

## Driver Packet

Welcome to our Driver Services and thank you for your help with our transportation needs. The following items will help you with questions that you may have.

You are an independent contractor; you are not a state employee. Since the Department for the Blind has a need for drivers, you will only be driving for our staff members. To drive for clients who have business with the department, you must first drive for staff.

The employee or staff who contacted you for this opportunity will be the one who will email you the confirmation of each trip. Each staff member is already set up in our car reservation system. Please contact them for each trip you intend to provide your driving services for.

Each driver will receive a packet for the vehicle you are assigned. It will contain a fuel card – called WEX Card, a PIN number, information regarding who to contact, map, and more information about the service you are about to provide for the staff or client.

Please refer to this packet if you have questions. If you cannot find your desired answers, you may call the DAS Motor Pool office at 515-281-3162 or call Accounting Technician 3 at 515-452-1332 from 8:00 am to 4:30 pm for help.

If you are driving for an employee, the employee or staff member will pay you directly first, at the end of each trip. The employee will then submit another form for reimbursement, if applicable.

If you are hired to drive for a client or staff, you will need to submit a federal W-9 form for the accounting department to establish a vendor customer number for the state, if you have not already done so. The blank W-9 form is attached to this packet. Please mail your completed W-9 form to 524 4<sup>th</sup> Street, Des Moines, IA 50309.

You may also email it to [idbaccounts payable@blind.state.ia.us](mailto:idbaccounts payable@blind.state.ia.us).

### **Here are a few more tips to get you paid correctly.**

1. If you are driving for a client or staff member using a state vehicle, you are only entitled to get paid for the number of hours you provided the service. In this case, you will file the **Hours Only** form.
2. If you are performing driving services for a client or a staff member using your own vehicle, you will file the Mileage Reimbursement and Hours Form.
3. You must list each trip and date of the trip on your forms.
4. The forms must be printed out and signed.

## **A Few Helpful Hints**

It is important to note that when on state business, you are doing state business! Please also note that all state vehicles are GPS-monitored and must abide by all state and local laws.

You must abide by all speed limits, and you are not allowed to park state or private vehicle illegally. Do not park in disabled parking spaces and anywhere marked "No Parking".

You do not need to pay a meter if driving a state vehicle.

Do not drive a private vehicle on state business if you do not have "minimally required adequate" insurance coverage. You may be suspended for up to one year from driving or doing business for the state of Iowa.

If your license was suspended, you must inform the agency to remove your name from the drivers' list by sending an email to [ldbaccountspayable@blind.state.ia.us](mailto:ldbaccountspayable@blind.state.ia.us). You may face an indefinite suspension from driving a state vehicle if it was discovered you drove on a suspended license.

State vehicles must not be used for personal business. Iowa law specifically prohibits use of state vehicles for personal use.

## **Helpful Links and other Resources**

There are several gas stations around the state that accept WEX Card purchases for fuel and other miscellaneous items for your vehicle. To access this list, you have the option to either download the WEX Connect app on your smartphone or iPad.

Go to: <https://apps.apple.com/us/app/fuel-site-locator/id480887516> for Apple devices, and

Go to: <https://play.google.com/store/apps/details?id=com.wex.octane> for Android devices.

To access the WEX Card-accepted gas stations map, please go to:

<https://iowa.maps.arcgis.com/apps/webappviewer/index.html?id=c88b782b312e4cdb8527e7b3ef93d42a> to view the map.

## **E85 Information**

E85 must be used in State vehicles that accept this type of fuel. If an E85 facility is not readily available, check the vehicle's owner manual for instructions about

switching blends. If another blend of fuel is added to the fuel tank, fill the minimum amount recommended by the manufacturer that will safely allow travel to the nearest E85 fuel station where the fuel tank may be completely filled. Typically, the vehicle must also remain running for at least 10 minutes to allow enough time for the fuel to properly blend. Failure to follow the manufacturer's recommendations about fuel may result in vehicle damage and/or voided warranties. Do not use E85 if the vehicle does not have E85 capability.

Q: Why does ethanol cost more than unleaded gasoline at some stations?

A: More and more states - especially those on the east and west coasts - are switching from MTBE to ethanol. This "pressure" on the supply is causing ethanol prices to climb, even though the supply is currently meeting the demand. Retailers without contracts in place are subject to these higher prices which are then passed onto the consumer. To find stations with lower prices, consumers are encouraged to shop around as it is likely that other stations in the community will be selling ethanol at a lower price.

We will continue to keep you informed of news relative to new fueling stations and discounted pricing.

**IOWA DEPARTMENT FOR THE BLIND  
DRIVER WEEKLY VOUCHER**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
DATE								
BEGINNING TIME								
ENDING TIME								
TOTAL HOURS								\$
END MILEAGE								
BEGIN MILEAGE								
TOTAL MILES								\$

DRIVER HOURLY RATE = \$14.00 PER HOUR

DRIVER MILEAGE RATE WHEN USING PERSONAL VEHICLE \$.50 PER MILE

CLIENT/ STAFF NAME(S) \_\_\_\_\_  
(circle or underline to indicate driving for a client or staff)

I CERTIFY THAT I DROVE A TOTAL OF \_\_\_\_\_ HOURS TO TRANSPORT THE ABOVE LISTED CLIENT(S).  
MY TOTAL PERSONAL VEHICLE MILEAGE DRIVEN WAS \_\_\_\_\_ TO BE REIMBURSED AT A RATE  
OF \$.50 PER MILE.

MY TOTAL HOURS DRIVEN WAS \_\_\_\_\_ TO BE REIMBURSED AT A RATE OF \$14.00 PER HOUR.  
I UNDERSTAND THAT MY PAYMENTS DO NOT HAVE ANY TAXES WITHHELD AND THAT I WILL BE RESPONSIBLE  
FOR REPORTING THEM MYSELF.

TOTAL AMOUNT OF REIMBURSEMENT DUE TO ME \$ \_\_\_\_\_

SIGNATURE (DRIVER) \_\_\_\_\_

PRINTED NAME (DRIVER) \_\_\_\_\_

STREET ADDRESS/PO BOX \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

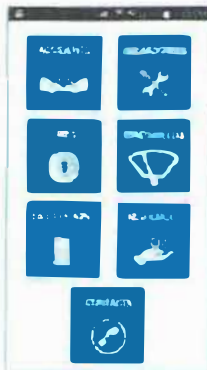
EMAIL \_\_\_\_\_

## The Home Page

The Home Page contains roadside assistance a driver may need:

- Accidents
- Breakdowns
- Tires
- Windshields
- E85 Fuel Stations

Select an icon for instructions and interactive maps for locating contracted service providers.



## Alerts

In the event of an emergency warning or extreme weather conditions, alerts may be added to the Home Page to display relevant information.

For example, alerts will appear when there are tow bans due to winter storms or road closures due to weather conditions such as ice/snow or flooding.



## Vendor Locator Maps

SERMA features interactive maps for locating State-contracted vendors to service State of Iowa vehicles. The maps contain “widgets” or applications which will help drivers sort and find vendors.

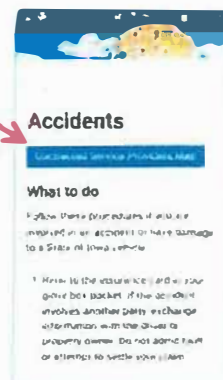
For assistance using the maps, see the [Mobile Map User Guide](#) in SERMA’s “Resources” section.



## Roadside Assistance

Once a need is identified (*Accidents, Breakdowns, Tires, Windshields, E85 Stations*), a teal blue button will direct you to the appropriate vendor map and procedures.

Read the instructions, visit the map, and contact the nearest vendor available.



## Contacts

Visit the Contacts Page for DAS Fleet Services’ office hours, address, and phone numbers, as well as contact information for:

- Towing Services
- Disabled Vehicle Assistance
- Iowa State Patrol, Post 16 (Capitol Complex)

On a mobile device, simply tap a phone number to dial it directly.



## Resources

Visit the Resources Page for more information and helpful links.

This includes:

- DAS Fleet Services
- SERMA User Guide
- Mobile Map User Guide
- Iowa 511 - DOT road conditions
- In-State Lodging map



**Please note: Per Iowa Code 321.276, hand-held communication devices shall not be used to view, send, or write messages while operating a motor vehicle.**



TO VEHICLE DISPATCH BUILDING TO PICK UP KEYS



### 524 4th St

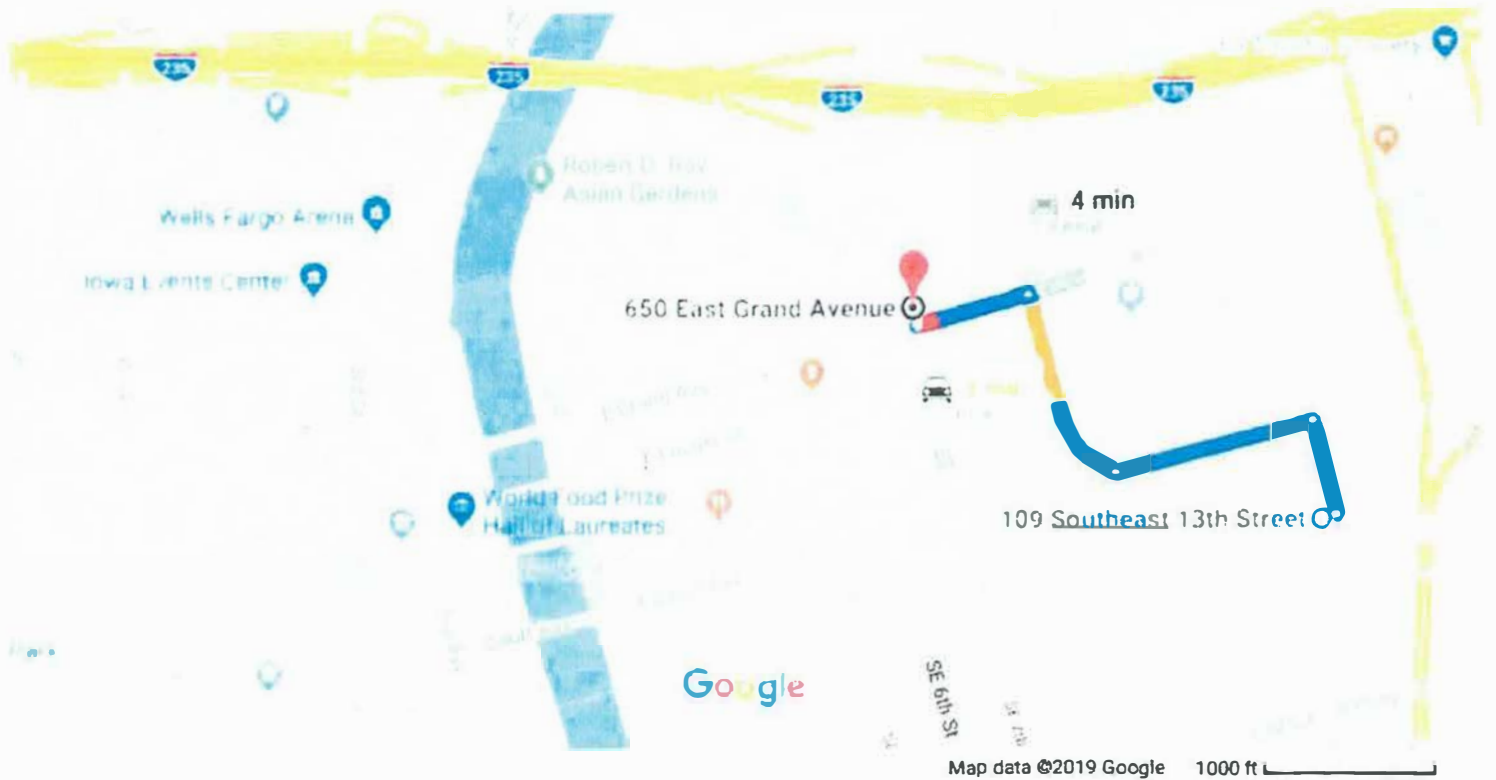
Des Moines, IA 50309

- ↑ 1. Head north on 4th St toward Watson Powell Jr Way  
75 ft
- ↘ 2. Turn right at the 1st cross street onto Watson Powell Jr Way  
344 ft
- ↘ 3. Turn right at the 1st cross street onto 3rd St  
0.3 mi
- ↙ 4. Turn left onto Court Ave  
0.3 mi
- ↑ 5. Continue straight onto E Court Ave  
0.9 mi
- ↘ 6. Turn right onto E 13th St  
0.1 mi

*Destination will be on the right*

### 109 SE 13th St

HOW TO GET THERE: BY CAR | BY PUBLIC TRANSPORT | BY FOOT



### 109 SE 13th St

Des Moines, IA 50317

- ↑ 1. Head north on SE 13th St 0.1 mi
  - ↶ 2. Turn left onto E Court Ave 0.2 mi
  - ↷ 3. Turn right onto Finkbine Dr 0.3 mi
  - ↶ 4. Turn left onto E Grand Ave 0.1 mi
- i Destination will be on the right

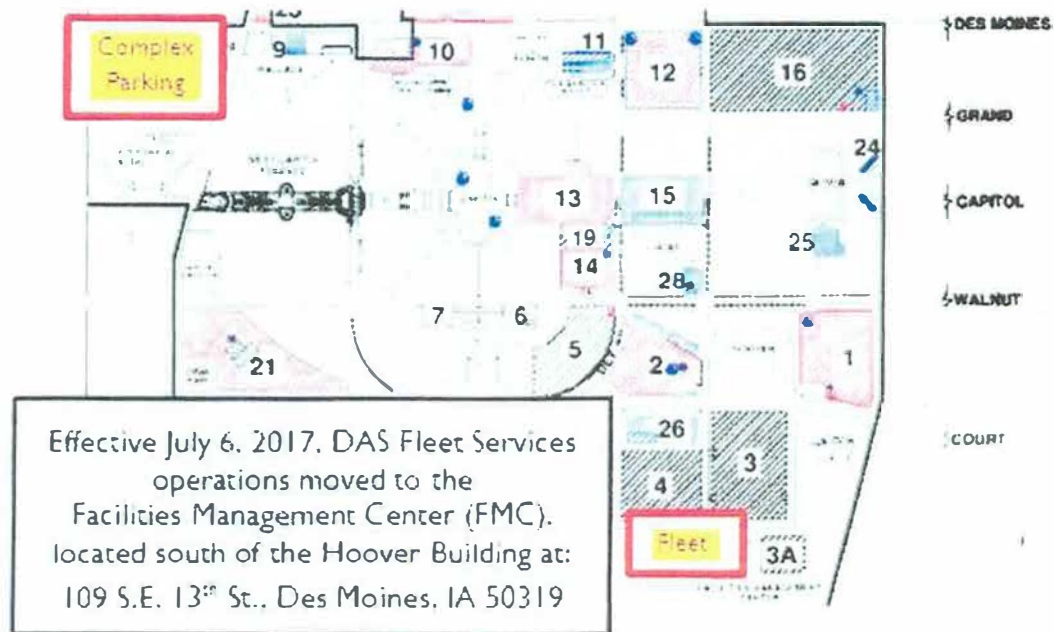
### 650 E Grand Ave

Des Moines, IA 50309

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

## Reminders

- Your reservation confirmation email identifies your confirmation number.
- If anyone other than the driver will be picking up keys, please identify that individual in the comment section of the online reservation.
- Keys and parking placards should be picked up at the DAS Fleet Services office located on the west side of the Facilities Management Center (FMC), 109 SE 13th St.
- Hours: 6:00 a.m. - 4:30 p.m. on Mondays, and from 7:00 a.m. - 4:30 p.m. Tuesday - Friday.
- Motor Pool vehicles are marked vehicles and monitored by GPS units.
- Renters and drivers must follow all policies and procedures.



## Parking

- Motor Pool vehicles are located in the Capitol Complex Parking Structure in Des Moines at 650 E Grand (corner of Des Moines St. and Pennsylvania Ave.).
- Motor Pool vehicle parking spots start on the 3rd level and are designated with green DAS reserved signs from 1 through 67 attached to the wall.
- Your emailed reservation confirmation includes your confirmation number and car number assigned.
- Compact, Midsize and Full Size vehicles have open parking in spots 1 through 54.
- Minivans are parked in spots 55 through 67.
- State employees may park their personal vehicles in those spots at no charge with an official parking placard received from DAS Fleet.



## Etiquette

- Be kind to your car for future motor pool drivers. These vehicles are used by 1800+ state employees.
- **Refueling your rental vehicle using a WEX fuel card is required** before returning it to the parking ramp.
- Return your motor pool vehicle in the assigned section or spot according to the sticker on your keys.
- Collect all of your belongings and return the keys and parking placard to the dropbox in the ramp or at the fleet office.
- Email [motorpool@iowa.gov](mailto:motorpool@iowa.gov) to report any issues, concerns or questions about your rental vehicle, or submit a [Fix-It Ticket](#).

DAS Fleet Services - 109 S.E. 13th St., Des Moines, IA 50319

515-281-3162