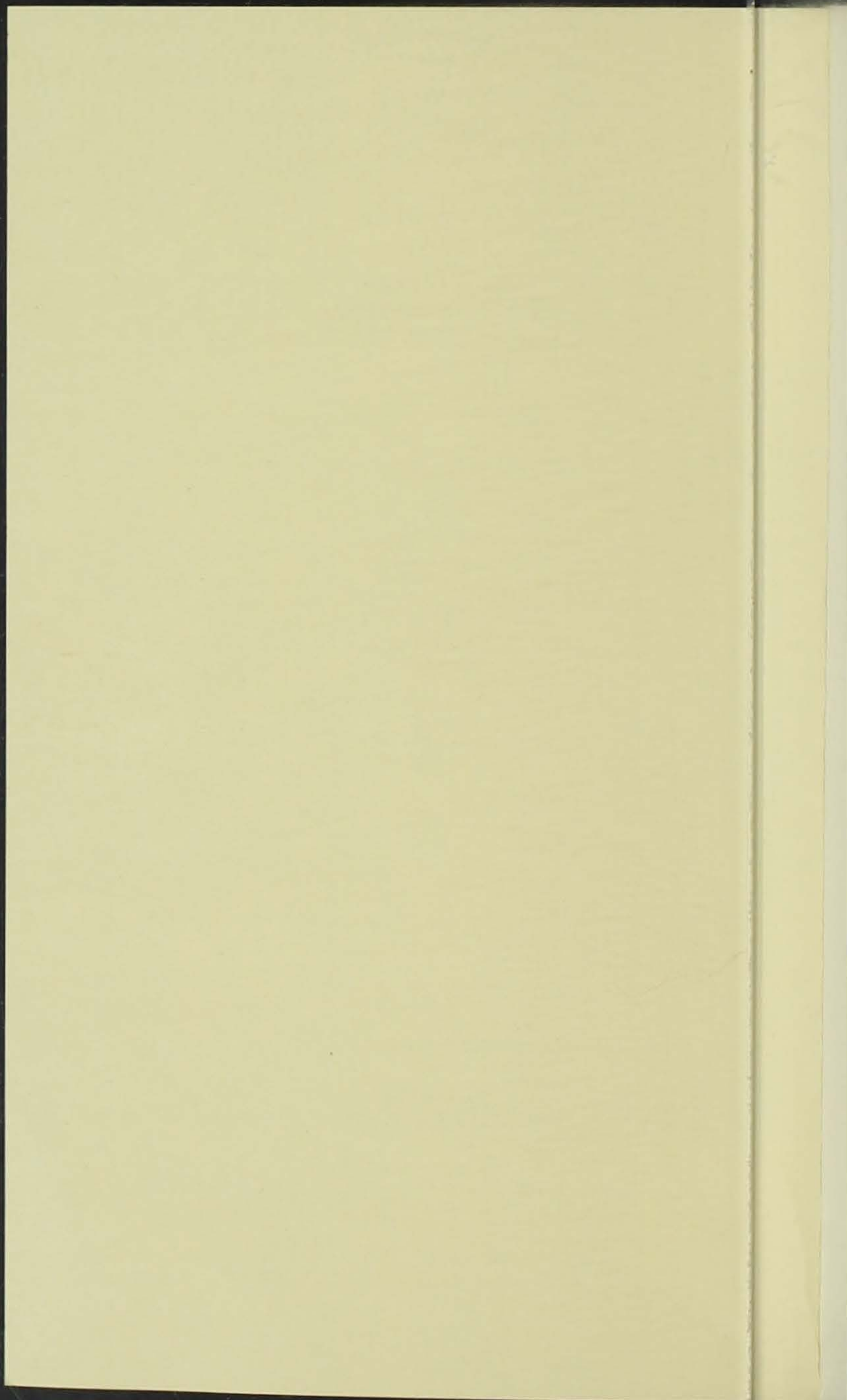
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## GUIDELINES



State & Personal Cars  
Used on Official Business

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State of Iowa  
DEPARTMENT OF PUBLIC INSTRUCTION  
Grimes State Office Building  
Des Moines, Iowa 50319

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## INTRODUCTION

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

This summary 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

Over the past few years, the Department of the Interior has been working to improve the management of the public lands. This report is the result of a study conducted by the Department to determine the most effective way to manage these lands.

The study was conducted by a team of experts in the field of land management. The team was composed of representatives from the Department of the Interior, the Bureau of Land Management, and other federal agencies. The study was conducted over a period of six months.

The study found that the current system of managing public lands is not effective. It is too slow, too costly, and too inflexible. The study also found that there is a need for a more unified system of managing public lands. This system should be able to respond quickly to changes in the needs of the public.

The study also found that there is a need for a more unified system of managing public lands. This system should be able to respond quickly to changes in the needs of the public. The study also found that there is a need for a more unified system of managing public lands.

It is hoped that a careful consideration of the findings of this study will lead to a more effective system of managing public lands. The study also found that there is a need for a more unified system of managing public lands.



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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 (Kathy Petosa) to the Associate Superintendent-Administration. She will complete the DPI form "Request for State Car" and make the arrangements with the Vehicle Dispatcher.

Following approval by the Associate Superintendent-Administration, Kathy Petosa 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, Kathy Petosa 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 (see Miles Authorized P. 4), approval may be granted and the "Requisition" will be stamped "Personal Car Approval."

Kathy Petosa 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.

### HOURS OF SERVICE

#### 1. Vehicle Dispatcher

- a. Pool cars may be picked up Monday through Friday from 7 a.m. to 5 p.m.
- b. Pool cars may be returned to the attendant on duty Monday through Friday from 7 a.m. to 5 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 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 sale cars. During these periods personal cars may be parked on Locust Street west of the Capitol.

- 2. **DPI** - Make arrangements with the Chief of Administrative 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.
- 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.



## MILES AUTHORIZED

1. A staff member may obtain authorization to use his personal car on official business for 50% of the mileage up to a total of 6,000 miles.\* If a staff member accumulates 2,000 miles of total driving, half or 1,000 miles, could have been approved for personal car use. Staff members should keep a record of personal car use so they will know if they are exceeding the 50% arrangement.
2. When a staff member has more than 6,000 total driving miles, then a priority for a state car will be given. The personal car use privilege for 50% of the miles traveled does not continue above 6,000 miles. However, if 3,000 miles of personal car use have not been accumulated as in item 1 above, personal car use may be approved until the 3,000 miles limit is reached.
3. Staff members driving over 11,500 miles during the fiscal year are expected to use a state car for the remainder of that fiscal year.

\*Section 18.117, Code of Iowa, 1975.

## 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 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. The cost per mile for state-owned cars amounts to 8½ cents for Compacts, 9 cents for Intermediates, 9½ cents for Full-size Sedans, and 10½ cents for Station Wagons.
2. If a state-owned vehicle is driven less than an average of 50 miles per day during the check-out period, there will be a minimum daily charge as follows: Compacts @ \$4.25, Intermediates @ \$4.50, Full-size Sedans @ \$4.75, and Station Wagons @ \$6.75.
3. A car is not to be checked out on Friday for use on the next Monday unless departure is scheduled prior to 7 a.m.
4. If a car is checked out on Friday for a Monday departure, the minimum daily rate is charged for Saturday and Sunday unless the vehicle is driven 50 miles per day average.

## CREDIT CARD (black and white)

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 on the car.
3. The credit card is intended to be used for gasoline, oil, parts, towing, tire repair, and services necessary for the operation and maintenance of the vehicle.
4. The credit card is not to be used for the purchase of tires or 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 necessary purchase 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. Before signing a charge or sales ticket, the driver should make certain of the following: (a) that the correct date, amount, and official license plate number are entered on the ticket, (b) that the 3% Iowa sales tax, if any, has not been included in the charge. (State and Federal gasoline taxes are to be included in the charge.) The vendor will mail the original charge ticket to the Vehicle Dispatcher, with State of Iowa claim form, for payment.

## 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 p.m., Monday through Friday. The cars assigned to this Department use regular or non-lead 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 16 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.



## 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

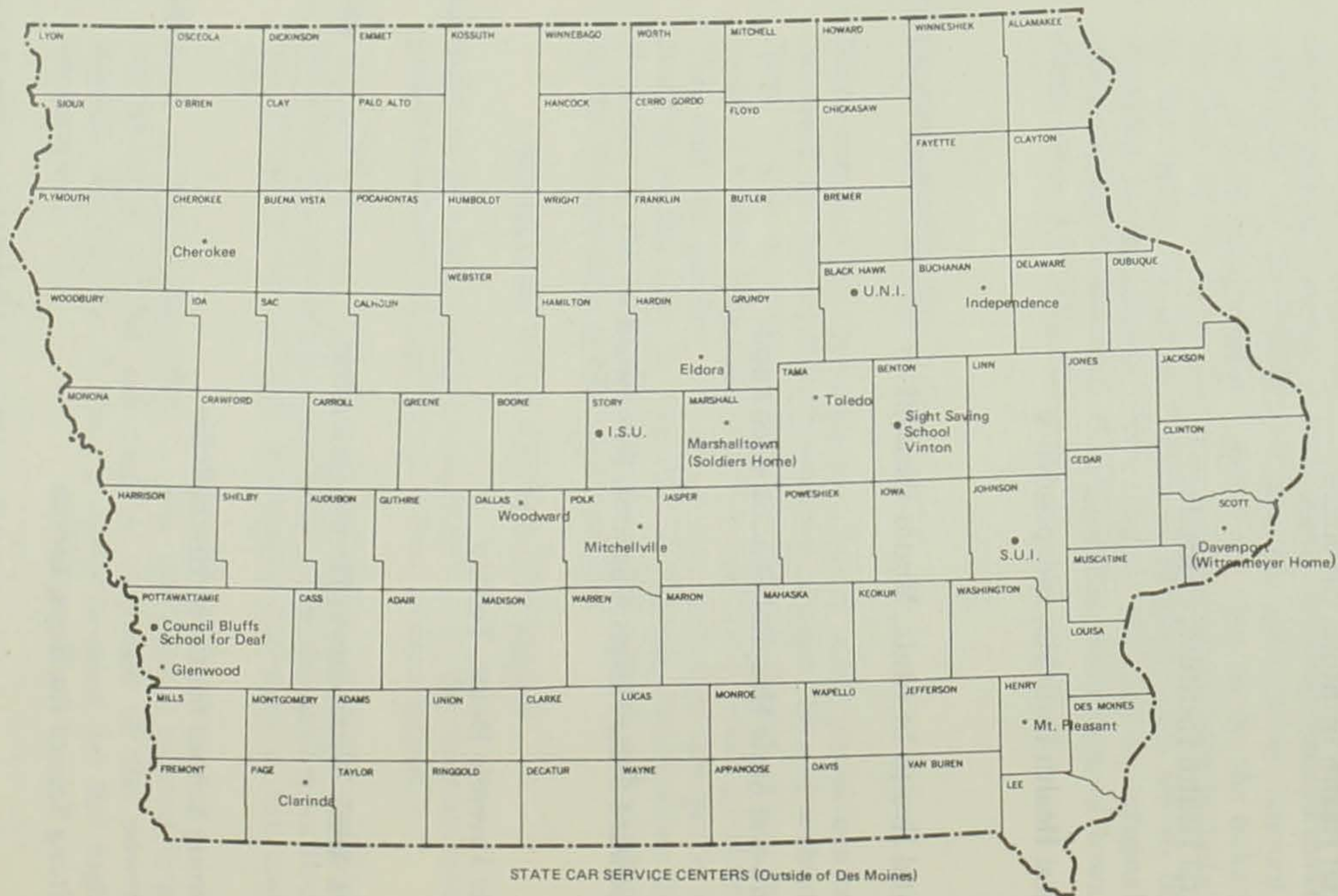
Iowa Annie Wittenmeyer Home, Davenport

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.

## 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 Capitol complex, call the Vehicle Dispatcher for 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

1. 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.



2. Regular maintenance such as changing oil, lubrication, washing, tune-up and new tires, should be done at the state garage, at East 7th and Walnut.
3. For other service, and "trouble shooting," state cars should be taken to the state garage, also. Upon direction from the Vehicle Dispatcher, 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 for the cost of repairs.
4. 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 will be approved as follows:
  - 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/or 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 an extended time 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).

The log book is to be maintained on a current basis by the person to whom the car is assigned. If a car is assigned to more than one driver in the DPI, the person using the car at the end of the month is responsible for completing and filing the log for the preceding month. Each driver, however, is responsible for making the appropriate entries during the period of his or her use.

2. Keeping the log 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 that figure and the "total column" 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 cost of parts or miscellaneous items must be entered on the back side of the original (white) copy of the log.
4. For persons who drive pool cars other than on a permanent basis, the log book is issued with the car and maintained as directed by the Vehicle Dispatcher.
5. The Chief of Administrative Services will maintain the log books for cars assigned to the DPI on a permanent basis.



## 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.
2. The maximum highway speed of 55 MPH shall not be exceeded at any time.

## SAFETY BELT

1. Every driver of a state-owned vehicle is urged to wear the 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 practice.

## 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 from motor vehicle operator's license, auto 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.



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.

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 within 24 hours 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 State's liability insurance carrier). If the accident occurred within municipal limits, a copy must be filed also with the local police department.

When damage to a state-owned vehicle is sustained, the driver is to secure at least two estimates to repair the car and furnish the Vehicle Dispatcher with the estimates, attached to the accident report, if possible. 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.)

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: \$250,000 each person and \$500,000 each accident for bodily injury and \$100,000 each accident for property damage.
2. **DPI Cars** — These cars have the same limits of liability insurance as 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's or passenger's medical insurance.
4. The State of Iowa is self-insured on its vehicles, except for liability insurance. The state assumes the cost of repairing damage to state-owned vehicles, unless there is some recourse from the owner of another automobile or property.
5. The State DOES NOT assume the cost of repairing damage done to cars assigned on a continuing basis to the DPI. We are on our own for damage done to the three cars assigned to this Department.
6. 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 16)
7. **Personal Cars** — A DPI staff member operating his personal vehicle on state business must look to his own coverage for insurance protection. However, the maximum limits on state liability will apply if limits on personal-owned car insurance are exceeded on any liability claim arising while on official state business.



## 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 or appearing at 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 understand that in order to drive out of Iowa they must have out-of-state travel approval from the Executive Council. Without the 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 18.117, Code of Iowa, 1975 (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 fifteen cents per mile."
2. Section 18.118, Code of Iowa, 1975 provides a penalty for private use.



## TIME SAVED?

1. You may 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

### 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

1. 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

## 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.



TIME SAVED

TIME SAVED

1. The first test was made at a speed of 100 mph. The time saved was 1.5 minutes.

Speed 100 mph Time saved 1.5 min

Speed	Time saved
50 over 40 mph	1.5 minutes
60 over 50 mph	1.5 minutes
70 over 60 mph	1.5 minutes

Time saved per hour

Speed	Time saved
12 mph over 10 mph	1.5 minutes
20 mph over 10 mph	1.5 minutes
30 mph over 10 mph	1.5 minutes

ALTERNATIVE TO THE TEST

A second test was made at a speed of 100 mph. The time saved was 1.5 minutes.

Speed 100 mph Time saved 1.5 min

Speed	Time saved
40 mph	1.5 minutes
50 mph	1.5 minutes

1. The first test was made at a speed of 100 mph. The time saved was 1.5 minutes.

Speed 100 mph Time saved 1.5 min

1. The first test was made at a speed of 100 mph. The time saved was 1.5 minutes.

Speed 100 mph Time saved 1.5 min

1. The first test was made at a speed of 100 mph. The time saved was 1.5 minutes.







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