



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

5/23/2018

To: State of Iowa Fleet Contacts
Re: May NewsBrake

Vehicle Requirements

All State-owned vehicles are required to carry vehicle registrations ([Iowa Code 321.18](#)) and display legible license plates and decals ([Iowa Code 8A.362.7](#)). If your vehicle is missing the registration or the license plates or decals are becoming difficult to read, please contact DAS Fleet Services at motorpool@iowa.gov to request replacements. We also have updated glove box packets, insurance cards, and towing cards, available upon request.

Vehicle Accessories Contracts

DAS Fleet Services has two new vehicle accessories contracts effective May 14th. Contracts have been awarded to *That's My Truck* and *American Topper*, both in Des Moines. New vehicles ordered with accessories will be installed accordingly by DAS Fleet Services prior to a vehicle exchange. For active vehicles needing accessories, either master agreement may be used. All accessory purchases must have prior approval from DAS Fleet Services before ordering and installing. A full accessory price list is available on the DAS Fleet Services website.

Summer Driving

Prepare your vehicle for summer driving. Contact Fleet Services to set an appointment if your vehicle needs an oil change, coolant fluid, tires and/or brakes. If your vehicle still has winter road treatment residue on it, please have your vehicle washed. In the Des Moines area, Diamond Auto Detailing is contracted and picks up vehicles from the DAS Fleet Services office. Washer fluid can also be ordered and picked up same-day through DAS Fleet Services. As we enter into the summer months, slow down and watch for children and pets playing outside.

New Vehicle Orders

Agencies looking to purchase new vehicles should plan for long lead times for delivery. Manufacturers are shifting model year production which may extend delivery times beyond the usual 10-14 weeks. Vehicles ordered prior to May 2018 should not be affected. Agencies will be contacted by DAS Fleet Services once the new vehicle arrives.

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 • After Hours: 515-897-8728
Risk Management: das.risk@iowa.gov • Fleet Motor Pool: motorpool@iowa.gov
For more information: <https://das.iowa.gov/procurement/fleet-services>