



**Department of
Administrative Services**
*Empowering People
Collaboration
Customer Service*

DAS Fleet Services - Motor Pool

Online Reservations: Agile FleetCommander

DAS Fleet utilizes Agile FleetCommander - an online reservation system with eDAS billing accuracy. To make reservations 24 hours a day, seven days a week log-in at <https://iowa.agilefleet.com>. For assistance in logging in, please contact Motor Pool at 515-281-5123.

Billing, Rates, and Fees

Rental rates are based on vehicle class and include fuel. A daily rate is charged for trips up to 50 miles. Once 50 miles per day is exceeded, rates are charged per mile rather than the daily rate. Rates are automatically recorded in Agile FleetCommander to ensure accurate monthly eDAS billing.

Extensions, Cancellations, and Late Returns

Agencies wishing to extend or cancel a vehicle reservation must do so prior to travel by updating the reservation in the online reservation system of contacting Motor Pool at 515-281-5123. Extension approvals are subject to vehicle availability and cannot be guaranteed; DAS Motor Pool will assist agencies with other arrangements if needed. Possible penalty charges are listed below.

	Vehicle Type	Rate per Day	Rate per Mile
	Compact Sedan 1-3 Passengers	\$17.00	\$.34
	Mid-size Sedan 3-5 passenger	\$18.00	\$.36
	Full-size Sedan 4-5 passengers	\$18.50	\$.37
	Minivan 7 passenger	\$20.00	\$.40

Refueling Fee	<i>Vehicle is returned with less than ¼ tank of fuel</i>	\$25
Late Return	<i>No prior call for a late return</i>	\$50
Failure to Pick Up Vehicle	<i>No call, no show</i>	\$50
Cleaning Fee	<i>Evidence of smoking, excessive dirt or other material</i>	Up to \$180.75

WEX Fuel Cards

Each State of Iowa vehicle is issued a Wright Express (WEX) Fuel Card (attached to the keys). WEX cards must be used for fuel and may be used for emergency miscellaneous expenses – such as wiper fluid, car washer (excluding mechanical repairs) – up to \$100.00. Using WEX cards reduces the need for out-of-pocket reimbursements and drastically reduces

DAS Fleet Services * 515-281-3162
Hours: 6:00 a.m. – 4:30 p.m. Monday
7:00 a.m. – 4:30 p.m. Tuesday through Friday

DAS Fleet Services Motor Pool * 515-281-5123
Michael Rudawski, DAS Fleet Dispatcher
Michael.Rudawski@iowa.gov



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operational processing costs. Note: The State of Iowa purchasing card (Pcard) may not be used for maintenance, repairs, or tire purchases.

Vehicle Pick Up

Keys should be picked up at the key kiosk, located on the 3rd floor of the Capitol Complex Parking Structure in Des Moines at 650 E Grand (corner of Des Moines St. and Pennsylvania Ave.), in the DAS Fleet Services satellite office by the elevators. Your reservation confirmation email includes a confirmation number, vehicle number, Agile FleetCommander username and password, as well as the office door security code and WEX fuel card PIN.

Drivers may park their personal vehicle in any vacant reserved spot at the time of pickup, any other riders may park their personal vehicle(s) in any open non-motor pool space in the parking structure (no charge).

Vehicle Return

Keys should be returned at the key kiosk, located on the 3rd floor of the Capitol Complex Parking Structure in Des Moines at 650 E Grand (corner of Des Moines St. and Pennsylvania Ave.), in the DAS Fleet Services satellite office by the elevators. Vehicles must be refueled and locked, lights off, and trash or excessive debris removed (up to \$180.75 cleaning fees will be assessed if interior cleanup is required). Park vehicles on the 3rd floor of the Capitol Complex Parking Structure in one of the DAS reserved spots.

Outside Rentals

The State of Iowa has contracts with rental agencies for transportation when motor pool vehicles are not available. Arrangements can only be made by DAS Fleet Services. Reservations can now be requested through Agile FleetCommander.

Note: Fuel is not included in the Enterprise rental fee. DAS Fleet Services will provide a WEX fuel card for use with an Enterprise vehicle.

Long Term Rentals

The DAS Fleet Motor Pool also has a limited number of vehicles available for long-term rental, contact us for more information.

SERMA and Vehicle Assistance

SERMA (State Employees Roadside Mobile Assistance) is a convenient resource accessible by desktop computer or mobile device at <https://das-serma.iowa.gov> designed to provide information clearly and quickly. The state has a contract with Hanifen's towing for state-wide towing and Perry's Service and Towing in the Des Moines metro area. During business hours, please contact DAS Motor Pool to set up a tow. After hours, call Hanifen's at 515-243-3205 or Perry's at 515-243-9273.

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