June 1, 2018

Dear Agency Vehicle Coordinator/Use Officer:

Individually Assigned Vehicle (IAV) reports are required to be submitted to the Department of Central Management Services, Division of Vehicles (DOV) annually. Please familiarize yourself with the following to prepare your agency’s report accurately:

[State Employee Transportation Solutions](http://www.illinois.gov/cms/agency/vehicles/Documents/State%20Employee%20Business%20Transportation%20Solutions/State%20Employee%20Business%20Transportation%20Solutions%20FAQ%27s%20Feb%203%202015.pdf)  
[CMS/JCAR Rule](http://www.ilga.gov/commission/jcar/admincode/044/044050400C03400R.html)

[Governor’s Office Policy on IAV](http://www.illinois.gov/cms/agency/vehicles/Documents/State%20Employee%20Business%20Transportation%20Solutions/Policy%20Regarding%20Individual%20Assignment%20of%20State%20Vehicles.pdf)

*“Rules and regulations referenced in these documents are subject to change, agencies are advised to follow the most current update of any applicable policy, rule or regulation.”*

Agencies and drivers are requested to consider and implement the most cost effective means of transportation for the state when making vehicle assignments, and to ensure that underutilized vehicles are turned in for sale or reallocation. This practice applies regardless of whether a vehicle is for pool use or assigned to an individual. CMS’ goal is to right size the fleet, while keeping the assignment of vehicles and reimbursement expenses to the most efficient levels possible. This can only be accomplished with your assistance.

Per statute and policy, agencies are also required to separately provide timely and accurate changes to their assignments no later than 30 days after they occur including any new, terminated, or transferred assignments that occur within the fiscal year report period.

Answers to agency’s Frequently Asked Questions on IAV’s are noted below to assist you with report completion:

***What is the report period for the annual report?***

It is run by Fiscal Year July 1st through June 30th.

***What are the primary considerations for assignment of a state vehicle to an individual?***

Agencies are subject to the above referenced CMS/Governor’s Office Policy and the current JCAR rules which in part states:

Vehicles may be assigned to a specific individual if authorized in writing by the head of the agency to which the vehicle is assigned. Authorization is to be granted only if one or more of the following conditions are met:

1. The vehicle is equipped to perform law enforcement services, the employee is a sworn officer, and the employee is on call 24 hours a day.
2. The employee's work assignment requires traveling to numerous locations over a considerable territory with infrequent stops at the employee's headquarters.
3. When the employee is regularly subject to special or emergency calls from his/her residence during non-duty hours.

***What are the appropriate work task criteria for approving assignment of state vehicles to individuals?***

Generally, an IAV is the correct choice when it is economically in the best interest of the state based on a comparison with other options including use of a state pool vehicle, use of car sharing, rental, reimbursement, or use of a personal vehicle. For cost comparison information on available options use [the CMS Trip Cost Calculator](http://www.illinois.gov/cms/agency/vehicles/Pages/TripCostCalculator.aspx) (Please note calculators are updated periodically to reflect changes in the variables used in the formulas.)

For economic efficiency and per administrative rule, state vehicles should be fully utilized up to or beyond the minimum number of business miles per year called Breakeven Miles. Information on Breakeven Miles is further discussed in the reference materials. Per current policy, commuting miles should not exceed 30% of total annual miles without specific work justification identifying why it is in the state’s best interests.

On page 1 of the IAV Policy referenced above, it is noted an employees’ title alone does not constitute justification for a vehicle assignment. For codes 01-or 02 a secondary code identifying the type of work performed is also required. Below is a detailed list of the potential appropriate work uses with codes for reporting. Except for Agency Head or their designee choose the one code that best describes the type of work performed.

Authorized Vehicle Use Codes**:**

|  |
| --- |
| 01-Agency Head (requires this and one other code to justify assignment) |
| 02-Agency Head Designee (requires this and one other code to justify assignment) |
| 03-Case Worker |
| 04-Construction/Road Clearing |
| 05-Delivery |
| 06-Emergency Services |
| 07-Inspections/Regulatory |
| 08-Law Enforcement |
| 09-Maintenance & Repair |
| 10-Management Program/Supervisory |
| 11-Parole |
| 12-Security |
| 13-Technical Support |
| 14-Traffic Safety |
| 15-Training |
| 16-Field/Territory Responsibility |

***How can IAV’s be used?***

State vehicles are for state business use. Only vehicles approved by an agency head for assignment to individuals may be used for commuting purposes, to and from an employee’s home, on a regular basis. Agencies and drivers with approved IAV’s remain subject to and limited by the uses outlined in 44 Ill. Adm. Code 5040.350 [(Authorized Use](http://www.ilga.gov/commission/jcar/admincode/044/044050400C03500R.html)) which applies to all state vehicles.

***In addition to assignments being justified and economically in the state’s best interests, what are some of the most important requirements and considerations for agencies and drivers to be aware of relating to IAV’s?***

In general IAV’s are subject to a number of requirements including but not limited to the following;

* A [monthly drivers log](http://www.illinois.gov/cms/agency/vehicles/Pages/FleetRules_Policies.aspx) is required per the sample that this link brings you to.

Logs utilized must capture at a minimum the data points in the sample.

* Vehicles are required to be fully utilized. Vehicle utilization should be at or exceeding economic breakeven mileage, unless no other option exists to carry out the work mission and the agency head is prepared to provide justification upon request.
* Commuting miles should not exceed 30% of annual miles unless the Agency Head is prepared to provide justification that no other option exists to maintain work missions.
* Generally IAV’s are a taxable fringe benefit in most cases and in keeping with Federal Internal Revenue Service requirements Agencies and drivers of State vehicles are responsible for compliance with Federal Tax laws relating to taxable fringe benefits. For clarification of taxable fringe benefit status related to vehicles, reference information can be obtained by reviewing Internal Revenue Service’s Publications 535, Business Expense and 15-B, Employer’s Tax Guide to Fringe Benefits, the attached documents below and the Comptroller’s Office Payroll Bulletins 3-85, 5-85, and 1-86. The Illinois Department of Revenue, Tax Payer Assistance Hotline, ph. 217-782 3336 is available to assist with questions.



[IRS Travel Expenses](http://www.irs.gov/pub/irs-drop/rr-99-7.pdf)

* Requires specific insurance coverage by law. Agencies and drivers of State vehicles are responsible to ensure compliance with the insurance requirement for IAV’s, please refer to 625 ILCS 5/Ch. 7 Art. VI, Mandatory Insurance, section c., to carry liability coverage extending to the employee when the assigned vehicle is used for other than official State business or to file a bond in lieu thereof. Annual certification of this is required between July 1 and July 31 of each year, or within 30 days of a new assignment, and agencies are required to maintain documentation of compliance.

Instructions for the Annual IAV Report Preparation:

* Provide all information required in each field of the reporting spreadsheet, the ***Individually Assigned Vehicles File Format*** (Attachment A)for IAV’s in fleet is below for reference. Submit completed reports electronically to:

[Brian.Kirkorian@illinois.gov](mailto:Brian.Kirkorian@illinois.gov)

* Per the OAG Audit of Fleet, please confirm that the data is accurate and complete prior to submission. Incomplete reports will be returned.
* Obtain required Agency Fiscal Officer signature certifying employees are in compliance with all applicable rules and laws relating to Taxable Fringe Benefit(Attachment B).
* Obtain agency head signature, authorizing assignment(s) using ***Individually Assigned / Take Home Vehicle Authorization Form*** (Attachment B). Please note; per JCAR rule agency head signature is required. In the event the agency head has granted signature authority to another individual, please submit a current copy of the signature authority document for that individual with the report.
* A report is required if you have no IAV’s in your agency fleet. To certify this for the report period check that box on the form and provide the required agency head signature using

(Attachment B). Please scan signature pages and submit report spreadsheet files as attachments via email to the following:

[Brian.Kirkorian@illinois.gov](mailto:Brian.Kirkorian@illinois.gov)

Please email the individuals above for further information or assistance. Timely annual submission of accurate IAV information to CMS and of the changes as they occur enables DOV to compile agency reports and provide accurate data for accountability and fleet efficiency. If your agency is unable to meet report requirements or the due date, please submit a written explanation by email or in writing with the proposed completion date to the email address above in advance of the due date. The attached spreadsheet is to be utilized for your annual report submission; it contains IAV data provided by your agency as your last annual report. Please note it does not contain changes that occurred during the report period. To add vehicles go to the first open row at the end of the spreadsheet and input details for the driver. To delete vehicles simple right click on the row that contains the driver information and left click delete.

Thank you for your continued support of fleet management best practices.

Sincerely,

CMS, Division of Vehicles

**Attachment A**

**CMS Division of Vehicles**

**Individually Assigned Vehicle Required File Format**

Please submit information in the attached Microsoft Excel format and email the completed report to following email address:

[Brian.kirkorian@illinios.gov](mailto:Brian.kirkorian@illinios.gov)

### Record Layout

|  |  |  |
| --- | --- | --- |
| **Field Name** | **Field**  **Type** | **Example** |
| Agency Name | Text | Agriculture |
| Vehicle Equipment Number | Text | 99999 |
| Driver Name (First Name/Last Name) | Text | John Public |
| Date this vehicle was assigned | Date | 10/01/2007 |
| License Number | Text | U17185 |
| Year | Numeric | 2005 |
| Make | Text | Ford |
| Model | Text | Taurus |
| Working Job Title | Text | Meat and Poultry Inspector |
| Is assignment a result of a bargaining unit agreement? | Text | Y or N |
| Employee Work Location (Address, City) | Text | 186 W. Adams, Springfield |
| Employee Home Location (City) | Text | Petersburg |
| Individually Assigned Vehicle Condition (JCAR 5040.340) | Text | A, B, or C {See Page 1 of Memo} |
| Vehicle Use Code | Numeric | 07{See Page 2 of Memo} |
| Current Vehicle Mileage | Numeric | 85,850 |
| Total Miles Driven in Fy’2017 | Numeric | 18,000 |
| Total Business Miles driven in Fy’2017 equals or exceeds break even? If no, agency is prepared to submit justification. | Text | Y or N |
| Total Commuting Miles in Fy’2017 | Numeric | 1,000 |
| Percentage of Miles Driven Commuting Miles. If over 30% agency is prepared to submit justification. | Percentage | 8% |
| If the vehicle carries cargo or equipment, what type does it carry? | Text | Apparel/equipment |
| If the vehicle carries passengers, how many passengers? | Text | 3 |
| If vehicle has special safety equipment installed, please describe. (Radios, cages, lights, etc…)? | Text | Lights, sirens, radios, or restraining devices |
| Compliant with the insurance requirements for individually assigned vehicles per 625 ILCS 5/Ch. 7 Article VI. Mandatory Insurance, Section c. | Text | Y or N |
| Taxable fringe benefit compliant? | Text | Y or N |
| How many business stops does the driver make on an average work day (excluding home and headquarters locations) | Numeric | 10 |
| Number of gallons of fuel purchased in Fy’2017? | Numeric | 900 |
| Cost of fuel purchased in Fy’2017? | Numeric | $2,250.00 |
| Average Miles Per Gallon of Fuel | Numeric | 20 |
| Fulfills driver trip log requirements and administrative oversight is maintained on log requirement. | Text | Y or N |
|  |  |  |

Please note and respond to the additional questions relating to agency IAV assignments overall. These Yes or No questions are provided in the attached Questionnaire spreadsheet.