Driver Packet

Welcome to the Iowa Department for the Blind (IDB). Thank you for working with IDB as an Independent Contractor providing Driver services. As an Independent Contractor you can choose to drive for IDB staff only or IDB staff and clients. If you choose to drive for IDB clients you will be required to watch an IDB specific training video and answer a few questions about the video.

Before you can drive for the Iowa Department for the Blind you will need to complete the following steps:

1. The driver's license verification form click here: DAS Fleet Services - Driver's License Verification Form . To complete the verification form: the driver will not need a WEX Pin, State Agency is the Department for the Blind 131, the driver can use the Departments address of 524 4th Street, Des Moines, IA 50309 as the official work address. This is considered a temporary position as the driver will not be working more than 1,000 hours a year and it is on-call. This address is a business and not a personal residence.
2. Complete the attached W-9 and send to idbaccountspayable@blind.state.ia.us
3. For the background check – email Janice.Eggers@blind.state.ia.us the driver email address and phone number.
4. Complete the attached confidentiality statement and sent to Janice.eggers@blind.state.ia.us
5. To use the Agile vehicle reservation system, you will need to complete the Driver's License Verification Form and a new user profile at Sign up Now. Once these items are completed, you will receive a welcome email from Agile containing your login information. You can then start using the reservation system to request vehicle rentals.

Once these steps have been completed the training video link and test will be sent to the driver for completion.

State Vehicles:

- Please review the Driver Packet before your first trip in a state vehicle. This packet contains information including, the Driver Voucher form, roadside assistance, breakdown and towing, fuel purchase information, picking up and returning state vehicles, and contact information. 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 the Iowa Department for the Blind Executive Secretary at 515-380-1944 from 8:00 am to 4:30 pm for help.
- Each state vehicle will contain a packet that will have a fuel card -called WEX Card, a PIN number, information regarding who to contact and a map. Please familiarize

yourself with the vehicle basics including the type of fuel used by the vehicle prior to leaving the garage.
- When returning to the vehicle be sure to check the inside of the vehicle for any personal items or items that need to be thrown away. Fleet vehicles are assigned to different people every day, and the car may be re-assigned before you have an opportunity to retrieve items.

Driving for the Iowa Department for the Blind:

- When 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.
- When you are performing driving services for a client or a staff member using your own vehicle, you will only be paid for the hours you provided the service. There is no mileage reimbursement when personal vehicles are used.
- You must list each trip and date of the trip on the Driver Voucher. Time starts when the state vehicle is picked up and ends when the vehicle is returned. When using a personal vehicle time starts when you leave your residence and ends when you return to your residence.
- Driver's will only be paid for the time submitted on the Driver Voucher form. Voucher forms should be submitted weekly.
- Driver Voucher forms cab be turned in to the staff member you are driving for, dropped off at the IDB reception desk or submitted electronically at, das.finance.payables@iowa.gov.

Driving for Staff and Clients:

- An IDB staff member will contact you to schedule a trip for themselves or a client. The staff member will email you the details of the trip, exact address locations for GPS and when needed any client information. The staff member is also responsible for reserving the state vehicle for the trip. Once the car reservation is completed the driver will receive an email with the necessary vehicle information.
- It is important to note that when on state business, you are doing state business! Only pick up client and/or staff at the designated pick-up point and drop off point. Only making stops for restroom breaks. **Do not stop for: smoke breaks or running any client/staff errands.**
- 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".
- 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 contact@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.

Other Resources

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.

How to pick up the vehicle:
1. Your reservation confirmation email identifies your vehicle confirmation number and fuel code.
2. Go to the DAS Fleet Services key kiosk located on level 3 of the Capitol Complex parking ramp at 650 E. Grand Ave. to pick up the keys and vehicle.
3. Instruction to use the Key Kiosk can be found by clicking this link: Key Kiosk_6.2020.pdf - Google Drive

IOWA DEPARTMENT FOR THE BLIND
DRIVER'S WEEKLY VOUCHER

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
DATE							
BEGINNING TIME							
ENDING TIME							

DRIVER HOURLY RATE = $19.00 PER HOUR

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 / LISTEDSTAFF/ CLIENT(S).

TOTAL HOURS DRIVEN WAS _____ TO BE REIMBURSED AT A RATE OF $19.00 PER HOUR.

CLIENT AUTHORIZATION #(S): _____

_____

I UNDERSTAND THAT MY PAYMENTS DO NOT HAVE ANY TAXES WITHHELDAND 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 _____

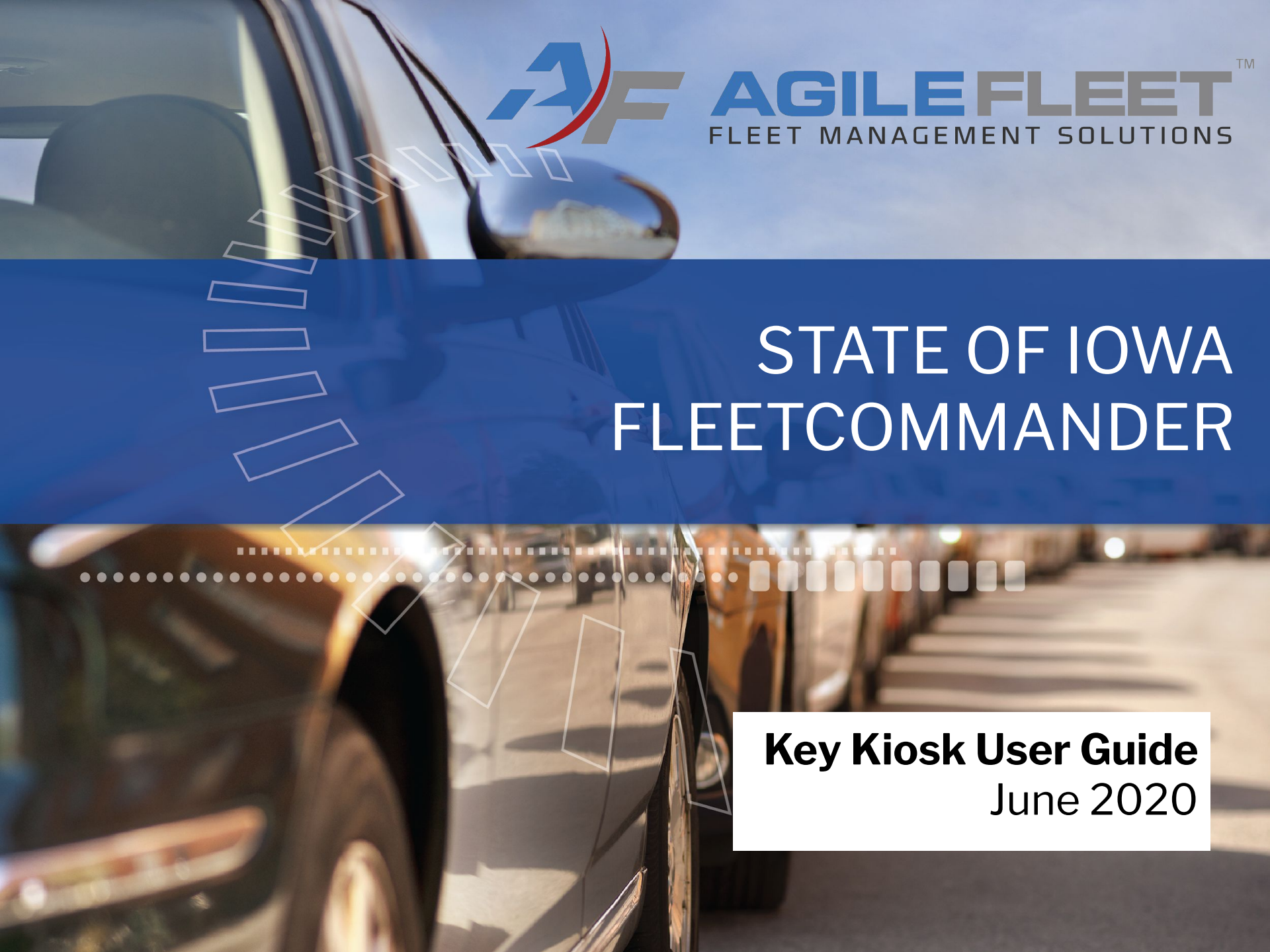
CITY, STATE, ZIP _____

PHONE NUMBER _____

EMAIL_____

STAFF USE ONLY - ACCOUNTING INFORMATION: fill in the unit information & select the appropriate code.

FUND	DEPARTMENT	UNIT	CLIENT OBJECT & CODE	STAFF OBJECT & CODE	AMOUNT
0001	131		803-4263	202-2128	
0001	131		803-4263	202-2128	
0001	131		803-4263	202-2128	
0001	131		803-4263	202-2128	



AGILE FLEET™
FLEET MANAGEMENT SOLUTIONS

STATE OF IOWA FLEETCOMMANDER

Key Kiosk User Guide

June 2020

AGENDA

AGILE FLEET™
FLEET MANAGEMENT SOLUTIONS

- Key Kiosk
- Vehicle Check Out
- Vehicle Check In Vehicle

Key Kiosk

KEY KIOSK

AGILE FLEET™
FLEET MANAGEMENT SOLUTIONS

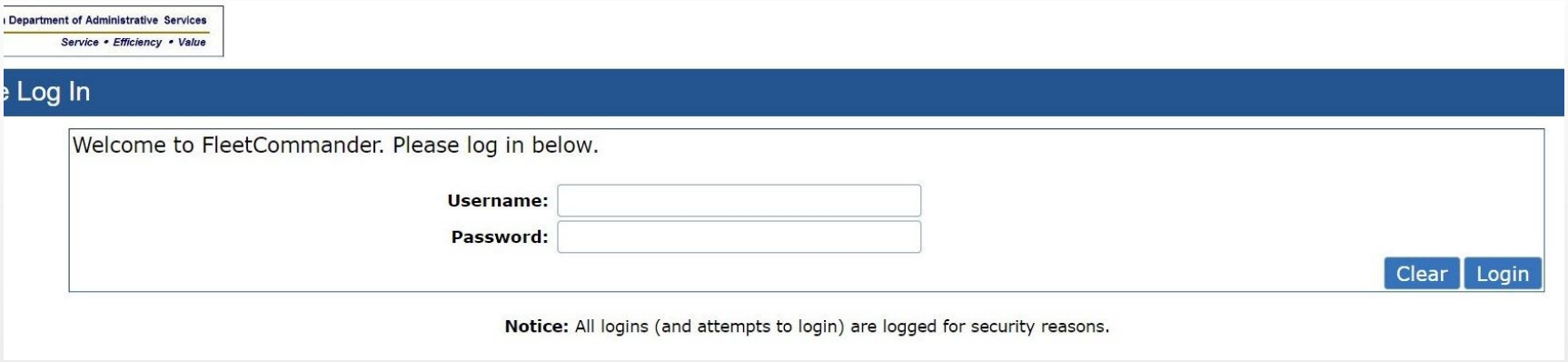




The key kiosk is located on level 3 of the Capitol Complex parking ramp at 650 E. Grand Ave.

SIGN IN

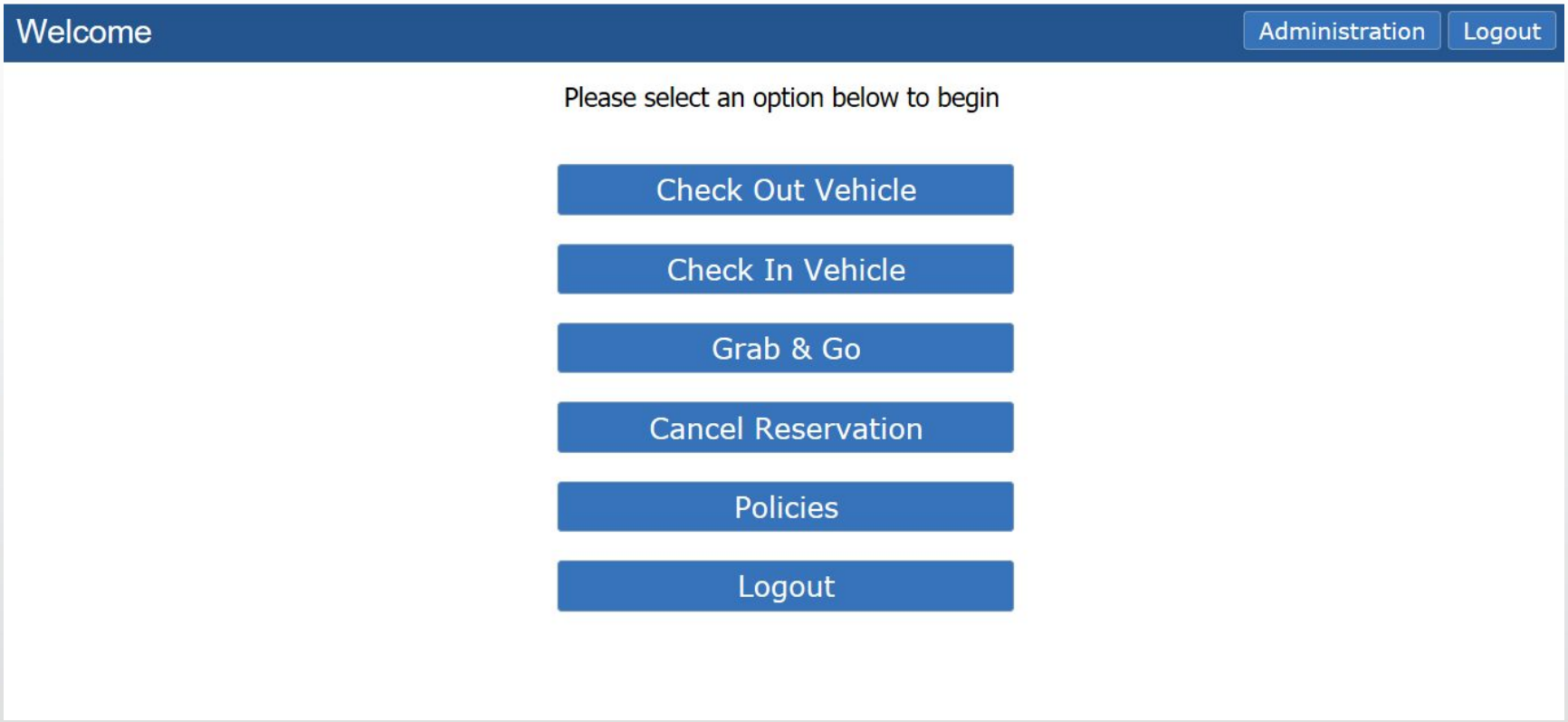
Tap the kiosk screen to get started.
Reservations are available 30 mins prior to scheduled start time.



All users must log in.

Use the keyboard to enter your username and password.

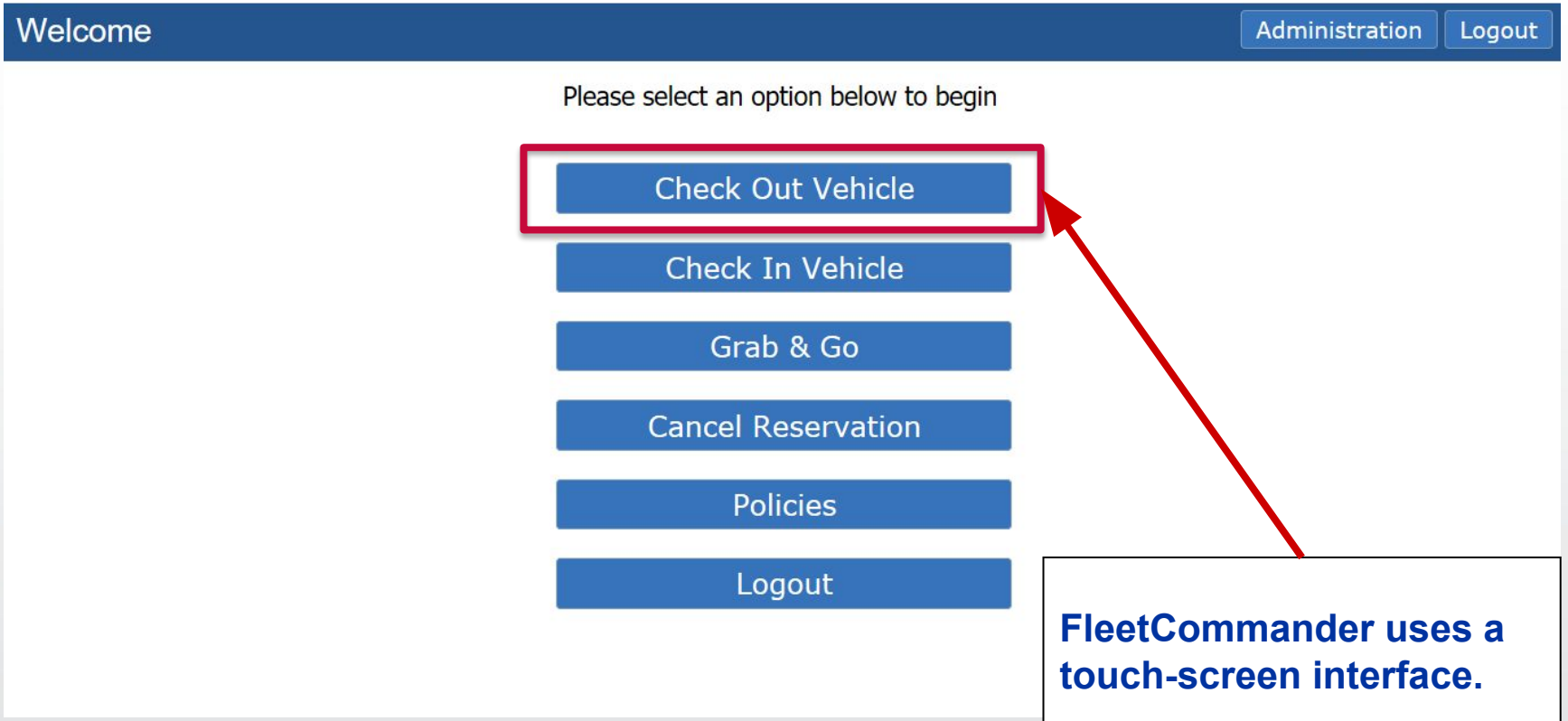
MAIN SCREEN


Welcome
Administration
Logout
Please select an option below to begin
Check Out Vehicle
Check In Vehicle
Grab & Go
Cancel Reservation
Policies
Logout

AGILE FLEET™
FLEET MANAGEMENT SOLUTIONS

Check Out a Vehicle

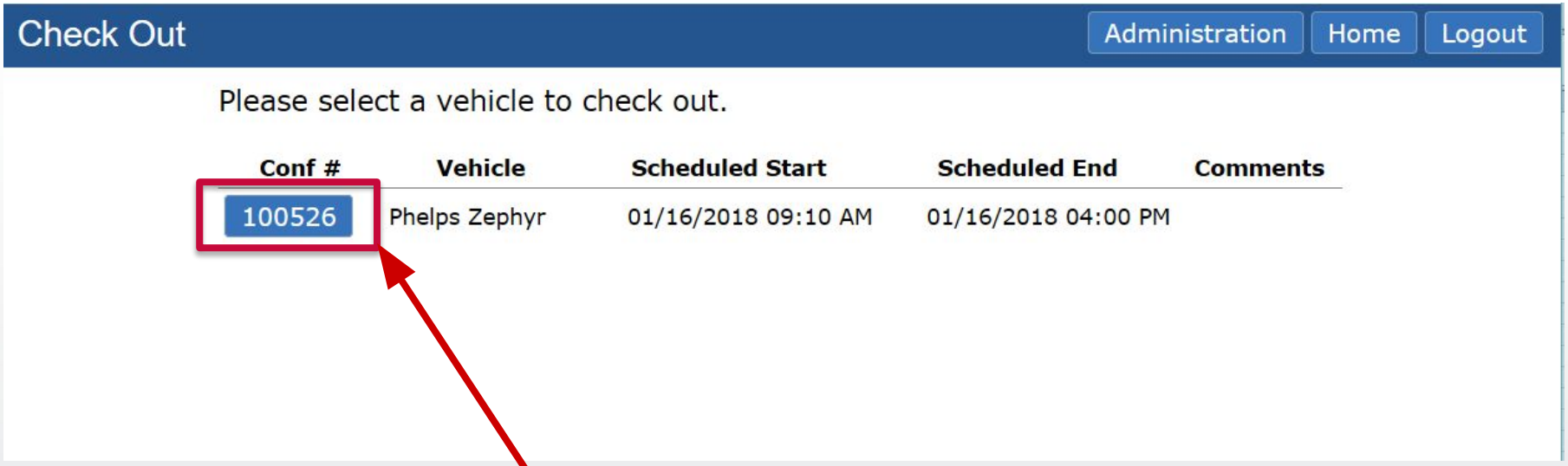
CHECK OUT A VEHICLE



FleetCommander uses a touch-screen interface.

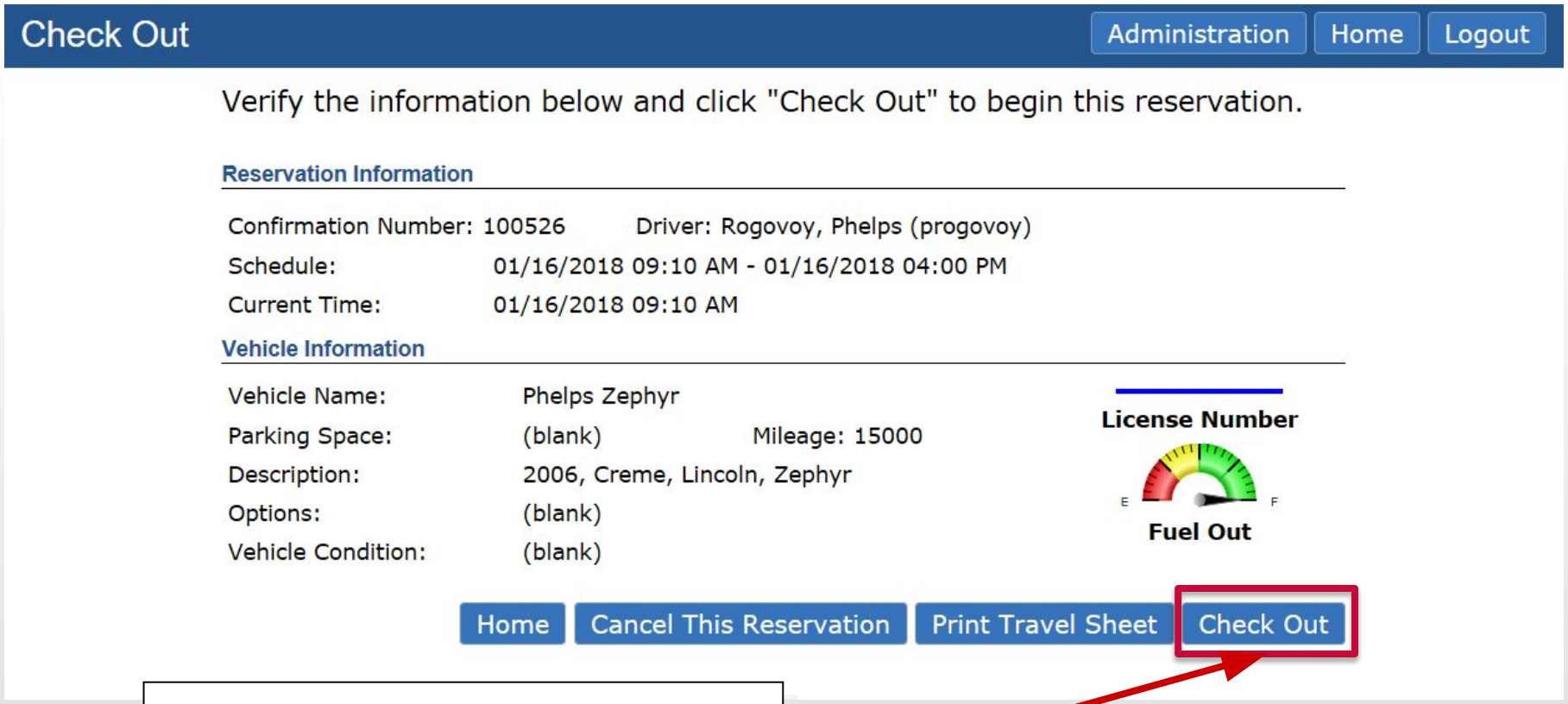
Click on the Check Out Vehicle button.

CHECK OUT A VEHICLE



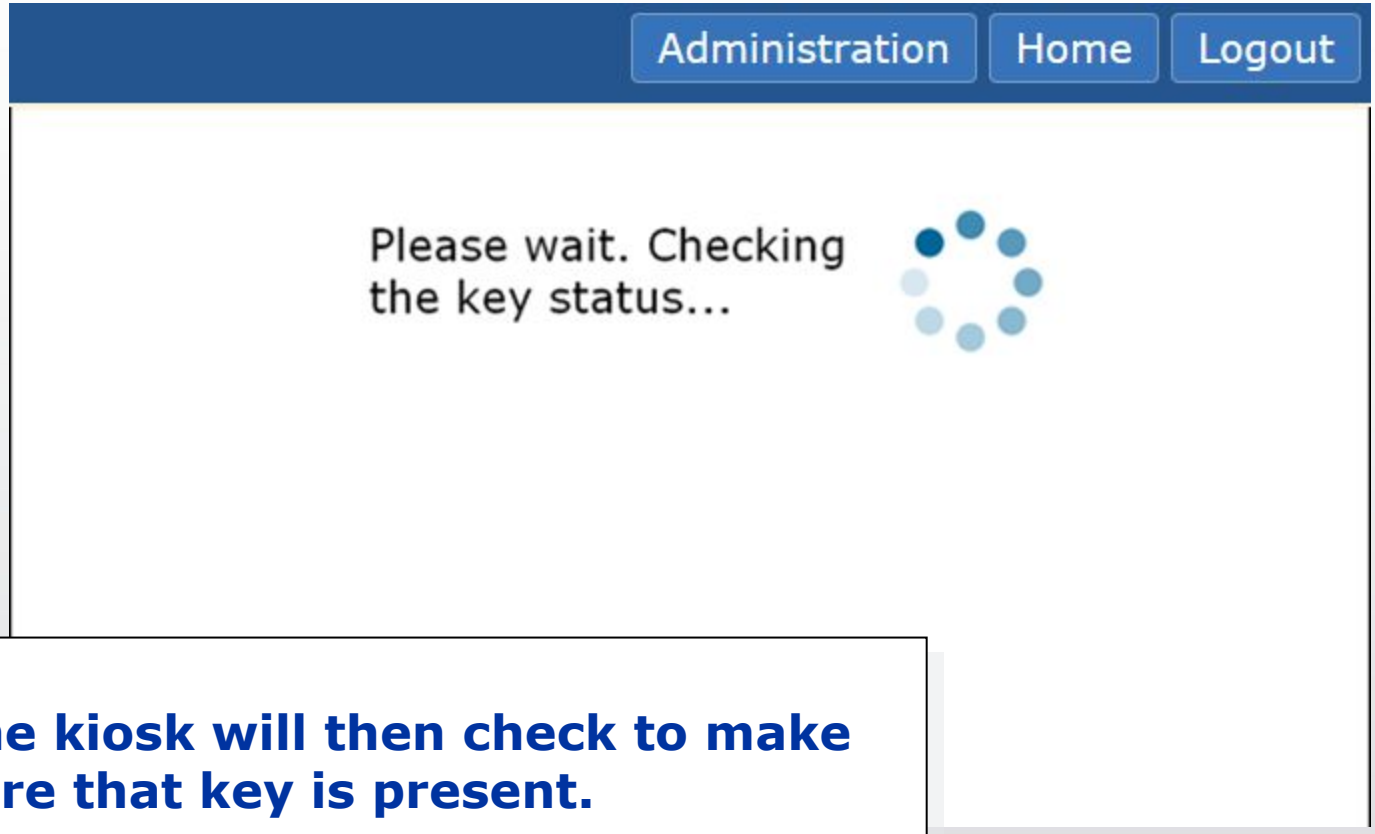
You'll be presented with your approved reservations that are ready to be dispatched. Select the desired one.

CHECK OUT A VEHICLE



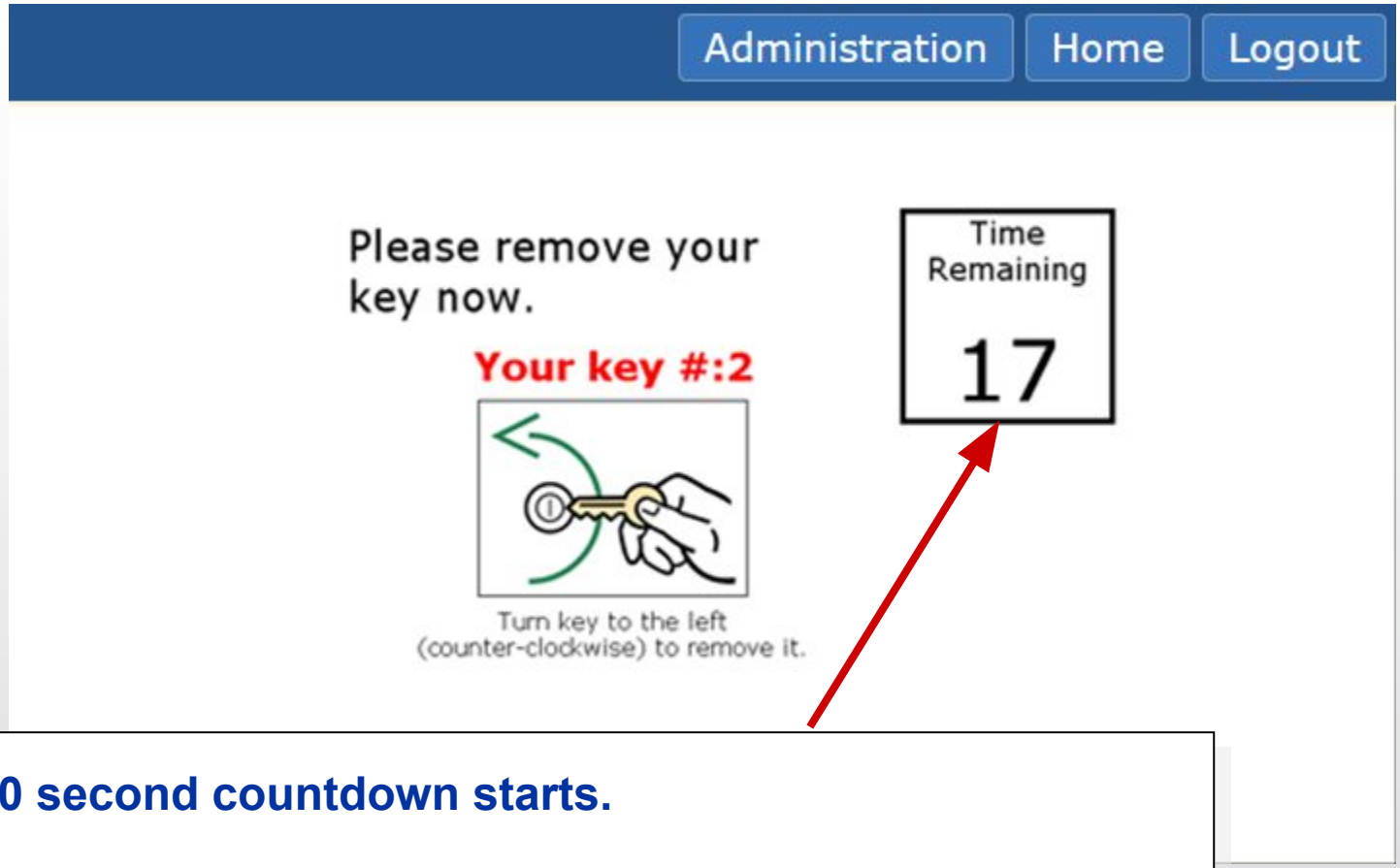
Select the Check Out button.

CHECK OUT A VEHICLE



The kiosk will then check to make sure that key is present.

CHECK OUT A VEHICLE



A 60 second countdown starts.

The light on the front of the key box lights up to indicate the door can be opened.

CHECK OUT A VEHICLE

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FLEET MANAGEMENT SOLUTIONS

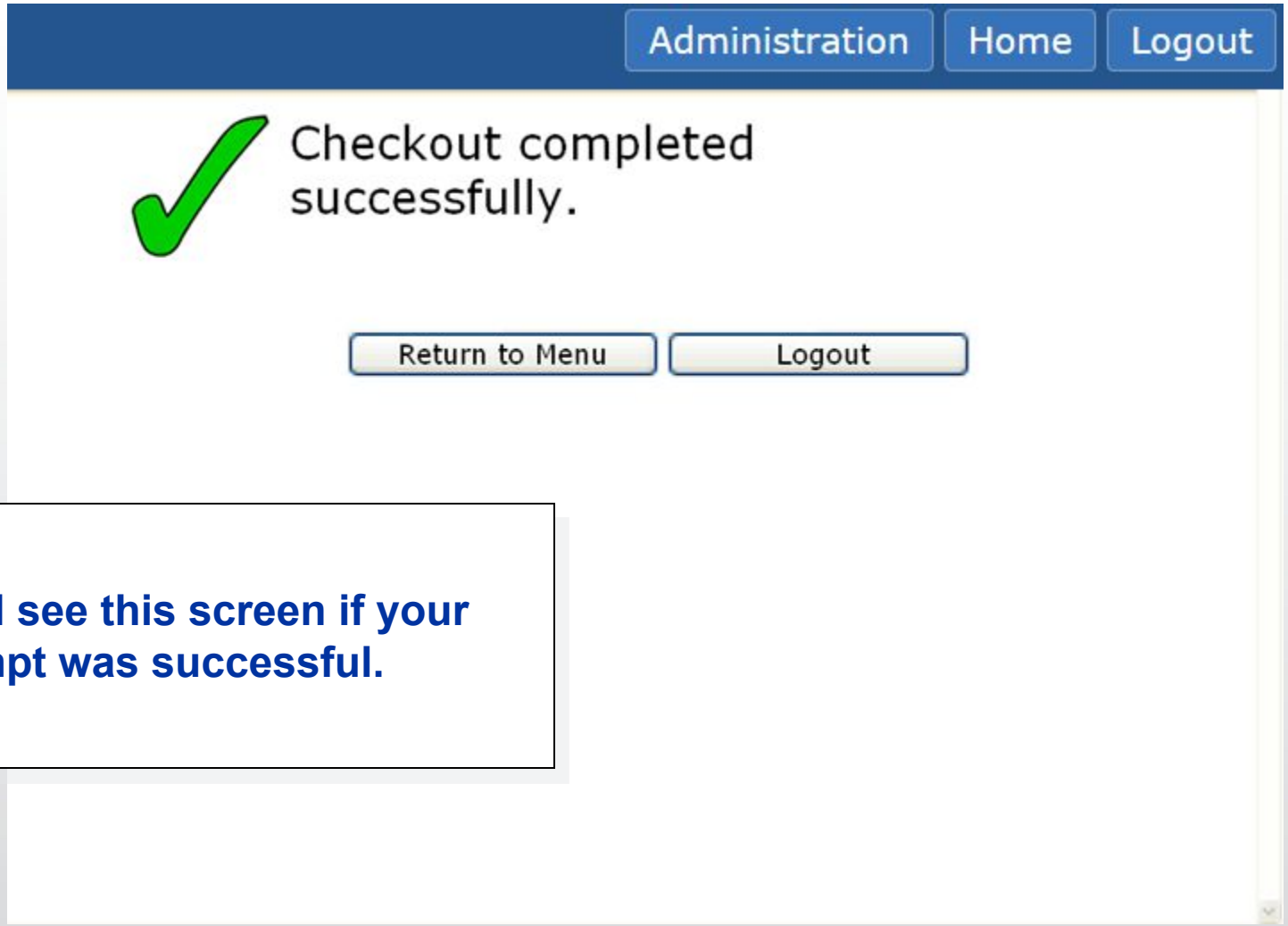
The light next to the correct key lights up.

Turn the key to remove it, then close the door.

All other keys remain locked in place.

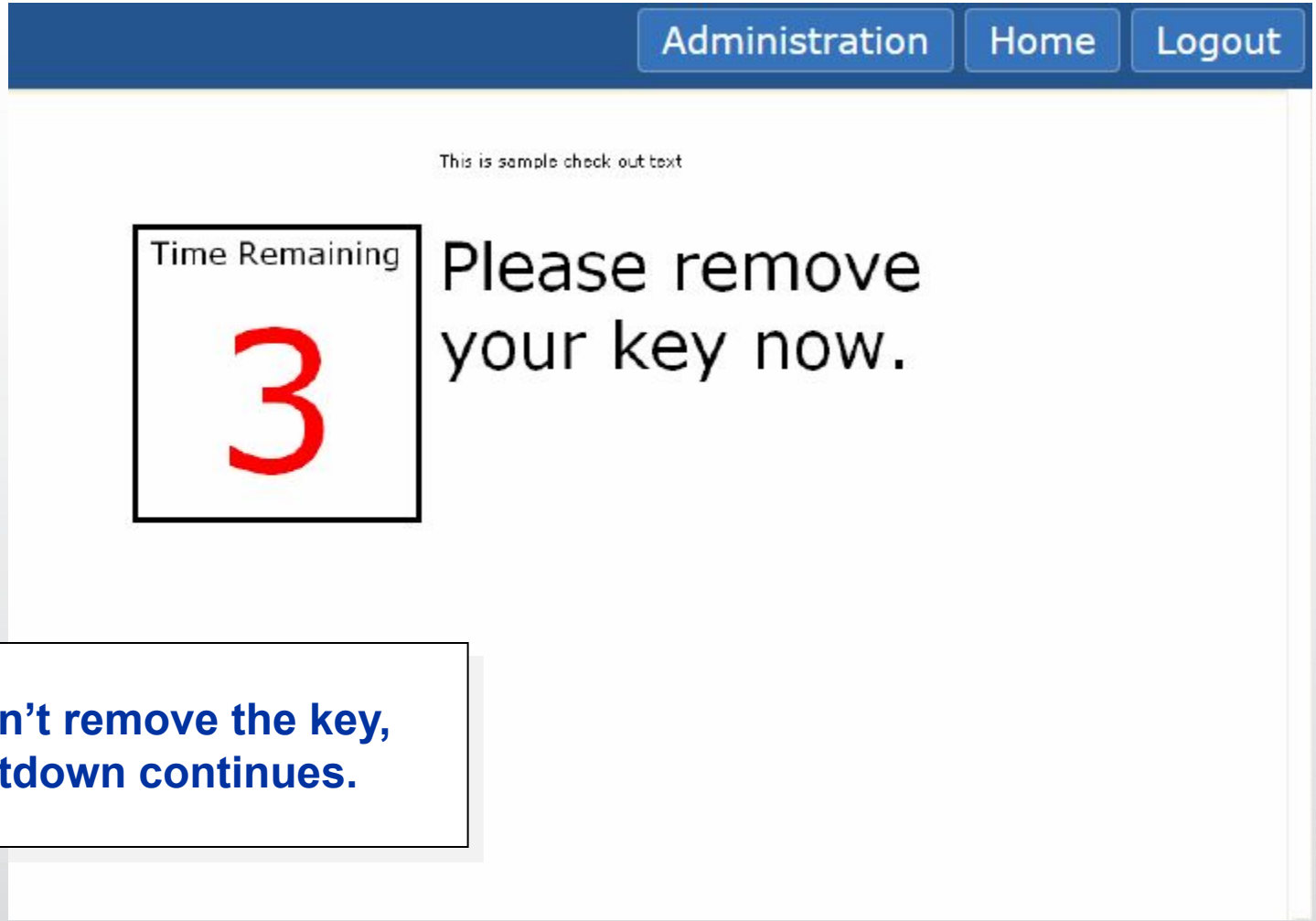


CHECK OUT A VEHICLE



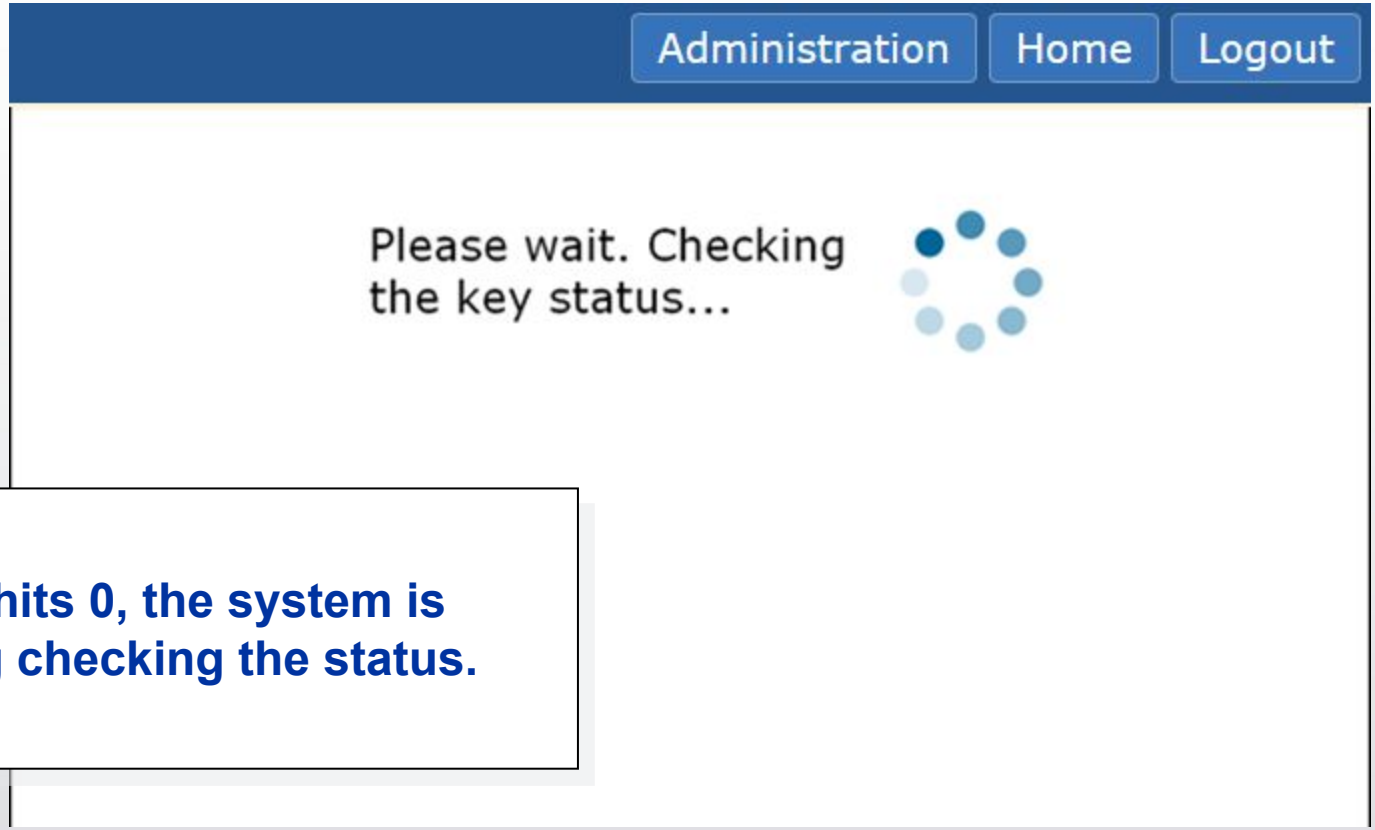
You'll see this screen if your attempt was successful.

CHECK OUT A VEHICLE



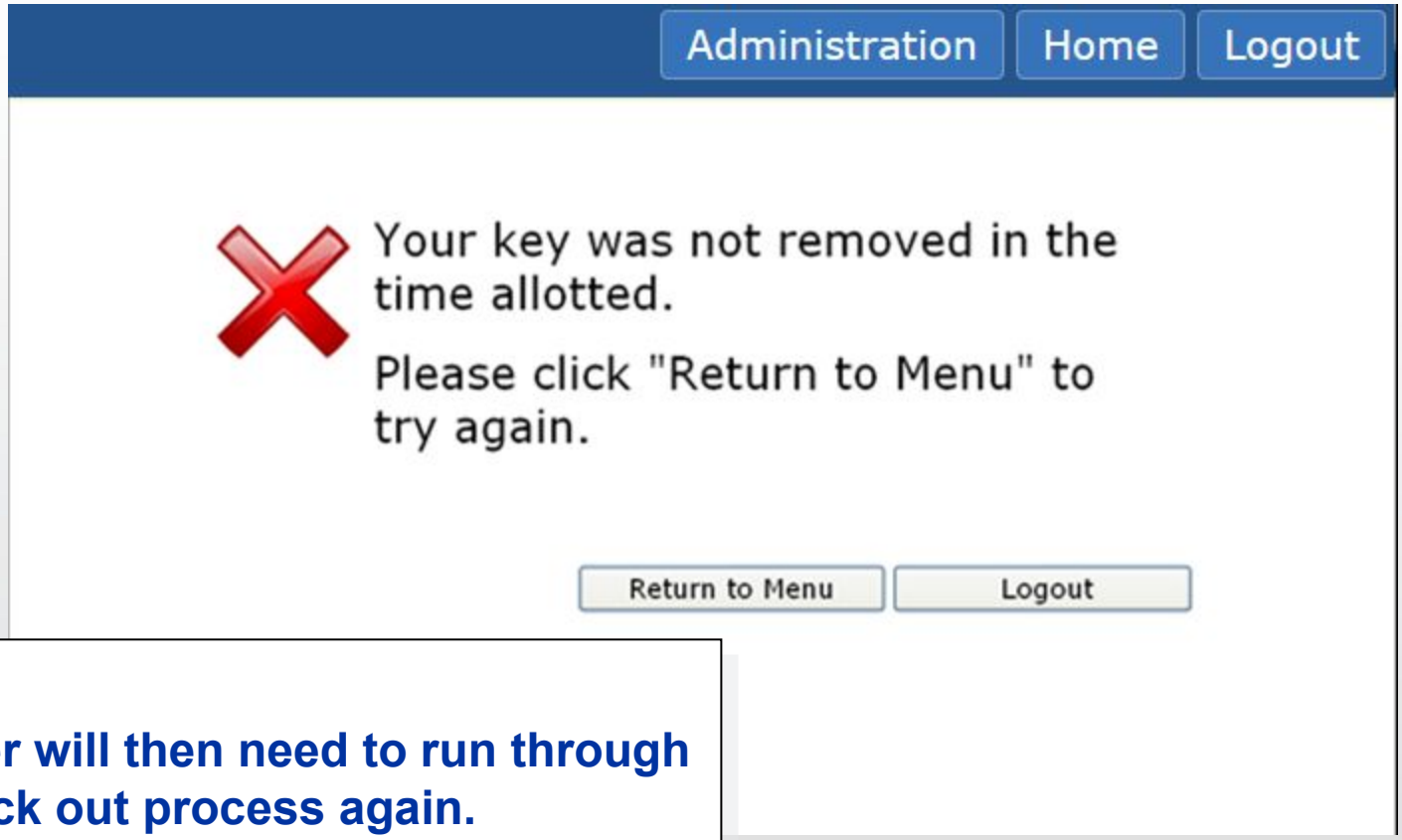
If you don't remove the key, the countdown continues.

CHECK OUT A VEHICLE



When it hits 0, the system is finishing checking the status.

CHECK OUT A VEHICLE



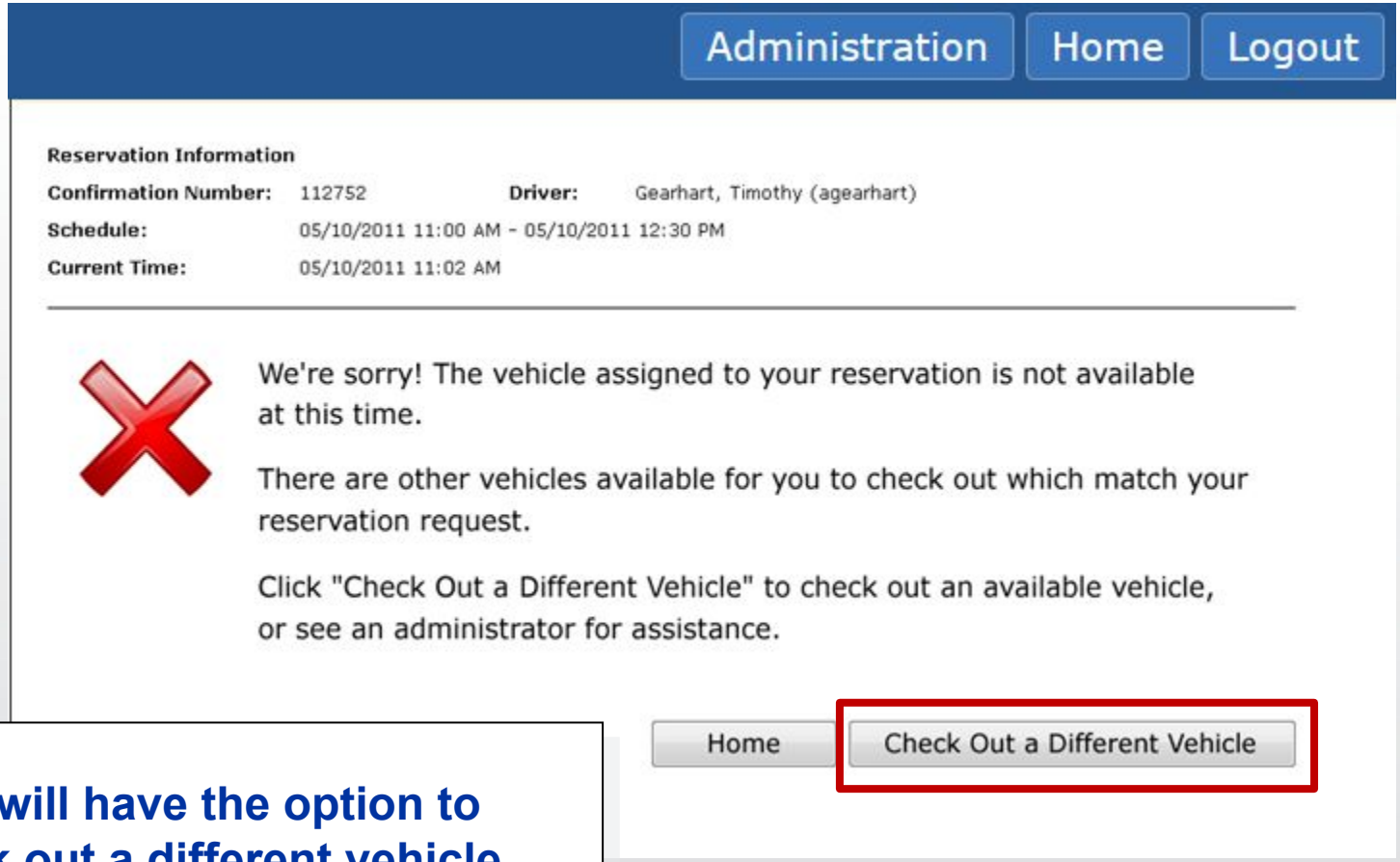
The user will then need to run through the check out process again.

CHECK OUT A VEHICLE

AGILE FLEET™
FLEET MANAGEMENT SOLUTIONS

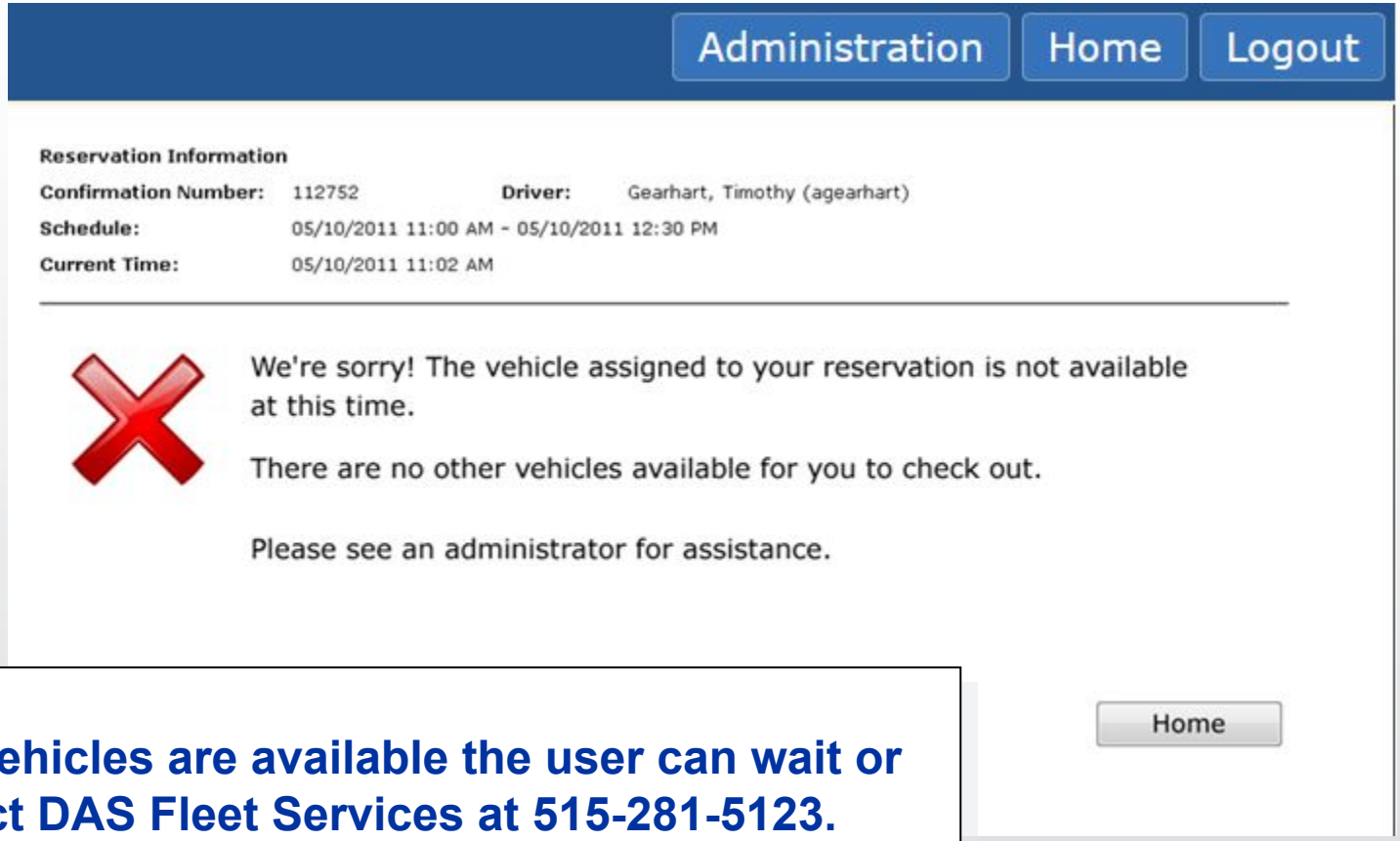
What if vehicle on a previous reservation hasn't returned?

CHECK OUT A VEHICLE



User will have the option to check out a different vehicle.

CHECK OUT A VEHICLE

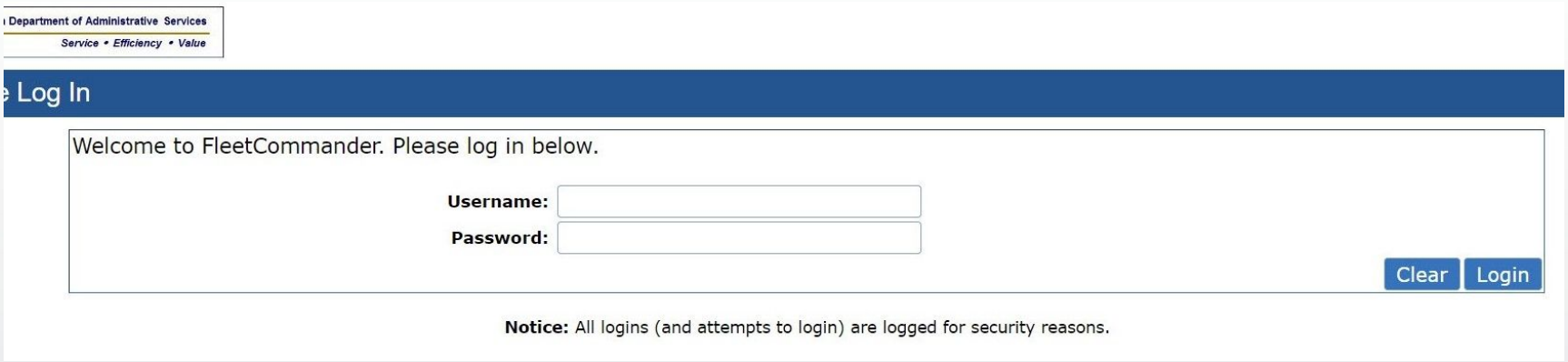


If no vehicles are available the user can wait or contact DAS Fleet Services at 515-281-5123.

Check In a Vehicle

SIGN IN

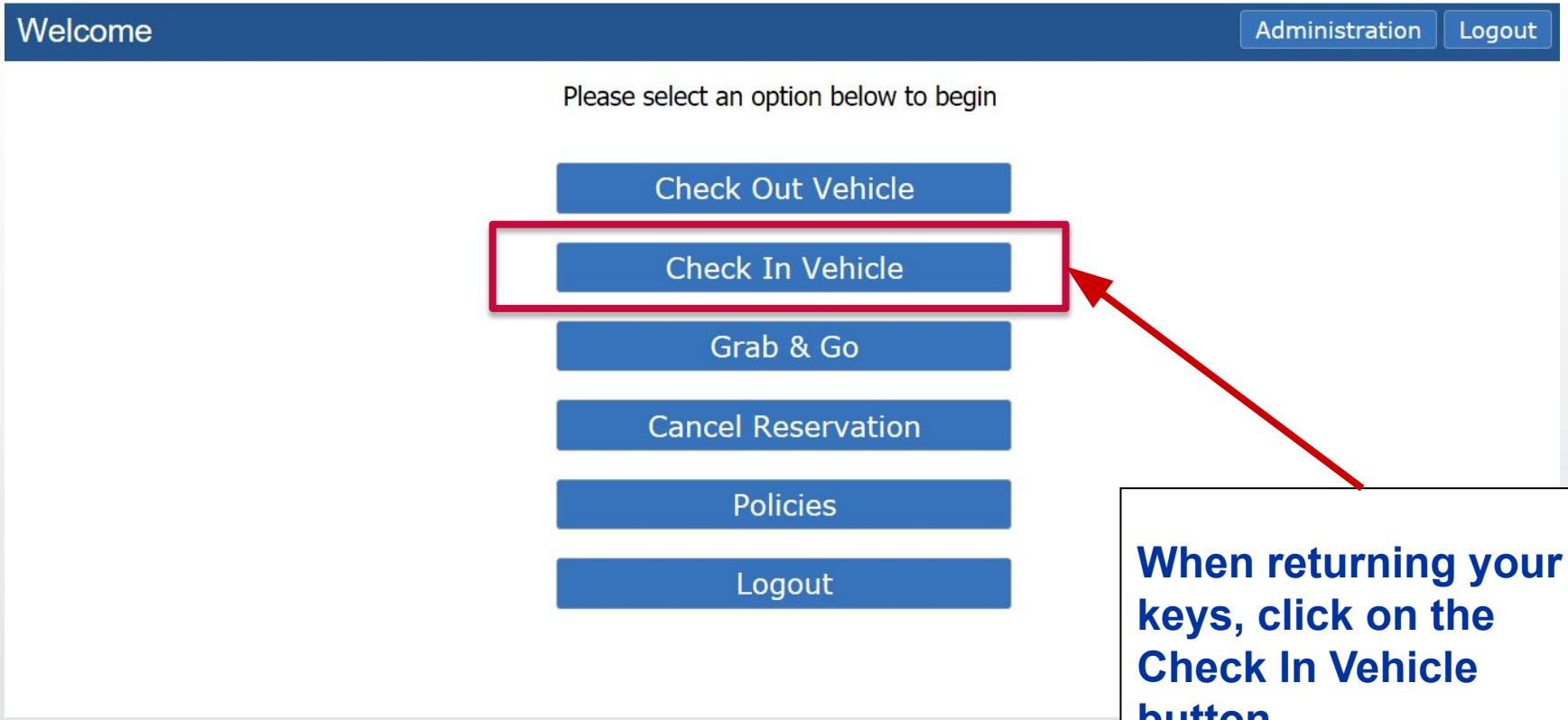
Tap the kiosk screen to get started.



All users must log in.

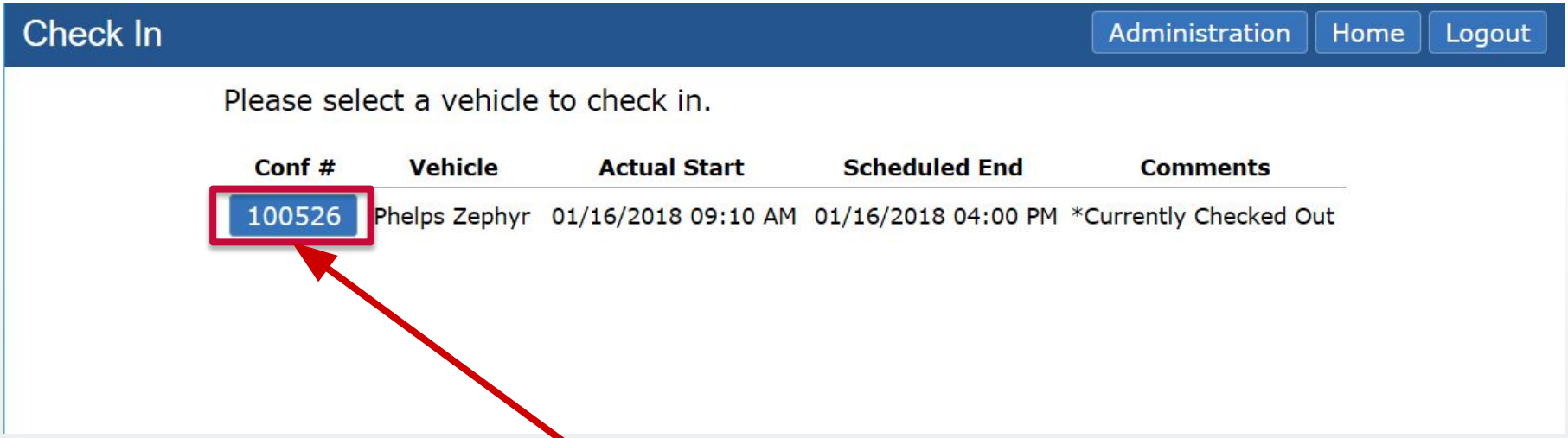
Use the keyboard to enter your username and password.

CHECK IN A VEHICLE



When returning your keys, click on the Check In Vehicle button.

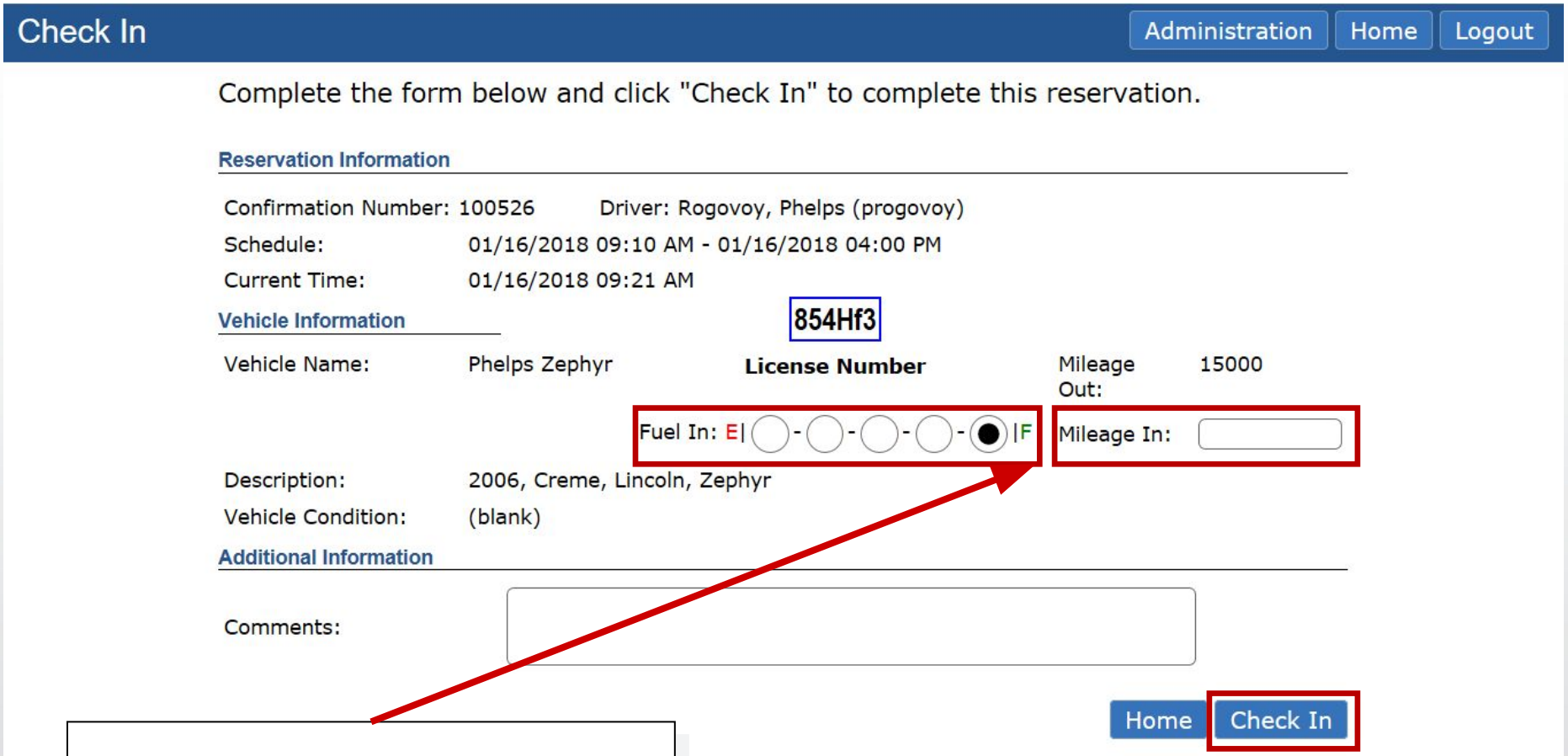
CHECK IN A VEHICLE



You are presented with your current reservation.

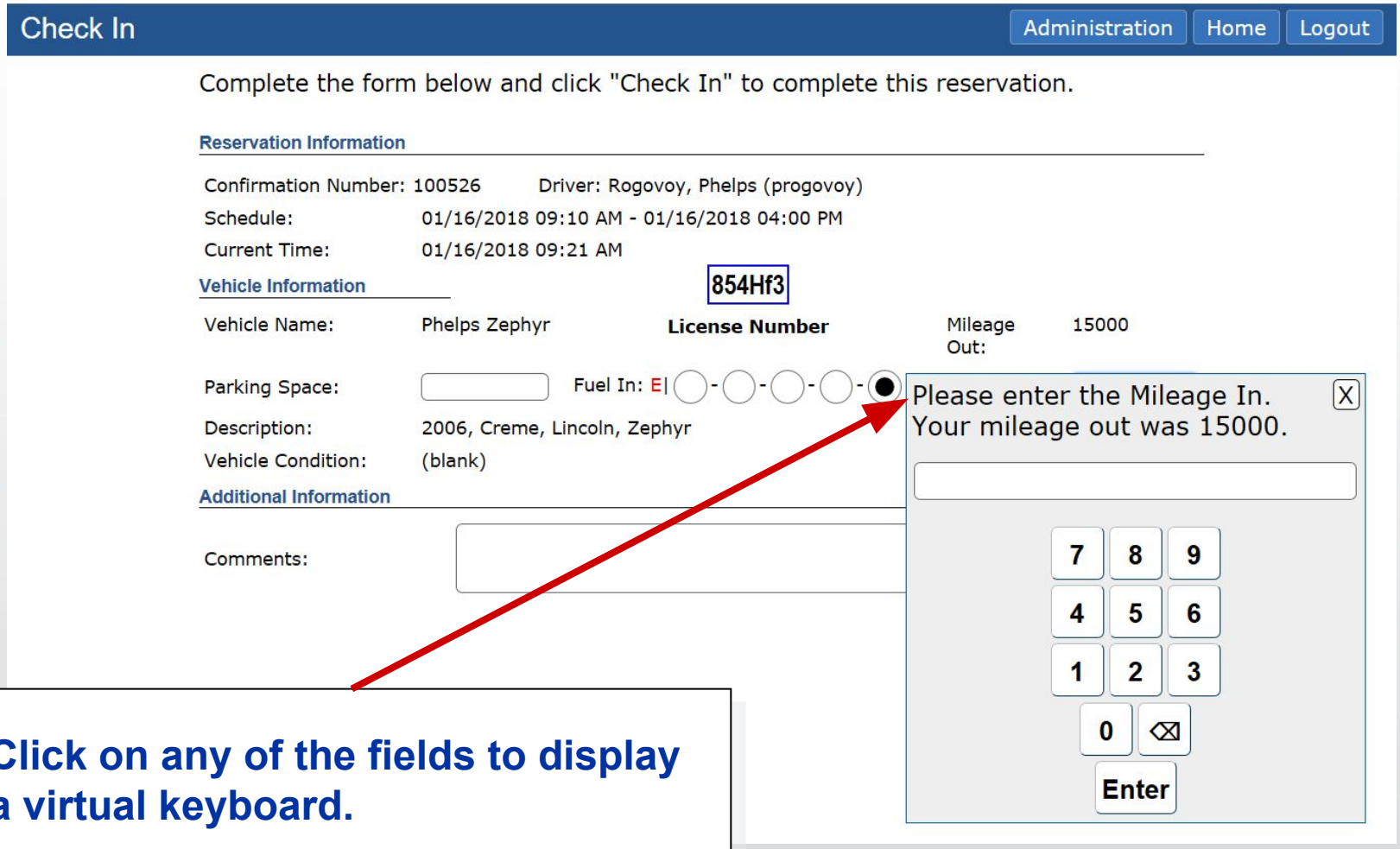
Select it.

CHECK IN A VEHICLE



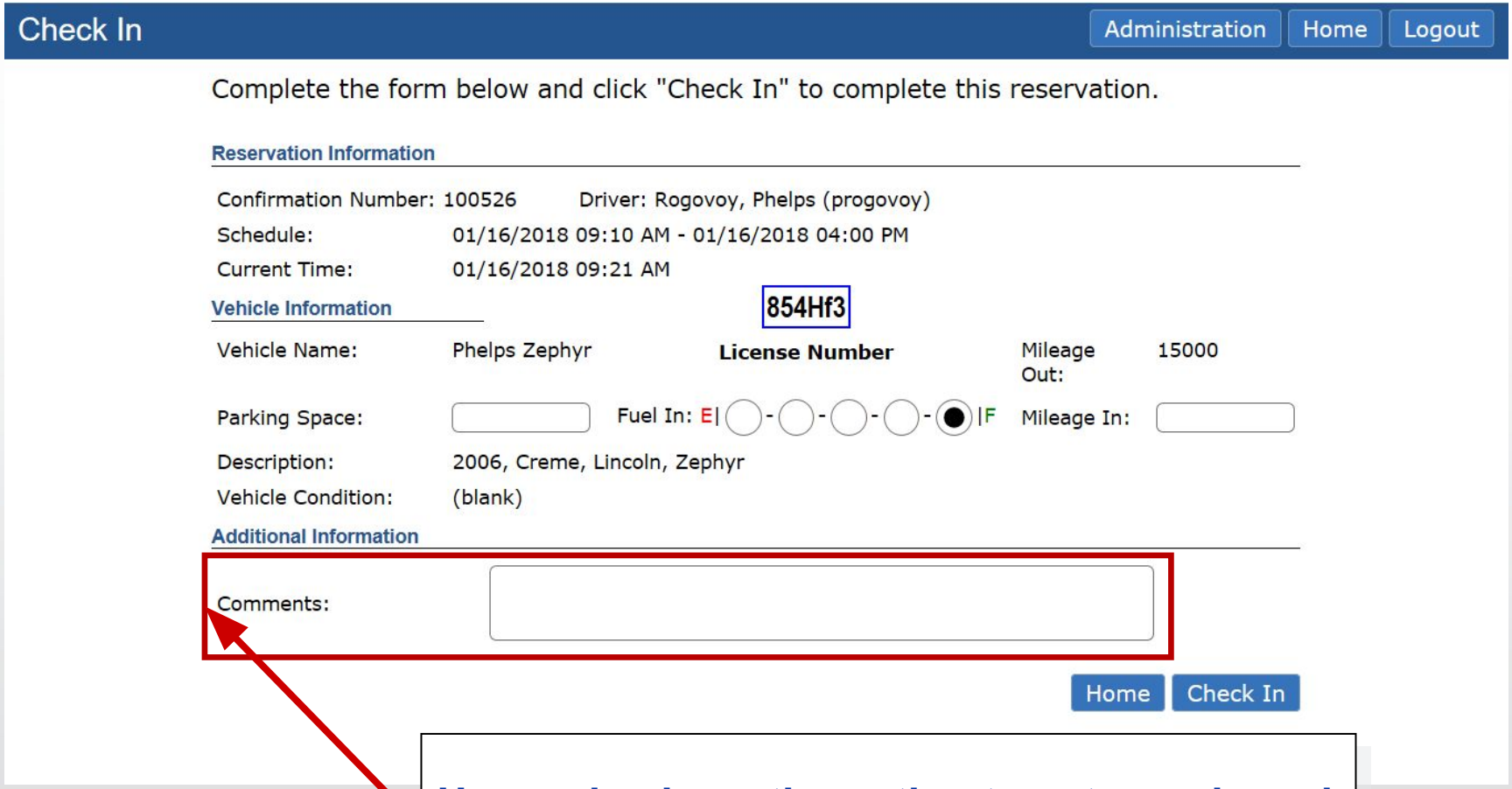
Enter the fuel level and click on the Check In button.

CHECK IN A VEHICLE



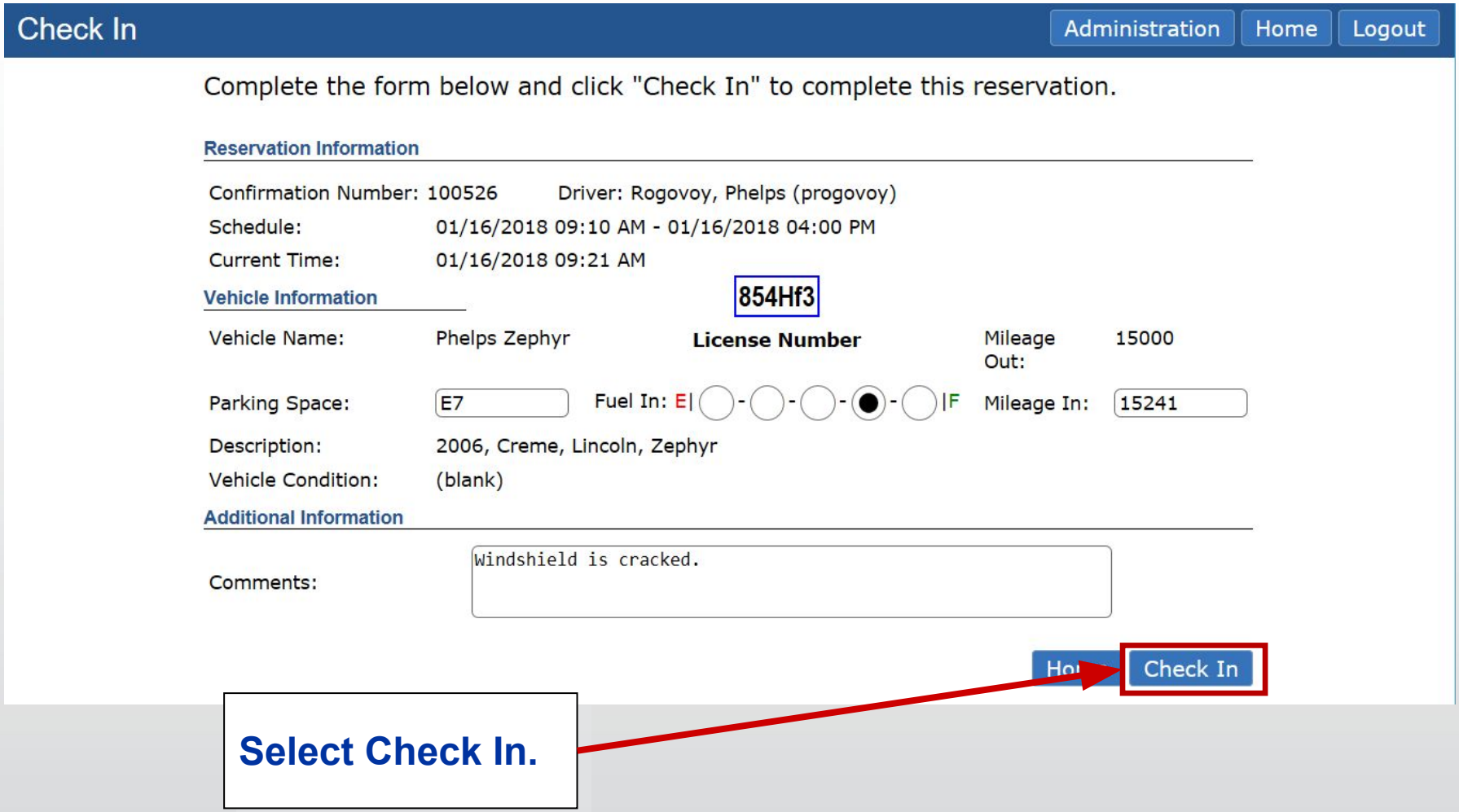
Click on any of the fields to display a virtual keyboard.

CHECK IN A VEHICLE



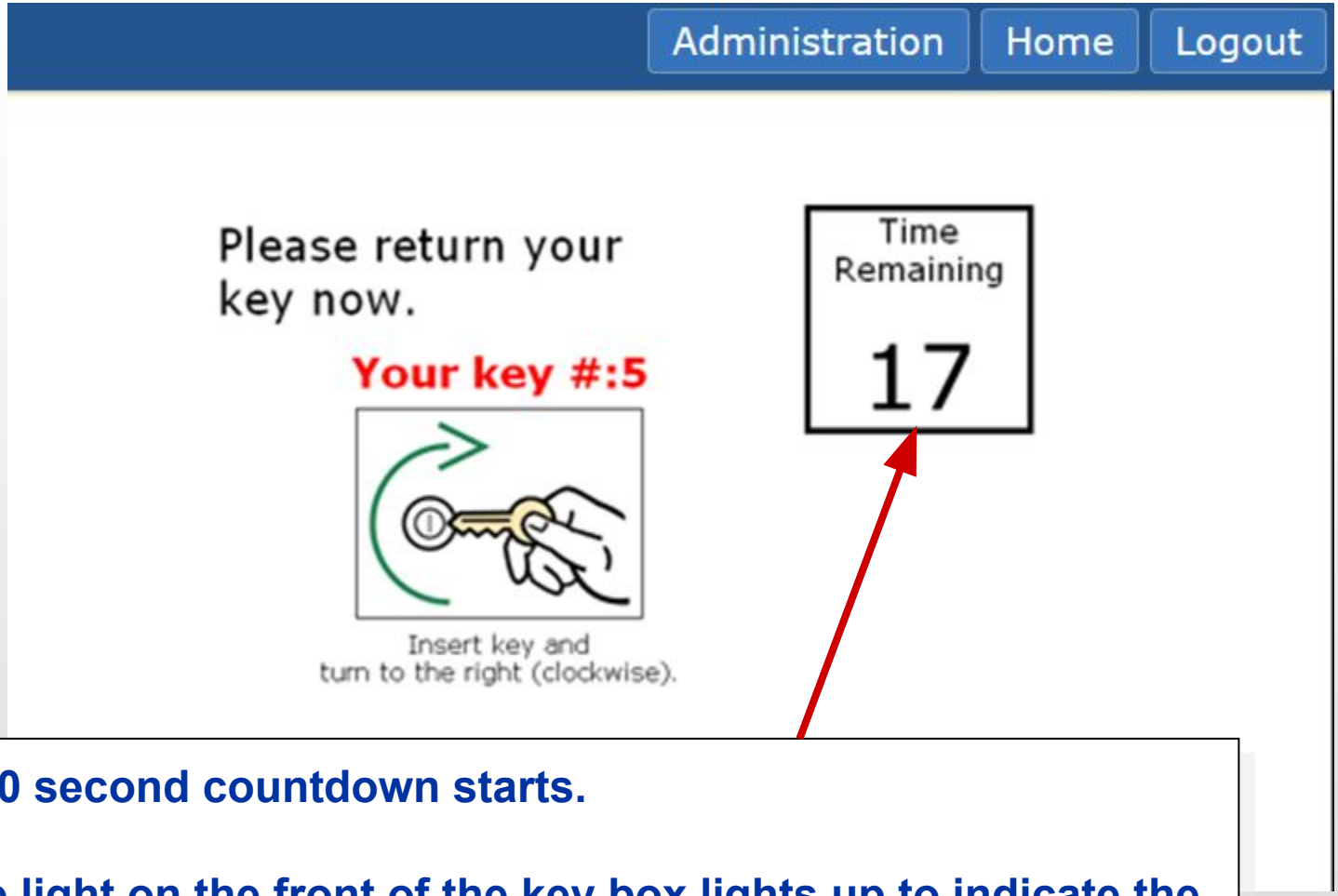
Users also have the option to enter and send comments to the administrator.

CHECK IN A VEHICLE



Select Check In.

CHECK IN A VEHICLE



A 60 second countdown starts.

The light on the front of the key box lights up to indicate the door can be opened.

CHECK IN A VEHICLE

AGILE FLEET™
FLEET MANAGEMENT SOLUTIONS

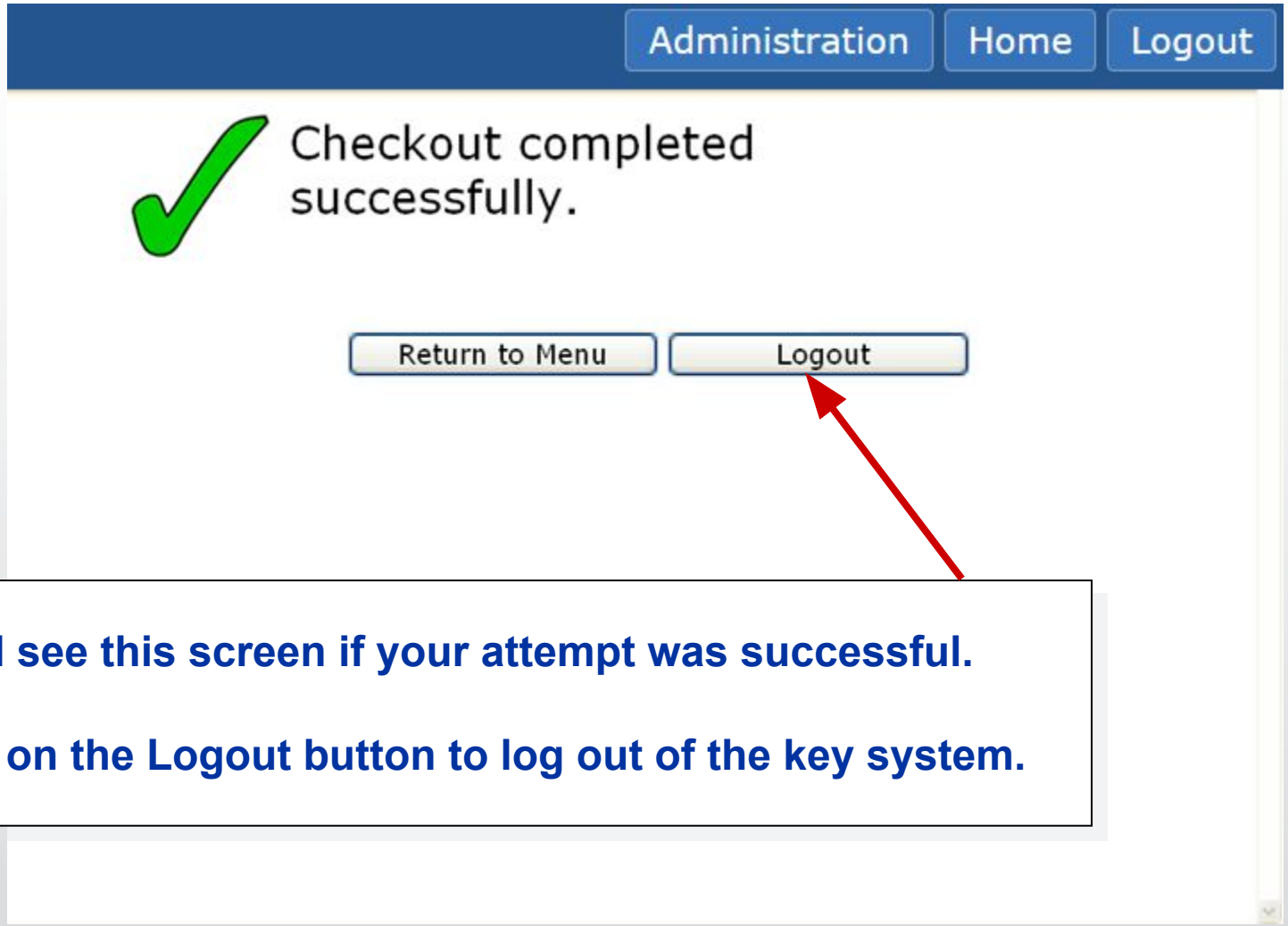
The light next to the correct key lights up.

Insert the key.

You MUST turn the key in order to complete the return.



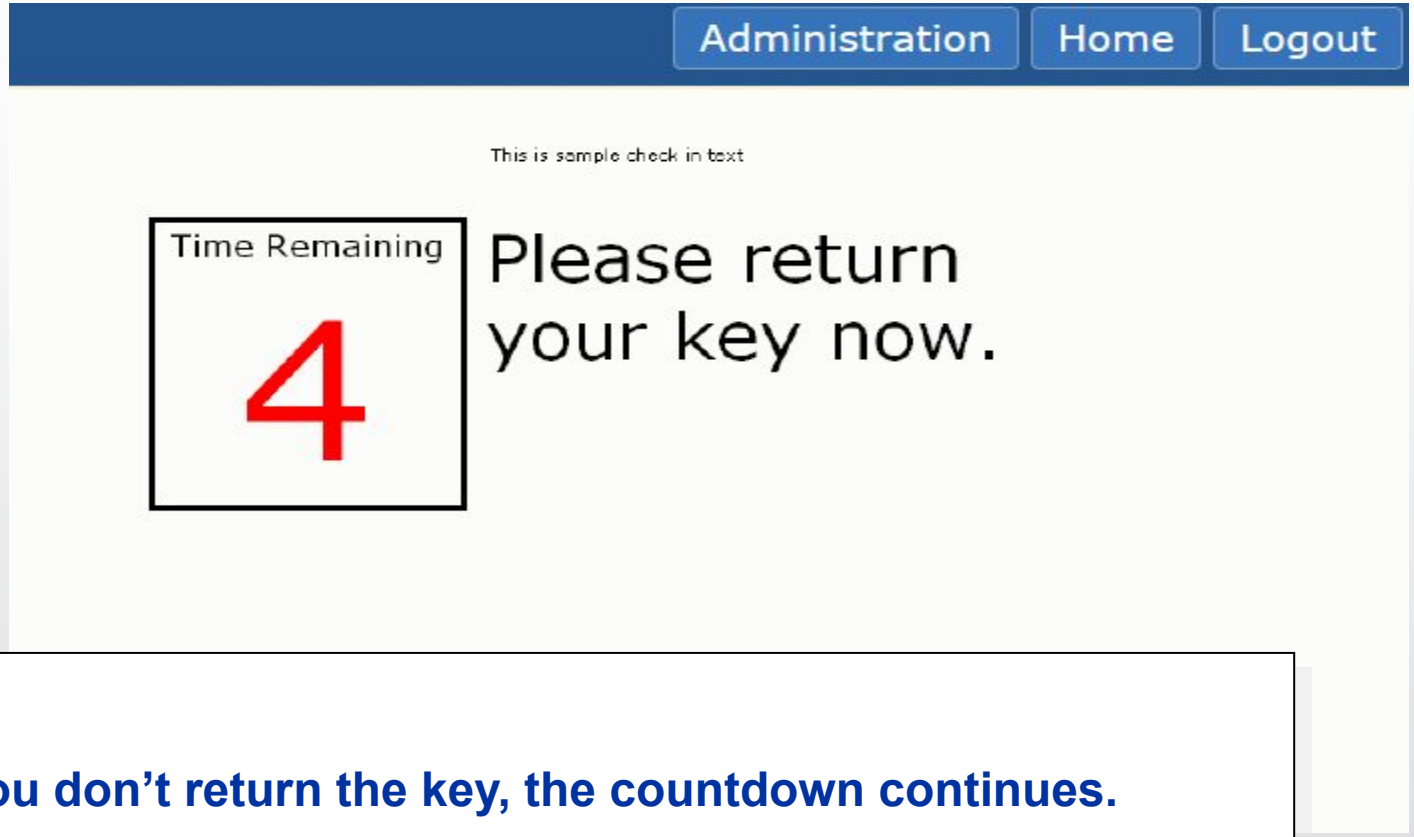
CHECK IN A VEHICLE



You'll see this screen if your attempt was successful.

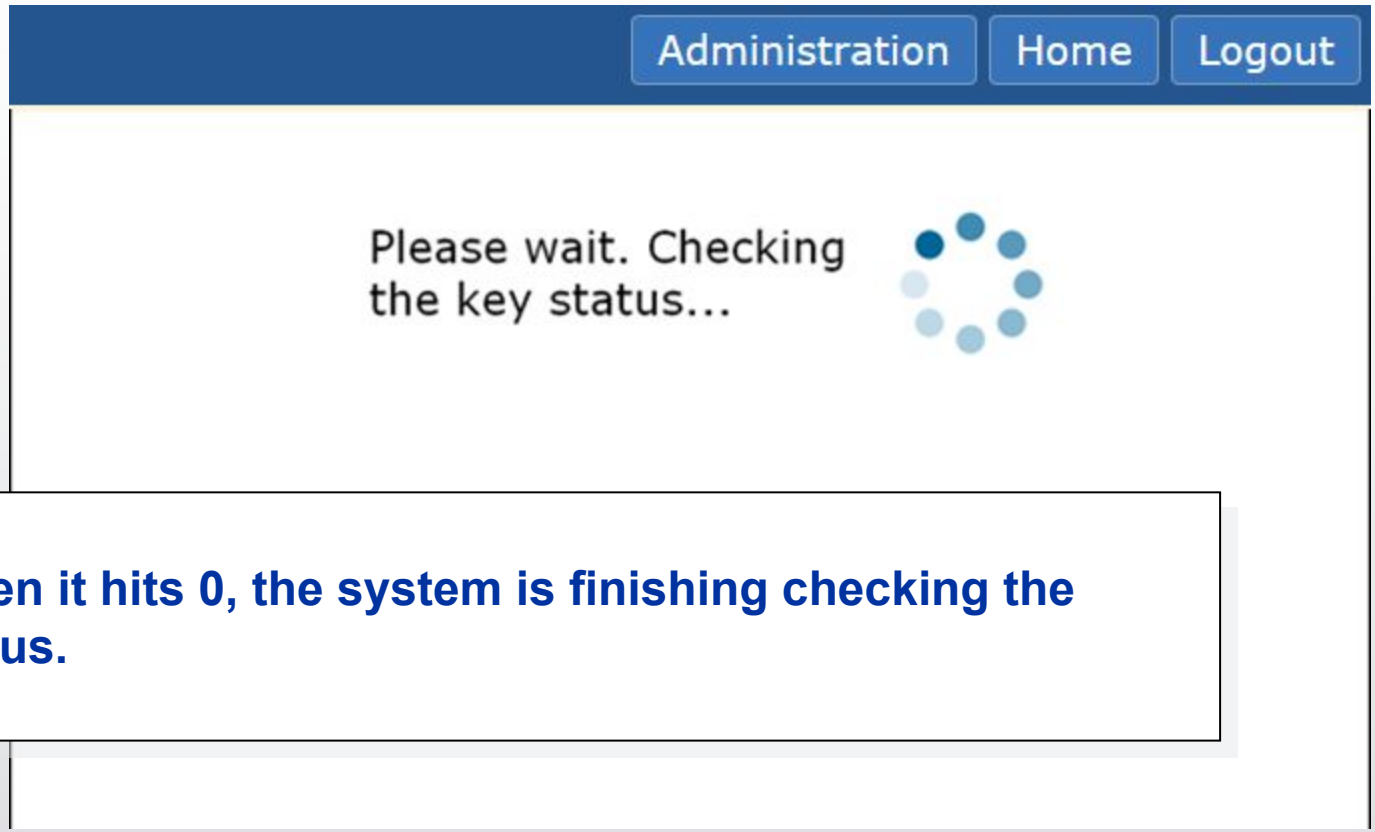
Click on the Logout button to log out of the key system.

CHECK IN A VEHICLE



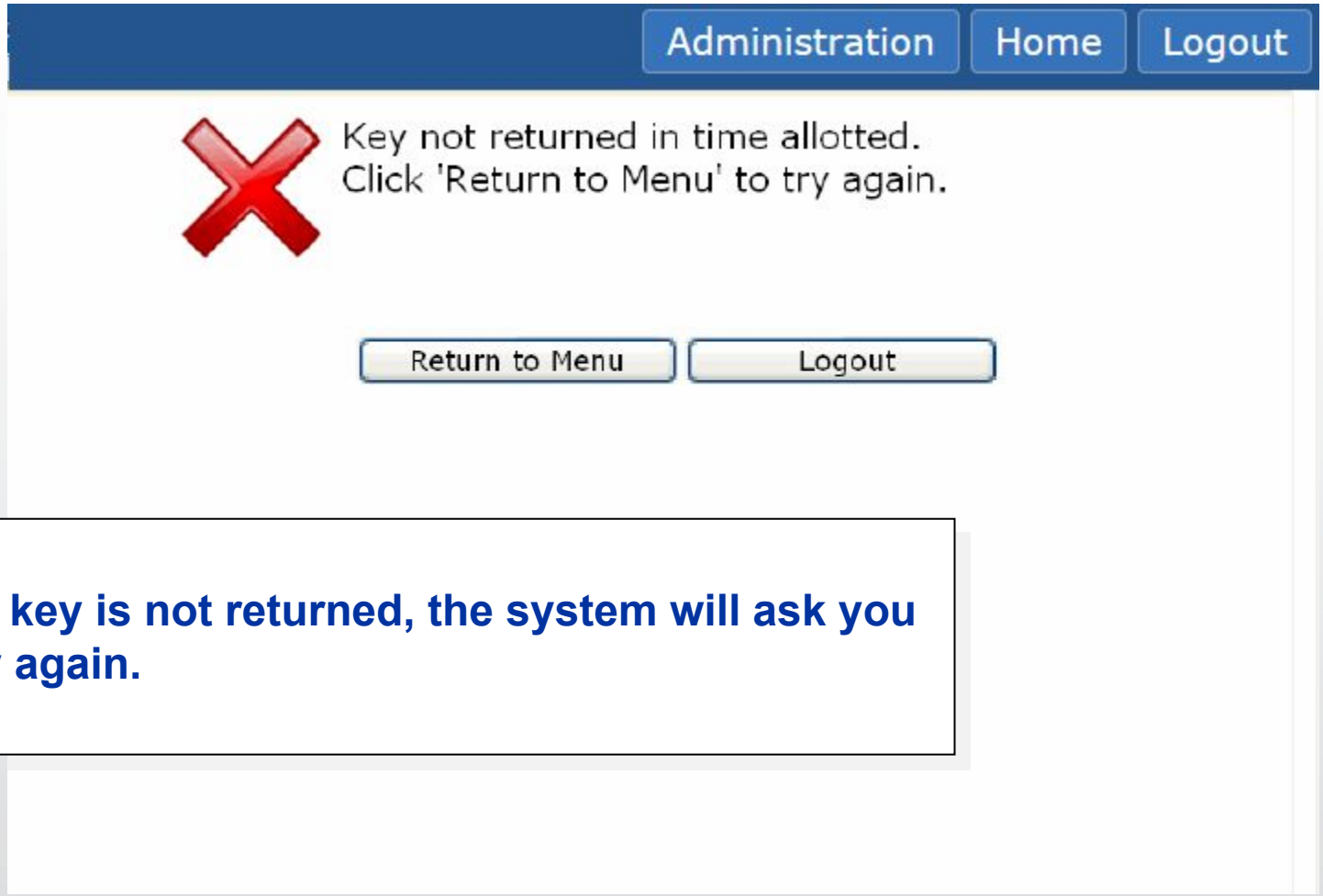
If you don't return the key, the countdown continues.

CHECK IN A VEHICLE



When it hits 0, the system is finishing checking the status.

CHECK IN A VEHICLE



If the key is not returned, the system will ask you to try again.

QUESTIONS?

AGILE FLEET™
FLEET MANAGEMENT SOLUTIONS

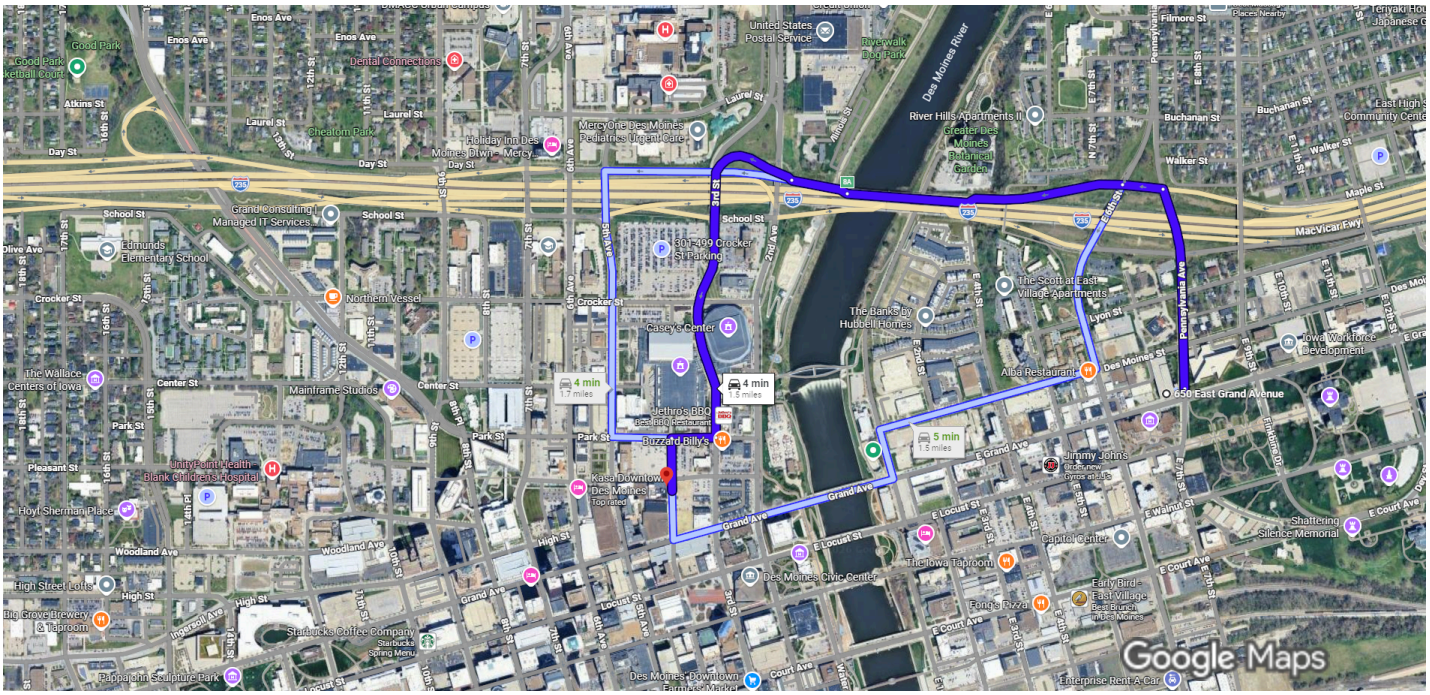
Please contact DAS Fleet Services Motor Pool at 515-281-5123 for assistance.

Thank you.

Google Maps

650 E Grand Ave, Des Moines, IA 50309 to 524 4th St, Des Moines, IA 50309

Drive 1.5 miles, 4 min



Imagery ©2026 Airbus, CNES / Airbus, Maxar Technologies, USDA/FPAC/GEO, Map data ©2026 Google 500 ft

650 E Grand Ave
Des Moines, IA 50309

1. Head toward Des Moines St

55 sec (0.3 mi)

Take 3rd St to Park St

2 min (1.1 mi)

2. Use the left 2 lanes to turn left

318 ft

3. Use the right 2 lanes to take the ramp onto I-235 W

0.4 mi

4. Use the right lane to take exit 8A toward Mercy/Downtown/Des Moines

449 ft

5. Slight right to merge onto 3rd St toward Civic Ctr/Science Ctr/World Food Prize/Principal Pk

0.5 mi

Drive to 4th St

54 sec (0.1 mi)

6. Turn right onto Park St

344 ft

7. Turn left onto 4th St

Destination will be on the right

410 ft

524 4th St
Des Moines, IA 50309



State Employees Roadside Mobile Assistance (SERMA)

User Guide

8/14/2025

To assist State drivers, DAS Fleet Services has launched the **State Employees Roadside Mobile Assistance (SERMA)** mobile responsive website. SERMA provides instructions, vendor locator maps, and contact information related to accidents, breakdowns, tires, windshield repairs, and E85 fuel stations.

SERMA is a convenient resource for our customers, designed to provide information clearly and quickly. The site is easily accessible by desktop computer or by mobile device at **https://das-serma.iowa.gov.**

SERMA brings roadside assistance to your fingertips!

Key Features:

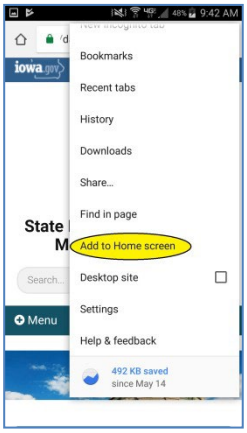
Mobile Device Icon

1. The SERMA icon and website link can be saved to your mobile device's home screen (similar to a mobile app).

2. On your mobile device, select "Options" on your mobile device browser and pick "Add to Home Screen."

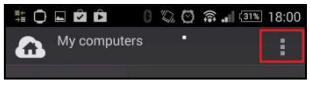
   a. iPhone: In Safari select the share button in the middle at the bottom of your browser and "Add to Home Screen"







   b. Android: In Chrome select the three vertical dots in the top right of your browser and "Add to Home Screen"



3. Once the icon is downloaded to your home screen, click the icon to launch SERMA.

The Home Page

The Home Page contains roadside assistance a driver may need:

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

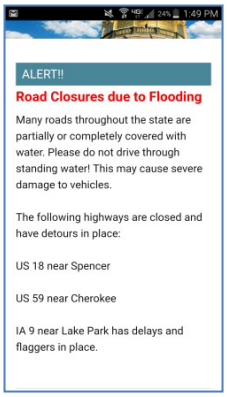
Select an icon for instructions and interactive maps for locating contracted service providers.



Alerts

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

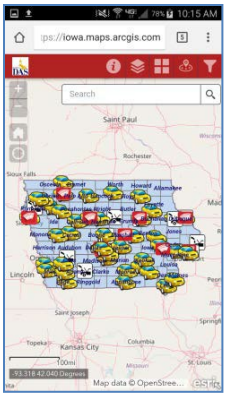
For example, alerts will appear when there are tow bans due to winter storms or road closures due to weather conditions such as ice/snow or flooding.



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.

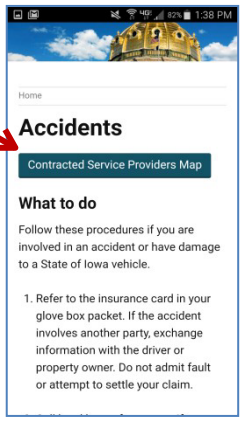
For assistance using the maps, see the Mobile Map User Guide in SERMA's "Resources" section.



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.*