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		Effective	07/01/2016
Section	01	Administration and General Office	
Subsection	02	Administration, Organization, and Management	
Subject	106	Maintenance and Use of Vehicles	

I. POLICY

A. Authority

30 ILCS 617 625 ILCS 5/7-203, 7-601, and 7-602 and 730 ILCS 5/3-2.5-20

44 Ill. Adm. Code 5040

B. Policy Statement

The Department shall maintain vehicles on a regularly scheduled basis and assign vehicles for use in accordance with applicable Administrative Code Rules and Department directives, policies and procedures.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing the responsibilities of staff for maintenance and use of vehicles.

B. Applicability

This directive is applicable to all offices, youth centers, and program sites within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Emergency warning equipment - warning devices such as sirens, fixed or portable red and blue flashing lights, flashing grill lights or flashing headlights installed in Department vehicles.

Fleet vehicles - vehicles designated for use by staff.

Statewide Vehicle Coordinator - an employee designated, in writing, by the Director to ensure that Department vehicles are maintained and assigned for use in accordance with Department

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directives, policies and procedures.

Vehicle Use Officer – an employee designated by the Director to monitor the use of State-owned vehicles.

Vehicle Coordinator- an employee from the General Office, youth center, and Aftercare, designated by the Chief Administrative Officer, to monitor the use of State-owned vehicles.

F. General Provisions

1. Department vehicles shall be grouped into four categories:
 - a. **Individually assigned.**
 - b. Designated as **fleet** vehicles that may be assigned to staff for use on grounds or for over-the-road assignments or for both.
 - c. Designated for use only **on grounds** because of their type, age or condition.
 - d. Designated as **maintenance** vehicles and are generally used by the maintenance department on and off grounds.
2. All Department vehicles shall be registered with the Secretary of State. License plates specifically designed for State vehicles shall be issued unless authorization is secured for the issuance of conventional plates prior to the vehicle delivery.
 - a. Conventional plates shall be issued at the discretion of the Director and only upon approval of the Director of the Department of Central Management Services (CMS).
 - b. The youth center shall receive two copies of the validated registration card for each vehicle within its jurisdiction. One copy shall be maintained in the vehicle coordinator's file and one copy shall be retained by the Statewide Vehicle Coordinator. . The original validated registration card shall be maintained in the vehicle at all times.
3. Department vehicles shall be:
 - a. Used only for official business or in the performance of an employee's assigned duties.
 - b. Operated only by authorized employees who possess a valid driver's license and have read and understand the Department procedures on the maintenance and use of vehicles. Employees who have been issued an individually assigned vehicle and employees who request to be reimbursed for driving their personal vehicle for State business shall carry the statutory minimum amount of liability insurance.
 - c. Operated in compliance with Department policies and State and federal laws,

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including, but not limited to, those requiring the wearing of seat belts, the obeying of speed limits and parking laws, those prohibiting the consumption of alcohol or drugs, or being under the influence while driving a vehicle, and those prohibiting smoking in State vehicles

- d. Locked when unattended.

NOTE: Failure to comply with the above procedures may result in disciplinary action in accordance with Administrative Directive 03.02.108. Additionally, in accordance with Administrative Directive 02.37.101, Travel Guidelines, moving or parking violations are the responsibility of the individual who received the violations; such expenses are not reimbursable.

4. Department vehicles used for transporting youth on a routine basis shall only have the State of Illinois seal and the Department of Juvenile Justice decal affixed to the doors as approved by the Deputy Director or Director
5. Department vehicles that are routinely used for transporting youth on writs or medical furloughs shall have inoperable inside handles on the rear windows and rear doors.
6. Installation of emergency warning equipment in a Department vehicle shall be approved by the respective Deputy Director or Director.
 - a. Emergency warning equipment shall only be used in the performance of assigned duties in the following circumstances:
 - (1) Responding to an escape or runaway where apprehension of the youth and the need to protect the public is imminent.
 - (2) Responding to an in-progress riot or hostage situation, major disturbance, natural disaster or any other similar situation.
 - (3) Conducting a vehicle stop to affect the arrest of or gain information on fugitives wanted by the Department.
 - (4) Following an ambulance with a youth on an emergency medical furlough in order to maintain proper security.
 - (5) In transportation settings, such as transporting youth via convoys.
 - NOTE:** Sirens shall be used when red and blue flashing lights are in operation.
 - b. Misuse of emergency warning equipment shall result in a referral for disciplinary action.
7. It is prohibited that any employee of the Department to engage in high speed pursuits. Engaging in high speed pursuits shall result in a referral for disciplinary action.
8. A credit card shall be assigned to each individually assigned vehicle and to each fleet

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vehicle to purchase fuel, oil, and required preventative maintenance service. The card shall:

- a. Be secured at all times.
 - b. Be maintained and secured in the glove compartment of the vehicle or be issued to the driver at the start of the trip.
 - c. Mileage at the time of fill up and vehicle number shall be recorded on all credit card receipts.
9. Fuel shall be purchased at approved fueling sites using a self-serve pump unless the driver is physically unable to operate a self-serve pump. The list of approved fueling sites may be obtained from the Statewide Vehicle Coordinator.
- (1) The driver shall ensure that the fueling site accepts the State credit card before fueling for state travel.
 - (2) E-85 blend fuel shall be used in flex-fuel vehicles, whenever practical, in accordance with Executive Order 2004-7.
10. A copy of the CMS Vehicle Guide shall be made available upon request to the Vehicle Coordinator. Additional copies may be obtained by submitting a written request to the Statewide Vehicle Coordinator.
11. A copy of Administrative Directive 02.75.149, Vehicle Accidents, shall be placed in a designated area of each vehicle.
12. Employees who use State vehicles for purposes other than official State business shall:
- a. Be personally responsible for and assume the risk and liability of any injury or damage.
 - b. Reimburse the Department for each fraction of a mile traveled during the unauthorized usage. The rate of reimbursement shall be at least equal to the amount reimbursed to State employees for the use of personal vehicles for State business.

G. Requirements

1. The Chief Administrative Officer of each youth center shall assign, in writing, an employee to serve as the vehicle coordinator.
2. The vehicle coordinator shall ensure the provisions of this directive are implemented.
3. A complete list of all vehicles shall be maintained in accordance with Administrative Directive 02.75.145.
4. The Director shall appoint a Vehicle Use Officer to monitor the use of State-owned

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vehicles and to ensure a vehicle use policy specific to the agency is submitted to CMS Division of Vehicles in accordance with the State Vehicle Use Act.

H. Individually Assigned Vehicles

1. Reassignment of an individually assigned vehicle due to changes in personnel shall not require pre-approval.
2. Additional positions that require a vehicle to be individually assigned shall be subject to prior approval of the Director. To request an additional individual assignment:
 - a. The employee shall prepare a memorandum, signed by the Chief Administrator, addressed to the Director and where necessary, the appropriate Deputy Director. The memorandum shall include the position and justification for the individual assignment and shall be forwarded to the Statewide Vehicle Coordinator.
 - b. The Statewide Vehicle Coordinator shall obtain the approval of the Director and respective appropriate Deputy Director, where necessary. The requesting Chief Administrator shall be notified of approval or disapproval.
3. Upon assignment of a vehicle, the employee shall receive the Individually Assigned Vehicle Usage Packet, including instructions. The following forms shall be completed by the employee and submitted to the Statewide Vehicle Coordinator and copies shall be retained in the Business Office or for the general office by the vehicle coordinator:
 - a. Annual Commute Mileage Certification, DJJ 0349, to be completed initially upon assignment and between July 1st and July 31st annually thereafter.
 - b. Annual Individually Assigned Vehicle Tax Exemption Certification, DJJ 0348, to be completed initially upon assignment and between December 1st and December 31st annually thereafter.
 - c. Annual Certification of License and Vehicle Liability Coverage, DJJ 0068, to be completed initially upon assignment and between July 1 and July 31 annually thereafter;
 - d. Determination of Value for Individual Use of a State Vehicle, DJJ 0346, to be completed initially upon assignment and between December 1st and December 31st annually thereafter.
 - e. Monthly Mileage Report, DJJ 0350.
 - f. Personally Assigned Equipment, DJJ 0102 to be completed initially and between December 1st and December 31st annually.
4. All employees who are assigned a vehicle that may be used in commuting to and from

NOTE: If an employee is assigned a new vehicle, regardless of whether the employee's name, title, duties or responsibilities have not changed, the employee shall submit a revised DJJ 0348 and DJJ 0349 at the time the new vehicle is assigned.

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work may be subject to vehicle usage income, unless he or she qualifies for a law enforcement exemption in accordance with the Annual Individually Assigned Vehicle Tax Exemption.

5. If the DJJ 0348 indicates that an employee may qualify for law enforcement exemption, the employee shall submit the DJJ 0348 to his or her immediate supervisor.
 - a. The immediate supervisor shall review the DJJ 0348 and:
 - (1) Upon approval, submit the DJJ 0348 to the Statewide Vehicle Coordinator who shall forward to Legal Services for review. The Statewide Vehicle Coordinator shall provide written notification to the employee following the review by Legal Services if he or she is **not** approved for law enforcement exemption.
 - (2) If disapproved, advise the requesting employee that he or she does not meet criteria for exemption.
 - b. If the determination is made that the employee does not qualify for the law enforcement exemption, the employee shall complete and submit a revised DJJ 0348 and a revised DJJ 0346 indicating non-exempt status to the Statewide Vehicle Coordinator.

NOTE: Unless the requesting employee's name, title, duties or responsibilities change, annual legal reviews shall not be required.

6. Upon receipt of the DJJ 0349, the Statewide Vehicle Coordinator shall forward the information provided to CMS Division of Vehicles.
7. The vehicle coordinator or Statewide Vehicle Coordinator shall:
 - a. Maintain a current list of:
 - (1) Vehicle assignments that are subject to vehicle usage income; and
 - (2) Those vehicle assignments that qualify for law enforcement exemption.
 - b. Distribute copies of the completed DJJ 0346 as follows:
 - (1) The Payroll office for payroll deduction purposes and
 - (2) The employee
 - (3) The Business Office to be maintained on file.
 - c. Ensure that payroll staff is notified whenever:
 - (1) A vehicle assignment changes; or
 - (2) A vehicle assignment is rescinded.

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8. The Statewide Vehicle Coordinator shall contact employees with individually assigned vehicles for the purpose of completing new annual forms included in the Individually Assigned Vehicle Usage Packet in accordance with paragraph II.H.3.

I. Fleet Vehicles

1. The Vehicle Coordinator shall:
 - a. Ensure a record designating the assignment of each fleet vehicle to an employee and the purpose for which the vehicle is being assigned is maintained.
 - b. Provide each employee assigned a Department fleet vehicle for off-grounds use with:
 - (1) A Vehicle Inspection Envelope, DJJ 0347, that identifies the:
 - (a) Vehicle Number;
 - (b) License Plate number; and
 - (c) Make and model of the vehicle.
 - (2) A credit card, if applicable.
2. The employee shall complete the:
 - a. DJJ 0347 in accordance with the printed instructions; and
 - b. Vehicle Inspection, DJJ 0172, if necessary, to note any deficiency in the operation or condition of the vehicle.
 - (1) Any deficiency that could endanger the safety of staff or youth shall be reported as soon as possible to the vehicle coordinator. The vehicle shall not be used until the deficiency has been corrected.
 - (2) The DJJ 0172 shall be documented with the date, time and signature of the employee making the report and shall include the date, time and signature of the employee receiving the report.
3. Upon returning the vehicle, the vehicle coordinator shall ensure the employee has returned the following items to the designated location:
 - a. The keys;
 - b. A completed DJJ 0347, including all receipts for fuel, oil and any minor repairs;
 - c. The credit card(s), if issued; and
 - d. A completed DJJ 0172, if appropriate.

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NOTE: The vehicle coordinator shall ensure any deficiencies noted on the DJJ 0172 are corrected. The corrections shall be documented by circling the check marks on the DJJ 0347 and initialing same.

4. For fleet vehicles that are assigned for inner-perimeter patrol or other on-grounds use, each receiving employee shall record on the front of the DJJ 0347: his or her name, date received, beginning and ending mileage and purpose for use of the vehicle. A DJJ 0172 shall be completed if there were any deficiencies in operating condition or appearance.

J. On-Grounds and Maintenance Vehicles

1. A record shall be maintained designating the assignment of each on-grounds vehicle and the purpose of the vehicle assignment.
2. The employee returning the vehicle shall complete a DJJ 0172 if there were any mechanical deficiencies noted in the operation of the vehicle.
3. Deficiencies noted on the DJJ 0172 shall be corrected and documented in accordance with administrative directive 02.75.145.

K. Maintenance of Vehicles

1. Each vehicle, regardless of age or body condition, shall be mechanically maintained in full accordance with the manufacturer's recommendations in the owner's manual, CMS guidelines and in accordance with Department directives, policies and procedures.
 - a. All vehicles shall undergo the following general maintenance checks:
 - (1) Batteries shall be checked in accordance with the owner's manual or the manufacturer's instructions.
 - (2) Oil changes shall be performed according to CMS guidelines.
 - (3) Engines shall be cleaned once per year in accordance with the manufacturer's recommendations.
 - (4) Front-end alignment shall be performed as needed.
 - (5) Tires shall be rotated according to CMS guidelines.
 - b. All repairs, other than minor preventative maintenance, shall be approved by the CMS State Garage prior to work being performed.
2. Each vehicle shall be inspected by a CMS State Garage or authorized vendor on an annual basis, excluding those vehicles less than three years old or that have 25,000 miles or less.
3. The employee whom an individually assigned vehicle has been assigned shall ensure the

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vehicle is maintained in accordance with this directive.

4. The Vehicle Coordinator shall ensure all fleet; on-grounds and maintenance vehicles are maintained in accordance with this directive.
 - a. Each fleet vehicle shall be inspected on a monthly, quarterly or semi-annual basis as directed by the Chief Administrator. The DJJ 0172 shall be used to document the inspection and note any deficiencies.
 - (1) The date of the inspection shall be recorded on the DJJ 0172 and in the maintenance log.
 - (2) All noted deficiencies shall be corrected.
 - b. Fleet vehicles shall undergo additional maintenance as follows:
 - (1) Immediately upon discovery, body damage or rust shall be scheduled for repair in accordance with Administrative Directive 02.75.130.
 - (2) Each vehicle shall be cleaned as necessary. Cleaning shall include washing the exterior of the vehicle, wheel wells, wheels, tires, windows and cleaning of the interior of the vehicle.

Authorized by:

[Original Authorized Copy on File]

Jesse Montgomery
Acting Director

Supersedes:

01.02.106 AD 5/1/2002

And As Amended 7/1/2002