
	<h2>DoIT Vehicle Policy</h2>	Orig effective date: 01/01/2022 Last Review date: 01/05/2023 Next Review date: 01/05/2024 Issue date: 01/05/2022
	Author: Jenifer Johnson, Chief of Staff Approved: Jennifer Ricker, Secretary 	

It is the policy and requirement of the Department of Innovation & Technology (DoIT) that State owned and leased vehicles are to be used only to conduct official duties on behalf of the State and are to be operated in a safe manner consistent with all applicable laws, rules, and regulations.

### **I. SCOPE**


This policy applies to all DoIT personnel who operate State owned or leased vehicles. Failure to comply with these provisions may result in discipline, up to and including discharge.

### **II. VEHICLE USE**

#### **A. Authorized Use**

Authorized uses of a State vehicle include:

1. Travel between places of State business, places of temporary lodging, places to obtain meals, or other locations necessary to perform official duties.
2. Travel to and from places to obtain emergency medical assistance or supplies.
3. Transport of:
  - a. other State officers or employees who are on official State business;
  - b. consultants or contractors working on behalf of the State;
  - c. commercial firm representatives working with the State; and
  - d. others as authorized in writing by the Secretary.
4. Transport of materials, equipment, supplies, tools, parcel, luggage, or other items necessary or required to perform official duties.
5. Operation of a State vehicle when on a travel-related assignment (including, but not limited to, pick-up and return of a vehicle and necessary commuting).

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6. Any other use when for public purposes and in the best interests of the State and authorized in writing by the Secretary.

### **B. Unauthorized Use**

State vehicles shall not be used for the following purposes:

1. Transportation for shopping, meals, entertainment, recreation, or vacation purposes unrelated to the performance of official State business.
2. Transport of any person or for any purpose unrelated to official State business.
3. Operation of a vehicle beyond the vehicle's rated capability.
4. Transport of materials, equipment, supplies, tools, parcels, luggage, or other items unrelated to the performance of official State business.
5. Transport of items or equipment that may constitute an obstruction of safe driving or hazard to pedestrians or other vehicles.
6. Any use in violation of applicable statute, rule, or executive order.

### **C. Assumption of Risk**


Any employee or official using a State vehicle in a manner contrary to this section shall be personally responsible for and assume the risk of:

1. Personal injury to the employee/official and to third parties; and
2. Damage to the property of the employee/official, the State, and third parties.

### **D. Violations**

In the event of a violation of subsection B herein, the Secretary or designee:

1. Is responsible for instituting corrective action, which may include discipline up to and including discharge; and

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2. Shall require and verify the user has paid the State for each mile or fractional mile of unauthorized use. Payment to the State shall be equal to the amount reimbursed to State employees for the use of personal vehicles.

### **E. Driver Responsibilities**

1. Possess a valid driver's license appropriate for the vehicle being driven.
2. Report to their supervisor if their licenses are suspended, revoked, or otherwise invalid.
3. Immediately report all moving, equipment, and parking citations and provide copies to your supervisor and the DoIT Vehicle Coordinator within three working days of receipt.
4. Promptly pay fines and costs associated with moving or parking violations, except citations received due to mechanical defects, which are the responsibility of DoIT.
5. Operate vehicles in a safe manner in accordance with traffic laws and road conditions.
6. Exercise reasonable diligence at all times in the proper care, use, and operation of vehicles.
7. Ensure use of seat belts by all occupants.
8. Refrain from smoking in State owned or leased vehicles.
9. Refrain from consuming or possessing alcohol or illegal drugs while operating a vehicle.
10. Refrain from operating a vehicle under the influence of alcohol or drugs.
11. Refrain from transporting a weapon of any type.
12. Be aware of security when parking or garaging a vehicle.



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13. Immediately report any involvement in accidents (see section V. on Accident Reporting).
14. Comply with instructions concerning notification and repairs in the event of a breakdown or damage which prevents further operation of the vehicle.
15. Ensure that all receipts for credit card purchases of fuel, oil, repairs, or other related items are accurate and state the current vehicle mileage reading. Outside fuel receipts do not always provide an area for recording mileage. In situations such as this, the driver should record the mileage in available space on the fuel receipt.
16. Legibly complete the mileage log for every use of a State vehicle in accordance with instructions provided in the mileage logbook. It is the employee's responsibility to ensure that a mileage logbook is in the vehicle prior to travel.
17. Report any needed repairs or maintenance to the DoIT Vehicle Coordinator.
18. Request a transponder in advance of travel if the anticipated route will require payment of tolls. If tolls are incurred without use of the transponder, report the costs immediately to the DoIT Vehicle Coordinator so that prompt payment can be made. Any late toll fees are the responsibility of the driver.

### **F. Safety and Security:**

Drivers should comply with the following safety practices:

1. Always park in well-lighted areas and lock the doors.
2. Have keys in hand when approaching a vehicle.
3. Avoid stopping in isolated places.
4. Plan trips in advance.
5. If someone bumps you from behind, do not get out of the car if you are at all suspicious. Motion the other driver to follow you to a police station.

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6. Leave a detailed itinerary with your office/family.
7. Have map access available.
8. Travel only on main roads as much as possible.
9. Ensure that vehicles, keys, and vehicle credit cards are properly secured to prevent damage and/or theft.
10. When not in use, store vehicles on State property, and if possible, within a secure area. Maintain control over vehicle keys and credit card in a manner to prevent unauthorized access.
11. Store State-owned supplies and equipment which must be left in a vehicle in an inconspicuous and secure area of the vehicle.

**G. Take-Home Vehicles**

An employee will be authorized to take a State vehicle home overnight only when it is in the best interests of DoIT, for example, when an employee must travel for official business and it is in the interests of DoIT for the employee to leave from their home rather than from a DoIT office location. Vehicles approved for take home use may not otherwise be used for commuting or personal use.

A DoIT employee who wishes to take home a State vehicle overnight must obtain written pre-approval from their supervisor and notify the DoIT Vehicle Coordinator in advance. When advance notice is not practicable due to an emergency, the employee must notify their supervisor and the DoIT Vehicle Coordinator as soon as possible and provide an explanation of the business need for the vehicle’s take home use.

**III. INDIVIDUALLY ASSIGNED VEHICLES**

- A. Vehicles may be assigned to specific individuals if authorized in writing by the Secretary. Authorization is to be granted only if one or more of the following conditions are met:



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1. The employee's work assignment requires traveling to numerous locations over a considerable territory with infrequent stops at the employee's headquarters as defined in the regulations concerning State employee travel.
  2. When the employee is a State official confirmed by the State Senate or acting in the capacity of such a State official; however, in the case of such State officials, the employee must provide written justification to CMS as to why the exclusive assignment of a State vehicle to that employee is in the best interests of the State.
  3. The employee is regularly subject to special or emergency calls from his or her residence during non-duty hours.
- B. Employees with individually assigned vehicles shall follow the authorized use provisions of this Policy.
- C. For each individually assigned vehicle, the DoIT Vehicle Coordinator shall report to CMS annually and when changes occur, including the name of each employee assigned a vehicle, the equipment number and license plate number of the assigned vehicle, employee's headquarters and residence, and any additional information requested by CMS.

#### **IV. INSURANCE**

- A. The State of Illinois provides liability coverage for drivers and vehicles. This coverage is extended only to drivers utilizing a vehicle in an authorized manner. In the event a driver causes injury or damage to persons or property while using a vehicle or causing a vehicle to be used in an unauthorized manner, the driver may be held personally responsible for such injury or damage.
- B. Any person driving their own vehicle or a privately leased or rented vehicle while on State business is required to maintain vehicle liability insurance on such private vehicle in an amount equal at least to the minimum amount required by law.

#### **V. ACCIDENT REPORTING**


- A. In the event of an accident involving a State vehicle while on official State business, the following procedures apply:

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1. Stop immediately.
2. Take whatever steps are necessary to prevent another accident.
3. Notify police and get an accident report.
4. Remain silent on the issue of who is at fault.
5. Do not assist with injured persons beyond calling for professional medical assistance.
6. Call your supervisor and/or DoIT Vehicle Coordinator immediately to report the details of the accident.
7. Do not enter a settlement or sign a release unless you have received authorization from CMS Risk Management.
8. If the vehicle is unsafe to operate, have it towed to the nearest garage or service station.
9. If you are injured in the accident, to the extent that you cannot perform your duties, have the police notify your supervisor and/or DoIT Vehicle Coordinator, who will assume your responsibilities for reporting the accident.

### B. Reports

1. The driver must immediately complete in its entirety Form SR-1 "Motorist Report of Illinois Vehicles Accident."  
([http://www.state.il.us/cms/download/pdfs/emp\\_almtrep.pdf](http://www.state.il.us/cms/download/pdfs/emp_almtrep.pdf))
2. The cover letter attached to the SR-1 is to be completed by the DoIT Vehicle Coordinator. Copies should be distributed as follows:
  - a. Original to Illinois Department of Transportation
  - b. Copy to CMS Risk Management Division
  - c. Copy to CMS Division of Vehicles
  - d. Copy to be retained by DoIT Vehicle Coordinator


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3. If a privately-owned vehicle is involved in an accident, complete the Form SR-1 using the operator's personal insurance information and noting that the vehicle is privately owned. The operator should also contact their personal auto insurance company and CMS Risk Management.
4. If a rental vehicle is involved in an accident, complete the Form SR-1, and list the rental company's insurance carrier. The operator should report the accident to the rental company's insurance carrier, CMS Division of Vehicles, and CMS Risk Management.
5. Report all accidents to the DoIT Vehicle Coordinator to be certain a report is submitted to CMS Risk Management.
6. Submit all reports and data promptly to the DoIT Vehicle Coordinator within three calendar days. The completed SR-1 is to be submitted as soon as possible following the accident. In all cases, the completed SR-1 along with the cover letter must be received by CMS Risk Management no later than seven calendar days following the accident or the driver risks forfeiture of coverage under the State's auto liability plan for failure to properly and timely report a motor vehicle accident.

## **VI. REPAIRS**

- A. Maintenance and repair of State vehicles will be performed by CMS or a vendor contracted by CMS. Drivers shall coordinate with the DoIT Vehicle Coordinator to contact the nearest State garage.
  - . Check the link for locations:  
<https://cms/illinois/agency/vehicles.html>.
- B. Bill payment for after-hours emergency roadside assistance can be processed as follows:
  1. Driver contacts the nearest State garage the next business day and is given a purchase order for the repair;
  2. Charge services to the State credit card;



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3. Driver can pay out-of-pocket and be reimbursed through DoIT as a travel expense. The CMS Division of Vehicles will review and provide approvals on the reimbursement voucher where appropriate .

C. If assistance is needed in obtaining a vendor to perform emergency repairs or other vehicle assistance after business hours, call the number on the back of the State credit card: 800-782-7860 in Illinois, 217-782-7860, out of state.

### **VII. FUEL PURCHASES**

A. Privately operated fuel station with a self-service island shall be the source of purchase, except when the driver is physically unable to operate a self-service pump. Use E85 when available and as applicable to each vehicle’s needs.

B. It is the driver’s responsibility to verify that the service station accepts State credit cards before pumping fuel.

C. The driver must retain all fuel receipts in the designated binder or pouch assigned to each State vehicle.

### **VIII. VEHICLE COORDINATOR RESPONSIBILITIES**

Responsibilities of the DoIT Vehicle Coordinator include:

A. Act as the primary liaison with CMS for DoIT vehicles;

B. Track vehicle assignment, location, and use;

C. Reconcile monthly WEX card and CMS statements;

D. Review and approve vehicle charges;

E. Oversee vehicle maintenance, repair, fuel, and cost data; and

F. Submit required reports to CMS in a timely manner.



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