



Iowa Department of Administrative Services
Central Procurement and Fleet Services Enterprise
FLEET SERVICES NEWSBRAKE

June 22, 2020

TO: Agency Fleet Contacts and Financial Managers

FR: DAS Fleet Services

RE: NEW Motor Pool Key Kiosk, Vehicle Disinfection Guidelines

NEW Motor Pool Key Kiosk - Effective Thursday, June 25, 2020

DAS Fleet Services is excited to announce a new self-service key kiosk for Motor Pool vehicles, providing our customers with greater convenience and access 24/7.

Beginning Thursday, June 25, 2020, Motor Pool vehicle keys will be checked out and returned at the kiosk, located in the DAS Fleet Services office next to the elevators on the 3rd floor of the parking ramp (650 East Grand Ave.).

This means drivers will no longer need to pick up keys from DAS Fleet Services at the Facilities Management Center (FMC), saving time and an extra trip!

Important details:

- For driver safety, the parking ramp office is locked and can only be accessed via the keypad access code. The code will be updated regularly and included in the reservation confirmation. Drivers must have this code to open the door and must not share it.
- For security purposes, WEX Fuel Card PINs will no longer be attached to key rings. Fuel PINs will also be updated regularly and included in the reservation confirmation. Make sure reservation confirmations are forwarded to drivers so they receive this information.
- To utilize the kiosk's touch screen interface, drivers must know their FleetCommander username and password when checking vehicles out or in. Keys may be checked out 30 minutes prior to the scheduled reservation.
- Please share this step-by-step [KioskUser Guide](#) with your drivers prior to use. Additional information for creating a FleetCommander [User Registration](#) and making [Vehicle Reservations](#) is also available.
- Fleet Services staff will be on-site during peak hours to assist drivers during the first week of the transition and remotely during Motor Pool office hours. If you would like to schedule a trial run prior to your first reservation, have questions, or need assistance, contact Michael Rudawski at 515-281-5123.
- Note: Keys and vehicles for outside rentals will continue to be picked up from DAS Fleet Services at the Facilities Management Center (FMC), 109 SE 13th St., or designated rental location. WEX fuel cards for outside rentals must be picked up from DAS Fleet Services prior to the reservation.

Vehicle Disinfection Guidelines

For the health and safety of State drivers and passengers as business activities resume, DAS Fleet Services has created [Vehicle Disinfection Guidelines](#) for agency reference.

These past few months have been challenging for us all, and we hope our fellow State employees are staying healthy and well under the circumstances.

If you have any questions, please contact DAS Fleet Services at 515-281-3162. Thank you.

DAS Fleet Services, 109 SE 13th St., Des Moines, Iowa 50319

HOURS: Monday: 6:00 am - 4:30 pm • Tuesday - Friday: 7:00 am - 4:30 pm

CONTACT: Customer Service: 515-281-3162

Risk Management: das.risk@iowa.gov • Fleet Motor Pool: motorpool@iowa.gov • State of Iowa Drivers: SOldrivers@iowa.gov

For more information: <https://das.iowa.gov/procurement/fleet-services>