

## State Employee Business Transportation Solutions

CMS, Division of Vehicles (DOV), July 9, 2019

### Frequently Asked Questions

#### **Who do I contact for state vehicle and other employee business transportation information?**

CMS, Division of Vehicles (DOV)  
Office business hours; 7:30AM to 4:00PM M-F  
200 E. Ash Street  
Springfield, IL 62704  
PH. (217)782-2536 x 230 or 227

#### **Who do I contact within my agency for information on state vehicles and other employee business transportation options?**

Your Agency Vehicle Coordinator/Use Officer. (Please contact CMS, DOV for the current listing).

#### **What state employee business transportation options are available?**

*The lowest cost per mile is a mile not travelled. Consider mass transit and transportation alternatives such as audio and video conferencing, WebEx and email for cost efficiency.*

#### Collaboration Tools

#### [Webinar and Video Conferencing Resources for State Agencies](#)

Contact your Agency Telecommunications Coordinator (or the Telecommunications Service Desk 217-524-4784 or 800-366-8768 if you don't know who your Coordinator is.)

When travel is necessary, the State Employee Business Transportation Policy below discusses seeking the lowest cost per mile travel solutions.

#### [State Employee Business Transportation Policy](#)

Available transportation options include;

- Mass Transit [AMTRAK](#)
- State Vehicles DOV or your Vehicle Coordinator/Use Officer
- Rental Car [Car Rental Information](#)
- Zipcar Car Sharing [Zipcar](#)
- Employee Reimbursement for use of a personal vehicle. (This rate changes and is 54 cents per mile as of January, 2016.)

Your Agency Travel Coordinator can help establish accounts and membership for car rental or car sharing as needed, they can also provide information on use of air travel. Below is a link to the Guide.

#### [Travel Guide for State Employees](#)

#### **Which transportation option should I use?**

If travel is essential, state travel rules indicate agencies and employees are responsible for choosing the most cost effective among available options. For individual trips use this link to compare available options:

#### [Trip Cost Calculator](#)

For regular travel and long term solutions discuss your needs with CMS/DOV or your Agency Vehicle Coordinator/Use Officer. Generally if available and fully utilized, state vehicles are a low cost option.

#### **How do I obtain fuel, maintenance and repairs for state vehicles?**

State vehicles come equipped with a blue and white credit card for use at CMS fuel sites and garages listed in the link below and a black and white WEX card for commercial fuel purchases.



#### [State Garage and Fuel Locations](#)

Commercial fuel purchases can be made at any site accepting the WEX card. WEX purchases require a secure PIN#, contact DOV or your agency Vehicle Coordinator for PIN information.

Contact the nearest State Garage from the link above for vehicle repairs and maintenance or for authorization prior to utilizing a vendor shop during State Garage business hours (generally M-F 7:30am-4:00pm). Efficient fleet management requires state vehicles be fully utilized and well maintained including regular oil changes, tire rotations and prescribed safety inspections.

**What help is available for a state vehicle breakdown outside of state business hours?**

For emergency assistance outside of business hours in Illinois call; 1-800-782-7860. Call 1-217-782-7860 from out of state. This information is also printed on the back of the blue and white CMS credit card.

**What if I am involved in an accident in a state vehicle? Am I covered by insurance?**

Notify emergency response officials and police as needed immediately. Report the accident to your supervisor immediately. Generally, the state is self-insured for vehicle accidents; use the attached form and report accidents to DOV or your agency auto liability coordinator within 3 days for submission to CMS Auto Liability within 7 days of the accident.

[Crash Reporting](#)

[Risk Management](#)

[SR-1](#)

**What are the primary rules and responsibilities around using a state vehicle?**

<http://www.ilga.gov/commission/jcar/admincode/044/044050400C03500R.html>

State vehicles are for state business use. For further information relating to other policies and rules governing the use of state vehicles, contact DOV or your Agency Vehicle Coordinator/Use Officer.

**What requirements and responsibilities apply when state vehicles are individually assigned and authorized for take home use?**

Approval for take home use should be given when in the state's best interests, assignments require agency head approval based on criteria set in rule, employees are required to carry specific insurance, utilize a daily trip log, comply with taxable fringe benefit regulations and are reported to DOV in an annual report and as updates occur. Some exceptions to these requirements may apply. Please see the current policy on assignment to individuals attached in the Policy regarding Individual Assignment of State Vehicles.



IAV Policy updated  
2-2015.docx

**Agency and driver state vehicle fleet management responsibilities.**

See above and for further specifics contact DOV or your Agency Vehicle Coordinator/Use Officer. DOV communicates with agency drivers via this link.

[CMS DOV Fleet Management Website](#)

DOV also communicates through its network of designated Agency Vehicle Coordinator/Use Officers who attend annual training on efficient fleet management practices. They and DOV are your points of contact on state employee business transportation, fleet vehicle rules, responsibilities and resources.

**Further questions?** Contact DOV. Ph. (217) 782-2536 x 230 or 227

**Thank you and safe travels!**

## Document Web Links

- **Collaboration Resources**

<https://www2.illinois.gov/sites/doit/services/catalog/Pages/default.aspx>

- **State Employee Business Transportation Policy**

<https://www2.illinois.gov/cms/agency/vehicles/Pages/StateEmployeeBusinessTransportationPolicy.aspx>

- **AMTRAK**

<http://www2.illinois.gov/cms/Employees/travel/Pages/TravelAMTRAK.aspx>

- **Car Rental**

<https://www2.illinois.gov/cms/agency/vehicles/Pages/TripCostCalculator.aspx>

- **Zipcar**

<http://www.zipcar.com/>

- **Travel Guide for State Employees**

<http://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx>

- **Trip Cost Calculator**

<http://www2.illinois.gov/cms/agency/vehicles/Pages/TripCostCalculator.aspx>

- **State Garage and Fuel Locations**

[http://www2.illinois.gov/cms/agency/vehicles/Pages/Fuel\\_GarageLocations.aspx](http://www2.illinois.gov/cms/agency/vehicles/Pages/Fuel_GarageLocations.aspx)

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