



## Division of Vehicles (DOV)

Monday – Friday, 7:30 a.m. to 4:00 p.m.  
(217) 782-2536

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

### What do I do if I need towing or repair service for a State vehicle during regular business hours?

- If vehicle breaks down during **normal business hours, 7:30 a.m. - 4 p.m.**, contact the nearest CMS State Garage (below).
- State Garages also provide necessary authorization to obtain vehicle repairs and maintenance from other vendors if service is not available at a CMS State Garage.
- If you need emergency roadside assistance **outside of CMS State Garage business hours**, contact the State of Illinois Emergency Response Center at the Illinois Emergency Management Agency (IEMA) at **(800) 782-7860 if you are in Illinois** and **(217) 782-7860 if you are outside of Illinois** and notify the IEMA of your circumstances and need. Your call may be directed to a DOV representative. Unless it is unsafe, the response time is expected to be delayed, or advised otherwise by the IEMA or DOV representative, please stay inside your vehicle until help arrives. **Contact your Vehicle Coordinator or Supervisor** to arrange transportation if needed. **Contact the nearest CMS State Garage** the next business day to report the incident and receive after the fact authorization for any received roadside assistance and/or repairs.
- If you are involved in an accident, call 9-1-1 and wait for first responders to arrive.
- For additional vehicle or transportation-related questions, contact your Vehicle Coordinator or the DOV Administrative Office at (217) 785-2536.

## State Garages

### 1 Carbondale State Garage

2801 West Murphysboro  
(618) 351-5346  
Fuel: Gasohol

### 2 Collinsville State Garage

1104 Eastport Plaza Drive  
(618) 346-5190  
Fuel: Gasohol and Diesel

### 3 Des Plaines-Suburban North State Garage

9511 Harrison Street  
(847) 294-4152  
Fuel: None

### 4 Dixon State Garage

817 Depot Avenue  
(815) 284-1594  
Fuel: Gasohol and Diesel

### 5 Effingham State Garage

400 West Wabash  
(217) 342-8296  
Fuel: Gasohol

### 6 Elgin State Garage

595 South State Street  
(847) 931-2474  
Fuel: Gasohol and Diesel

### 7 Hillsboro State Garage

Graham Correctional Center  
Route 185 South  
(217) 532-6811  
Fuel: Gasohol and Diesel

### 8 Ottawa State Garage

1620 Porter  
(815) 434-8400  
Fuel: Gasohol and Diesel

### 9 Paris State Garage

Route 133 West  
(217) 463-4215  
Fuel: Gasohol and Diesel

### 10 Peoria State Garage

6510 West Highway 150 (Edwards, IL)  
(309) 693-5162  
Fuel: Gasohol and Diesel

### 11 Springfield Central State Garage

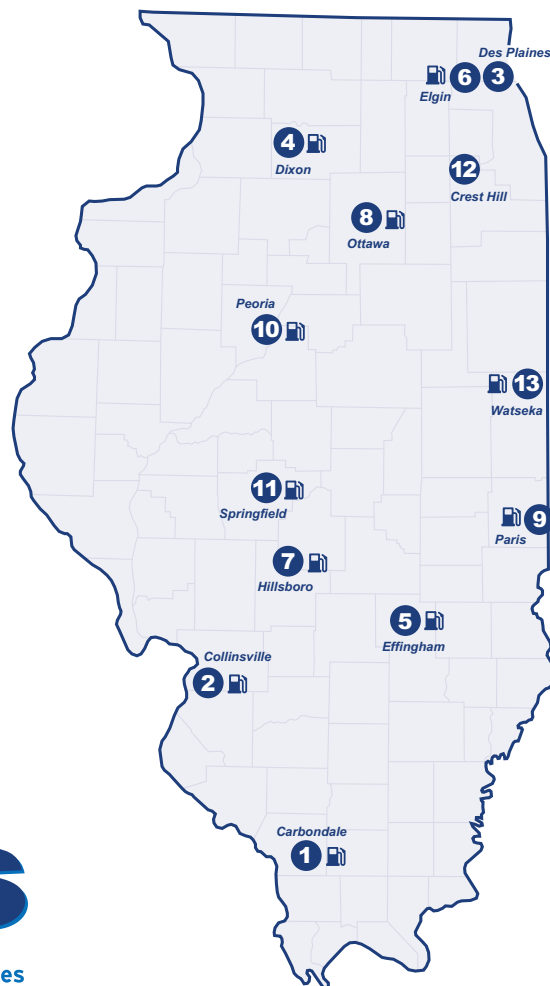
200 East Ash Street  
(217) 782-4684  
Fuel: Gasohol and E85 (Ethanol)

### 12 Stateville State Garage

20025 Division Street (Crest Hill, IL)  
(815) 727-7590 or (815) 727-7591  
Fuel: None

### 13 Watseka State Garage

111 Yount Avenue  
(815) 432-3266  
Fuel: Gasohol and Diesel

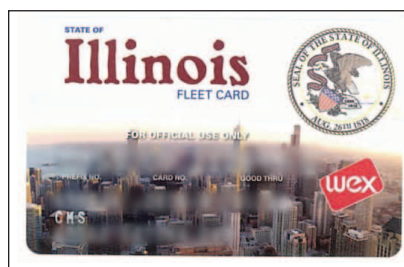


## Pre- and Post-Trip Checklist

- Know your Vehicle Coordinator's contact information.
- Complete the Trip Log. It indicates driver, passengers, beginning and ending mileage, and destination.
- Fill up fuel tank before and after each trip using CMS or WEX Fuel Cards (SEE BELOW).
- Inspect vehicle for any visible damage. Report any damage immediately to your Vehicle Coordinator.
- Keep vehicle current with all required preventive and annual maintenance requirements, including regular oil changes, tire rotations, and prescribed safety inspections.
- This vehicle, and all property installed or assigned to it, is the property of the State of Illinois. Using State agencies, vehicle coordinators, drivers, and passengers shall be accountable for State property against theft, loss, waste, or misuse. State property is to be used for State business only.

## Fuel Cards

- **CMS Blue & White Fuel Card** is used for fuel at CMS State Garages (SEE: Map on Reverse).
- **WEX Fleet Card** and corresponding secure 4-digit Pin (SEE: Vehicle Coordinator) is used at Commercial Fuel Locations. Find WEX Locations at: <https://bit.ly/2HSi5yi> May be used for EMERGENCY services (towing, tire repair) and minor repairs and services – lube, oil & filter; windshield wiper replacements; light bulbs and head lights; vehicle washes.



## Accident Procedures

- Call 9-1-1 to notify Law Enforcement of the accident and request medical assistance for injured persons if necessary.
- Do not assist with injured persons beyond calling for professional medical assistance, except if deemed necessary due to life threatening conditions.
- Remain silent on the issue of who is at fault.
- Contact the Division of Vehicles daytime or after-hours phone numbers to obtain assistance for your vehicle.
- Contact your Supervisor and Vehicle Coordinator as soon as possible and report the accident.
- Obtain the Accident Report - SR-1 "Motorist Report of Illinois Vehicles Accident" - from the Law Enforcement officer or agency.
- Complete and submit the SR-1 to your Vehicle Coordinator within three (3) calendar days from the date of accident, and to the CMS Division of Vehicles within seven (7) calendar days of the accident if CMS owns the vehicle.
- Contact CMS Risk Management for additional information (SEE BELOW).

## Vehicle Insurance

This vehicle is owned or leased by the State of Illinois and is covered under the State of Illinois self-insured blanket auto liability program established pursuant to Illinois Statute, 20 ILCS 405/405-105 (11). This plan continues in effect indefinitely and provides a maximum liability limit of \$2,000,000 per single occurrence.

Program Administrator:

Department of Central Management Services  
Division of Risk Management – Auto Liability Program  
(217) 782-0202 or (800) 442-1300, ext. 4

**For After-hours Emergency Roadside Assistance,  
Contact (800) 782-7860 (in Illinois) or (217) 782-7860 (Out-of-State).**