

State of Iowa Department of Corrections

Policy and Procedures

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Responsibility: Steve Dick
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1. PURPOSE

To describe procedures to be used by Iowa Department of Corrections (IDOC) staff for the use of agency and individual employee vehicles in the course of official business.

2. POLICY

It is the policy of the IDOC to have available sufficient IDOC vehicles for normal institutional/district operations, to have in place procedures that shall ensure the safe, efficient use of those vehicles, and to adequately compensate employees for the use of personal vehicles when their use is required for official purposes.

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3. PROCEDURES

The Warden/District Director shall identify a specific individual to be responsible for the motor pool and the vehicle issue and use program. This person shall develop and maintain a system of vehicle security and maintenance, as well as key storage, issue, and accountability.

A. Licensing and Legal Compliance

1. All IDOC employees authorized to drive in the course of their duties, whether using IDOC or personal vehicles, shall possess the required valid state driver's license. Employees shall have their driver's license on their person when operating an IDOC vehicle.
2. All vehicles used in the course of official duties shall be operated in compliance with federal, state and local law.
3. Employees shall advise their supervisor if their license is suspended or otherwise limited in any way.
4. Persons exempt from driver's licensing requirements is any person while operating a farm tractor or implements of husbandry to or from the home farm buildings to any adjacent or nearby farmland for the exclusive purpose of conducting farm operations. These persons shall only operate "implement of husbandry", lawn mowers, and utility vehicles for maintenance or facility operations as designated by the Warden/District Director/Designee. Cars or trucks are not included in this grouping of vehicles.

B. Agency Vehicles

1. IDOC vehicles shall be used only for official purposes and by authorized personnel only.

2. Each vehicle shall have a vehicle use log of a convenient size, to be used by the driver as a record of use of the vehicle.
3. Each record of use must report, at a minimum, the following information:
 - a. Purpose of the trip;
 - b. Name of person to whom the key is issued;
 - c. Time and date of key issue; and
 - d. Number on the key ring and number of keys issued.
4. Safety belts shall be worn at all times when vehicles are equipped with such and in the manner for which the safety belt was designed.
5. All vehicles must be maintained in good mechanical condition at all times. Any defects are to be immediately reported so that necessary repairs can be made.

C. Personal Vehicles

Under certain circumstances, a private vehicle may be used for official state business when no state vehicle is available or when it is more economical to use a personal vehicle, subject to the following restrictions:

1. The employee must demonstrate the vehicle is properly licensed and carries liability insurance. State insurance coverage does not cover any state employee while driving a private vehicle on official state business unless the limits of the automobile insurance are exceeded, at which time the state coverage would apply.
2. The Director, Warden/District Director, or designee must approve the specific use of the vehicle. Such approval, if for repetitive use, shall detail the circumstances under which the employee is permitted to do so, and the general limits of travel.

D. Security (Institutions Only)

1. All official vehicles shall be carefully accounted for at all times and parked in designated areas clear of the perimeter. All vehicles parked in institutional parking areas shall be locked, the windows rolled up, and the keys removed.

2. The Warden shall identify institutional parking areas, and the location of key storage areas.
3. Checks shall be made on all vehicles parked in outside lots at least once each shift by the perimeter patrol officer or other outside patrol staff. The patrol officer shall notify the Control Center of any vehicles missing from approved areas or any other irregularities relating to those vehicles.

E. Passengers

1. Unless authorized in writing by the Director or Warden, no passengers shall be conveyed in IDOC vehicles or personal vehicles commissioned for IDOC use unless they are part of the official travel party.
2. All passengers voluntarily choosing to ride in a department vehicle shall sign the *IDOC Liability Release Form AD-GA-22 F-1* prior to being transported in a state vehicle.

F. Insurance, Accidents, and Citations

1. Institutional vehicles are covered under self-insurance provided by the State.
2. Employees are required to report at once to their supervisor any accident or traffic citation, moving or otherwise, that occurs while on official business.
3. Additionally, when an accident involving damage to State owned or other vehicles occurs, regulations contained in Vehicle Dispatcher's Fleet Operations Manual must be adhered to.
4. The IDOC is not responsible for parking or moving violation tickets incurred in the course of official duties in either an IDOC or personal vehicle.
5. An employee involved in an accident with a personal vehicle while on official business is not eligible for indemnification by the State for damages, regardless of the determination regarding the lawfulness of his/her conduct.

G. Commercial Driver's License (CDL)

1. Employees required to operate a vehicle capable of transporting 16 or more persons shall possess a commercial driver's license appropriate for the vehicle type, class and endorsements the vehicle requires.
2. The cost of obtaining a CDL shall be at the employee's expense.