

## **CHAPTER 9: TRAVEL AND VEHICLE USE**

### **9-1 Policy**

The purpose of this policy is to establish general standards, procedures and regulations governing travel and the associated use of State vehicles to accomplish such travel by OSFM employees. It is OSFM's policy to provide the highest level of public service possible in the most economically and efficient manner, within the provisions of applicable collective bargaining agreements, as well as state and federal law. All OSFM employees shall strictly comply with the provisions and procedures established by this policy. Failure to follow travel guidelines, misuse of any State vehicle, or failure to adhere to this policy may result in disciplinary action up to and including discharge.

Because many Agency employees must travel in order to accomplish assigned duties, this Chapter provides general information concerning travel. Other resources identified below must be consulted for specific details and additional guidance.

- A. It is the policy of the Agency that all work-related travel shall be by the most economical means available considering travel time, costs, and work requirements. The Agency's designated Travel Coordinator is the Chief Administrative Officer, who will assist employees with travel issues as needed. The Travel Coordinator works closely with the Agency's fiscal personnel and outside travel agencies to help assure that the most economical and practical means of transportation is arranged.
- B. In the interest of reducing State expenditures, travel shall be authorized only if essential to accomplish OSFM's objectives. Travel is governed by regulations issued by the State of Illinois Travel Regulation Council and the Governor's Travel Control Board. These regulations prescribe permissible reimbursement for reasonably authorized travel expenses incurred by employees in the performance of their duties. The *Travel Guide for State Employees* explains reimbursable hotel, meal, transportation and other costs. OSFM employees should comply with all rules contained in the *Travel Guide for State Employees* as well as any Travel Guide Updates that are published by the Governor's Travel Control Board.
- C. Each traveling employee is responsible for assuring his or her compliance with State travel regulations. Travel Guide Updates that are published by the Governor's Travel Control Board found at <https://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx>.
- D. The use of State vehicles is governed by Joint Committee on Administrative Rules, 44 Ill. Admin. Code 5040.300. More specific and comprehensive information related to State vehicle usage is contained in the Vehicle Operators' Manual, which are placed in each State vehicle, and the Vehicle & Driver Policy Guide. All questions regarding State vehicle usage should be directed to the OSFM Vehicle Coordinator.
  1. For employees assigned a State Vehicle: The OSFM Attendance Tracking System will be utilized by the Office as a means of logging vehicle usage.
  2. For vehicles that are not assigned and/or are used as pool vehicles, a physical activity

log will be maintained that contains the usage of the vehicle when it is operated, including a record of the starting and ending mileages.

## 9-2 Approval to Travel for Agency Business

### A. Advance Written Approval Required

1. Employees must obtain written approval in accordance with B and C of this section 9-2 in advance of making final work-related travel arrangements. If an emergency need arises for in-state travel that does not allow written approval in advance, verbal approval from the appropriate supervisory personnel shall be obtained, and then documented, signed and attached to the travel voucher. Under no circumstances may employees travel out-of-country or out-of-state for work-related reasons without prior approval, as provided below.
2. Failure to obtain approval in advance for work-related travel may result in denial of a request for reimbursement.
3. Once approval for planned business travel is obtained, employees are to make final travel arrangements, including booking of hotels, trains and air travel.

### B. Out-of-State or Out-of-Country Travel. All out-of-state or out-of-country travel must be approved by the Governor's Office of Management and Budget (GOMB). Prior to being sent by the OSFM Travel Coordinator to GOMB for approval, all other required approvals listed below must be received.

1. If an outside entity is discounting or providing something of value free of charge (e.g., conference registration fees, meals, hotel rooms, etc.) the travel must be approved, in writing, in advance of the proposed travel by the Executive Director of the Executive Ethics Commission ("EEC") to comply with Executive Order 15-09. Information regarding any sponsored travel should be submitted via email to the OSFM Ethics Officer who will request approval through the EEC.
2. If the proposed travel includes a speaking engagement on behalf of OSFM and/or the state, employees must send an email detailing the travel, event, and topic of speaking engagement to the Fire Marshal following review by the OSFM Public Information Officer for approval by the Fire Marshal at least two (2) weeks prior to the travel date(s).
3. Requests for out-of-state or out-of-country travel approval should be submitted via the Out-of-State Travel Request Form for agency approval at least **five (5) weeks prior** to the anticipated travel, except in the event of an emergency.

### C. All out-of-state or out-of-country travel requires the Fire Marshal's review and approval regardless of the traveler's position classification. Out-of-state or out-of-country travel requests must be in compliance with the policies of the Governor's Travel Control Board.

### D. In-State Overnight Travel. Regardless of whether reimbursement for costs of travel will

be requested by the employee, the request for in state overnight travel shall be approved by the employee's Division Manager. Travel by Division Managers must be approved by the applicable Bureau Chief.

1. Direct bill accounts may only be established after prior approval by the OSFM Chief Administrative Officer. Direct billed items shall be included on the employee's travel voucher along with the reimbursable items. The direct billed amount should be deducted from the total balance to indicate the amount to be reimbursed to the employee.
2. If a Prohibited Source, as defined in the State Officials and Employees Ethics Act found at 5 ILCS 430, is discounting or providing something of value free of charge (e.g., conference registration fees, meals, hotel rooms, etc.) the travel must be approved, in writing, in advance of the proposed travel by the Executive Director of the Executive Ethics Commission ("EEC") to comply with Executive Order 15-09. Information regarding any sponsored travel should be submitted via email to the OSFM Ethics Officer who will request approval through the EEC.
3. If the proposed travel includes a speaking engagement on behalf of OSFM and/or the State, employees must send an email detailing the travel, event, and topic of speaking engagement to the OSFM Public Information Officer for approval at least two (2) weeks prior to the travel date(s).
4. Whenever an in-state overnight stay is reasonably anticipated, employees are required to contact hotels that appear on the Preferred Hotel Listing contained in the Travel Guide for State Employees in order to obtain the State rate for lodging. When seeking lodging in Chicago, a minimum of five (5) hotels must be contacted before an overnight stay can be authorized at a rate greater than the State rate. Elsewhere within the state, a minimum of three (3) hotels must be contacted. If an emergency need for overnight accommodations arises, all reasonable measures shall be taken to satisfy this requirement.
5. Travelers shall obtain written approval from their Division Manager prior to making travel plans. This approval can be in an email.
  - a. Upon approval, when arranging for overnight hotel lodging, if the State rate is obtained, Division Manager approval is sufficient.
  - b. If the State rate is not obtained, the traveler must submit a copy of the Division Manager's written approval for the travel, together with documentation identifying each of the hotels contacted and the lowest rate offered by each. This documentation shall be submitted to the OSFM Fiscal Office for consideration and review at least one week before the planned travel.

E. Automobile Travel.

1. The Agency maintains a fleet of motor vehicles for use by employees. It is the policy of

the Agency that employees must use the OSFM motor pool for work-related travel whenever possible.

2. An employee may use his or her personal vehicle for work-related travel only when an Agency vehicle is not available or when other circumstances warrant. The employee shall obtain his or her supervisor's approval in writing before utilizing a personal vehicle for work-related travel. The written approval, together with the employee's signed explanation of the reason(s) why an Agency vehicle could not be used for work-related travel, shall be attached to the travel voucher requesting reimbursement for mileage borne in the employee-owned vehicle.
3. Employees using either an Agency or personal vehicle for work-related purposes should also consult Section 9-4 Vehicle Use.

### **9-3 Travel Vouchers**

- A. Agency employees use travel vouchers to claim reimbursement for work-related travel. An employee who signs and submits a Travel Voucher Form for reimbursement is wholly responsible for the accuracy of the information it contains. It is imperative that employees carefully inspect vouchers before signing and submitting them.
- B. Travel vouchers seeking reimbursement for unapproved travel, for travel that is not work-related or for costs that exceed those authorized by regulation, will not be reimbursed. Intentional violation of travel regulations or these policies may subject an employee to disciplinary action up to and including discharge.
- C. Employees shall submit Travel Vouchers for review and the employee's supervisor must signify approval by signing and dating the Travel Voucher within sixty (60) days of the last date of travel on the voucher. If a travel status spans the ending and beginning of a month, the last date of travel shall define the month of travel for the purpose of determining timely submission under this policy. Travel vouchers, along with required receipts and authorizations, should be submitted to the employee's supervisor for approval. Employees who knowingly submit inaccurate and/or unjustifiably late Travel Vouchers may be subject to appropriate disciplinary action up to and including discharge.
- D. Travel agency service fees for air or train travel between Chicago and Springfield are not reimbursable.

### **9-4 Vehicle Use**

- A. The use of State vehicles is governed by Joint Committee on Administrative Rules, 44 Ill. Admin. Code 5040.300. More specific and comprehensive information related to State vehicle usage is contained in the Vehicle Operators' Manual, which are placed in each State vehicle, and the Vehicle & Driver Policy Guide. All questions regarding State vehicle usage should be directed to the OSFM Vehicle Coordinator.

- B. State vehicles shall only be used in the performance of essential travel duties related to the completion of State business and for public purposes in the best interests of the State. Authorized use of State vehicles includes, but is not limited to:
1. Travel to State Business – this includes between places of State business, locations necessary to perform official duties, temporary lodging, and places to obtain meals, medical assistance, including drug stores and similar places required to sustain the health, welfare, or continued efficient performance of the driver.
  2. Transport of Others – this includes other State officers, employees or guests of the State who are on official State business, consultants, contractors, or commercial firm representatives when such transport is on behalf of or in the direct interest of the State, wards of the State, residents of State facilities or institutions, any person or item in an emergency situation and others, as authorized in writing by the Fire Marshal.
  3. Transport of Materials – including supplies, parcels, luggage or other materials or items belonging to or serving the interests of the State.
- C. Unauthorized use of State vehicles may result in immediate disciplinary action, up to and including discharge. Discipline may also include suspension of all privileges to operate a State vehicle. Unauthorized use of a State vehicle will result in the operator being responsible for reimbursing the State for each mile or fractional mile of unauthorized use equal to the amount reimbursed to State employees for the use of personal vehicles for State business. Unauthorized uses of a State vehicles include, but are not limited to:
1. Shopping, meals (except while authorized on state business), entertainment, recreation, or vacation purposes unrelated to the performance of official State business;
  2. Transportation of any person for any purpose that is unrelated to official State business;
  3. Operation of a State vehicle beyond its rated capability;
  4. Transportation of materials, equipment, supplies, tools, parcels, luggage, or other items unrelated to official state business or that may constitute an obstruction of safe driving or a hazard to pedestrians or other vehicles;
  5. Transportation of hazardous or dangerous materials such as acids, explosives, weapons, ammunition, or highly flammable materials unless authorized in writing by the Fire Marshal or in an emergency;
  6. Extending the length of time the operator possesses the vehicle beyond what is necessary to complete the official purpose of the travel; and
  7. Any use in violation of applicable statute, rule, or executive order.
- D. Vehicle Operator Requirements and Responsibilities. Operators of State vehicles shall:
1. Maintain a valid driver's license, permit, privilege, or endorsement appropriate for the

- type of State vehicle being operated;
2. Immediately submit a report to their supervisor if the operator's license is suspended or revoked describing the circumstances under which the suspension or revocation occurred and the duration of the suspension or revocation, if the employee's position requires a license;
  3. Ensure that State vehicles are used only for official and authorized purposes;
  4. Drive safely, obey all traffic laws, practice road courtesy, and always exercise reasonable diligence in the proper care, use, and operation of State vehicles;
  5. Wear seat belts as provided in each vehicle and require all passengers to wear seat belts, except as otherwise required by law;
  6. Maintain State vehicles in a safe operating condition and carefully secure any cargo;
  7. Ensure that vehicles, keys, and vehicle credit cards and pin numbers are properly secured to prevent damage and/or theft;
  8. When not in use, store State vehicles on State property, or another approved location;
  9. Maintain control over vehicle keys and credit cards in a manner to prevent unauthorized access;
  10. Store State-owned supplies and equipment which must be left in a vehicle in an inconspicuous and secure area of the vehicle;
  11. Comply with all instructions concerning the purchase of fuel, oil and repairs or maintenance services; and
  12. Comply with all instructions concerning notification and repairs in the event of a breakdown or damage which presents further operation of the vehicle.
  13. Agency employees operating either Agency or personal vehicles for work-related purposes are required to operate them within the law and in accordance with Agency policy. Refer to OSFM Policy FM-ADM-POL-02-19, Driving OSFM Issued Vehicles.
  14. OSFM vehicles are the property of either the Agency or the State of Illinois. The addition of any equipment, radios, stickers, signs or symbols that are not authorized by the Agency is strictly forbidden. See also Section 9-5 in this Chapter.
  15. Employees shall operate vehicles for work-related purposes in compliance with any corrective lens or other restrictions appearing on their licenses.
  16. In addition, all employees must be aware of and comply with Illinois Executive Order No. 4 (1992), "Possession and Consumption of Alcohol or Drugs in State Vehicles or in Private Vehicles Being Used at State Expense." The Executive Order states that employees possessing or consuming alcohol or drugs in State vehicles or in private

vehicles being used at State expense shall be subject to discipline, up to and including discharge.

- a. Possession and consumption of drugs or alcohol prior to and during operation of a State vehicle is prohibited. Driving under the influence of drugs or alcohol in State vehicles or in private vehicles being used on official State business is in violation of State law and is strictly prohibited. Operators are also prohibited from smoking in State owned or leased vehicles pursuant to the Smoke Free Illinois Act, 410 ILCS 82
- b. Any employee who takes a test that discloses either that alcohol concentration in the employee's blood or breath was 0.08 or greater or that the employee had used an unlawful drug or drugs is subject to discipline, up to and including suspension from employment without benefits pending the hearing or discharge. The test must have been administered at the direction of a law enforcement officer due to an arrest involving the employee's operation of a State vehicle or operation of a private vehicle on State business.
- c. Any employee whose driver's or operator's license is suspended for refusal to submit to a test or tests for determining the content of alcohol or other drugs in the employee's blood may be subject to discipline up to and including suspension without benefits pending hearing or discharge. The refusal must have occurred in connection with the employee's arrest arising out of the operation of a State vehicle or of a private vehicle on State business.
- d. Upon a finding of not guilty or the dismissal of the charges, the employee will be restored to the same or similar position classification in the Agency and work location held at the time of the suspension, plus back pay and restoration of all benefits for the period of the suspension. A similar position classification includes:
  1. The same position classification with different duties;
  2. Successor position classification, or
  3. Different position classification having related requirements and duties and the same salary or wage assignment.
- e. However, a finding of not guilty or dismissal of the charges does not automatically require restoration to the same or similar position classification in the Agency and the same work location. If the facts giving rise to the arrest warrant discipline for violation of any other rule or condition of employment, the Agency may impose discipline consistent with the violation or conditions of employment. This policy shall be applied in a manner consistent with any applicable collective bargaining agreements.
- f. Any employee whose job description requires that he or she possess a valid

driver's or operator's license, or who operates State vehicles or other mobile State equipment, or who operates private vehicles at State expense, must have a valid driver's or operator's license or special permit in the correct classification for the type of vehicle being operated.

g. Every employee whose job description requires that he or she possess a valid driver's or operator's license or who operates State vehicles or other mobile State equipment, or who operates private vehicles at State expense, shall provide proof of liability insurance coverage as requested.

h. Every OSFM employee with a personally assigned vehicle will comply with the requirements for liability insurance coverage in conformity with the provisions of 625 ILCS 5/7-601(c):

1. Every employee of a State agency, as that term is defined in the Illinois State Auditing Act, who is assigned a specific vehicle owned or leased by the State on an ongoing basis shall provide the certification described in this section annually to the OSFM Vehicle Coordinator. The certification shall affirm that the employee is duly licensed to drive the assigned vehicle and that:

- The employee has liability insurance coverage extending to the employee when the assigned vehicle is used for other than official State business, or
- The employee has filed a bond with the Secretary of State as proof of financial responsibility, in an amount equal to, or in excess of the requirements stated in this section.
- The certification shall be provided during the period July 1 through July 31 of each calendar year or within 30 days of any new assignment of a vehicle on an ongoing basis, whichever is later.

2. All peace officers employed by a State agency who are primarily responsible for prevention and detection of crime and the enforcement of the criminal, traffic, or highway laws of this State, and prohibited by agency rule or policy to use an assigned vehicle owned or leased by the State for regular personal or off-duty use, are exempt from the requirements of this subsection 9-4(A)(g).

#### E. Invalid Driver's License

1. Invalid License - Impact Statement. If an employee who operates an Agency or personal vehicle for work-related purposes has an invalid license, his or her Division Manager shall prepare an Impact Statement. The Impact Statement shall include:



- a. A copy of the employee's job description;
  - b. An analysis of the impact of the employee's loss of license on the Agency, and
  - c. The Division Manager's or other supervisor's recommendation.
  - d. The Division Manager or other supervisor shall submit the Impact Statement to the Fire Marshal. If appropriate, a referral may be made to the Employee Assistance Program pursuant to Section 8-5 Employee Assistance Program. No other action shall be taken, however, until the impact statement has been reviewed and the Fire Marshal approves the action.
2. When an employee's license becomes invalid and that invalid status will have a significant effect on the performance of the employee's duties, will increase the costs of the Agency's operations, increase the Agency's liability, or create an adverse public image, or where the employee's position requires that he or she possess a valid license, the employee must choose one of the options listed in subsections (a) and (b) below. The employee shall not be permitted to utilize benefit time and shall not be permitted to take a leave of absence (other than the unpaid general leave of absence provided for in subsection (a) below) during any period in which his or her license is invalid, unless state or federal law dictates otherwise.
- a. The employee may opt to take an unpaid general leave of absence not greater than ninety (90) calendar days from the date the license becomes invalid. If the employee obtains the necessary license during the ninety (90) day period, he or she will be allowed to return to work after he or she has submitted the appropriate documentation to his or her Division Manager or other supervisor demonstrating that vehicle operation privileges have been restored. If this option is selected by the employee and he or she has not obtained a valid license or permit by a date fifteen (15) working days prior to the end of the unpaid leave of absence, the employee shall be notified of his or her pre-termination meeting in writing by certified mail, return receipt requested, at the employee's last home address listed in the personnel file. The pre-termination meeting shall be scheduled ten (10) working days prior to the ninetieth (90<sup>th</sup>) day of the employee's leave. The employee shall be discharged effective the day after the leave of absence expires.
  - b. The employee may opt to terminate his or her employment through resignation with no prejudice.
3. When an employee's license becomes invalid, and it is determined through the Impact Statement that said loss would not have a significant effect upon the Agency, no action will be taken.
- F. Discipline. When an employee fails to notify his or her supervisor of the invalidity of his or her license, or works without a valid license, and said loss will have a significant effect on the performance of the employee's duties, could increase the costs of Agency operations,

increase the Agency's liability, or create an adverse public image, or where the employee's position requires that he or she possess a valid license, that employee shall be subject to discipline as follows:

1. An employee whose violation does not exceed thirty (30) calendar days shall be suspended for one (1) calendar day for each day his or her license was invalid.
  2. An employee whose violation exceeds thirty (30) calendar days shall be discharged.
  3. Any employee whose license becomes invalid for a second time in five (5) years while employed by the Agency in a position that has impact as described in Section 9-4(C) and (D) above shall be discharged.
- G. An employee's supervisor(s) shall not knowingly allow an employee to operate Agency vehicles or equipment or private vehicles or equipment at the Agency's expense without a valid license. Allowing an employee to do so shall be cause for discipline of the supervisor(s) up to and including discharge.
- H. An employee who may lose or have his or her license canceled, suspended or revoked by the Secretary of State's Office may make application for a restricted driving permit that is subject to provisions established by the Secretary of State. A request by the Secretary of State for proof of the need for the employee to operate a vehicle in the course of employment will be completed by the employee's Division Manager on the form provided by the Secretary of State's Office.

#### **9-5 Use of Mobile Communications Devices While Driving**

- A. State employees are highly discouraged from using any mobile device while operating a motor vehicle in the course of State business, except for the purpose of making a phone call to obtain or render emergency assistance.
- B. OSFM employees who are issued cell phones or other mobile communication devices for work-related use must follow State law and use hands-free devices while driving. Employees are strongly encouraged to safely park their vehicle in a secure location before placing or accepting communications, even with hands-free devices.
- C. This restriction in (A) of this section applies whether the employee is engaged in work-related activities or is using their own communication device for personal reasons. Under no circumstances are employees allowed to place themselves, other drivers, or pedestrians at risk for the purpose of using a mobile communication device.

#### **9-6 Use of Personal Vehicle for Official State Business**

The Fire Marshal shall allow the use of a personal vehicle on official State business when a State-owned vehicle is not available or where it is in the best interests of or more economical for the State. For a personal vehicle to be used for State business, the vehicle must be insured for the appropriate minimum amount of auto liability insurance established by State travel regulations. Any compensation to an employee for use of a personal vehicle on official State business shall be in accordance with any State

travel regulations established by the Travel Control Board.

### **9-7 State Vehicles Assigned to Individuals**

- A. State vehicles may be assigned to specific individuals to which the vehicle is assigned if authorized in writing by the Fire Marshal. Authorization to a specific individual will only be granted if one or more of the following conditions are met:
1. The State vehicle is specially equipped to perform law enforcement services and the law enforcement employee is on call twenty-four (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 as defined in the regulations concerning State employee travel;
  3. 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 who are employed by Agencies under the jurisdiction of the Governor, including heads of Agencies, 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; or
  4. The employee is regularly subject to special emergency calls from the employee's residence during off-duty hours.
- B. The State vehicle's operation and usage will be in accordance with the provisions of Illinois Administrative Code Section 5040.350.

### **9-8 Modifications to Agency Vehicles**

- A. No unauthorized modifications, alterations, customizations or equipment enhancements to Agency vehicles shall be allowed.
1. An exception for consideration is any modification needed to accommodate an Americans with Disabilities Act (ADA) covered condition.
  2. Requests for any such ADA related modifications shall come through the employee's field supervisor to the Division Manager, who will in turn forward the request to the OSFM Chief Administrative Officer and OSFM ADA Officer for consideration and review.
  3. Any request for an ADA-related vehicle modification must be accompanied by a written letter signed by a physician describing the medical basis establishing the need for the modification.
- B. Field supervisors will work with their field staff on any legitimate proposals related to their Agency vehicles. Such proposals shall be written up and submitted to the relevant Division Manager for consideration and review. The Division Manager may, at his or her discretion,

forward the proposal to the OSFM Vehicle Coordinator and the OSFM Chief Administrative Officer for further review and evaluation. No changes to Agency vehicles shall be made without authorization from the OSFM Chief Administrative Officer.

## 9-9 Agency Vehicle Credit Cards and Purchases

- A. The Department of Central Management Services (CMS) operates State garages throughout Illinois for the purpose of servicing State vehicles. Information concerning these facilities is available in the Vehicle Operator's Manual located in the glove compartment of each State vehicle.
- B. Government Credit Card
  1. One vehicle credit card is assigned to each Agency vehicle: a Wright Express swipe/pay-at-pump card (WEX card). The WEX card is to be used only for gasoline and other vehicle purchases related to the operation or maintenance of the vehicle that the card is assigned to.
  2. The WEX card is to be used for purchases at service stations. A pamphlet listing the major service station retail chains that honor the WEX card accompanies the WEX card, and the pamphlet shall be kept in the vehicle with the WEX card for reference.
  3. Vehicle operators should determine whether the particular outlet accepts the WEX card before making a purchase.
  4. The Agency Vehicle Coordinator shall assign employees a PIN for use with all Agency vehicle WEX cards. The PIN assures that the proper Division is charged for a particular purchase.
  5. WEX card procedure (for use at non-government service stations):
    - a. Insert card into slot at pump or present card to cashier after pumping gas.
    - b. Enter odometer reading from vehicle. Press enter.
    - c. Enter driver PIN.
    - d. If paying at pump, start pumping gas.
    - e. When finished, **get and keep receipt**.
  6. Employees may use the WEX card for emergency miscellaneous purchases related to work, such as batteries, and emergency repairs, such as flat tires, when authorized by CMS or the Agency Vehicle Coordinator. The WEX card must be submitted prior to each purchase of products or services for the Agency vehicle.
  7. WEX Card Limits
    - a. The WEX card authorizes the purchase of gasoline with a limit of \$150.00 per

- transaction.
  - b. Oil and oil change/lubrication has a limit of \$250.00 per transaction.
  - c. Roadside assistance, including for tire repair/replacement, has a limit of \$250.00 per transaction.
  - d. WEX cards may be used for cleaning/washing vehicles.
  - e. All other mechanical repairs require CMS authorization, which must be obtained through the Agency Vehicle Coordinator.
- C. Lost, stolen or damaged vehicle credit cards are to be immediately reported to both the Agency Vehicle Coordinator and the employee's supervisor by the individual responsible for that vehicle at the time of the loss.
- D. OSFM employees are required to use E85 (85% ethanol) whenever practical unless expressly prohibited as indicated on the vehicle. When E85 is not available, employees shall purchase fuel with an octane rating not greater than 87 octane. Any purchases of fuel that is not E85 and has an octane rating greater than 87 octane requires prior approval in writing from the Agency Vehicle Coordinator. Refer to Management Services Policy MS-ADM-001, Vehicle Fuel Policy.
- E. Unauthorized use of any vehicle credit card will be prosecuted to the fullest extent of the law.

#### **9-10 Vehicle Repairs, Maintenance & Roadside Assistance**

- A. All maintenance issues with vehicles shall be reported immediately to the employee's supervisor and to the OSFM Vehicle Coordinator.
- B. All vehicle repairs shall be performed at a CMS state garage. If the CMS state garage is unable to perform a repair, employees shall seek prior approval from the CMS state garage to have the repair performed at a designated repair facility.
- C. A list of CMS State Garages can be found on the CMS State Garage and Fuel Locations website at <https://cms.illinois.gov/agency/vehicles/fuel-garagelocations.html>.
- D. Call (217) 782-7860 when traveling within Illinois or (800) 782-7860 when traveling out-of-state if it is after-hours and/or you are unable to obtain vendor services.

#### **9-11 Vehicle Accident Report**

Accidents involving Agency vehicles or personal vehicles being driven by OSFM employees engaged in official Agency business shall be reported promptly as outlined below. Failure to report an accident involving an Agency vehicle promptly is cause for a claim to be denied, and an employee can then be held personally liable for all costs associated with an automobile accident.

- A. Employees involved in an automobile accident while operating an Agency vehicle must

report the accident to their immediate supervisor and the OSFM Vehicle Coordinator as soon as possible. Follow these steps from CMS Department of Vehicles (DoV) in the event that you are involved in an accident while operating an Agency vehicle:

1. Call 911 to notify law enforcement and request emergency medical assistance for injured persons if necessary.
  2. Do not assist with injured persons beyond calling for professional medical assistance, except if deemed necessary due to life threatening conditions.
  3. Remain silent on the issue of who is at fault.
  4. Contact the CMS DoV daytime number (1-800-442-1300, ext. 4) or after-hours number (1-800-782-0202 in Illinois or 217-782-7860 out of Illinois) to obtain assistance for your vehicle. **Call these numbers immediately if the accident results in severe injury, death, or substantial property damage.**
  5. Obtain the Accident Report SR-1 "Motorist Report of Illinois Vehicles Accident" from the law enforcement personnel on scene.
  6. Complete and submit the SR-1 report to the OSFM Vehicle Coordinator **within three (3) calendar days from the date of the accident**. The Form must include a clear description of the accident and the conditions surrounding the accident. If the Agency driver is incapable of completing the report because of death or disability, that person's supervisor should complete the form.
  7. The OSFM Vehicle Coordinator is responsible for forwarding the completed SR-1 report to CMS DoV within seven (7) days of the accident if CMS owns the vehicle.
- B. Whenever possible, employees should secure the name of the other party's insurance company and address and enter such information on the SR-1 form in any available space.
- C. If a privately-owned vehicle or rental vehicle is involved in an accident, the space on the SR- 1 form calling for the policy number must be completed using the applicable insurance information. The operator should additionally contact both his or her private auto insurance company and, if applicable, the rental agency. The SR-1 form must still be completed, noting whether the vehicle is privately owned or belongs to a rental company.
- D. In all cases where there has been a serious personal injury or death as a result of a motor vehicle accident, or if there has been substantial property damage, employees shall call the OSFM Vehicle Coordinator, or CMS Division of Risk Management at 217-782-0202 or 1-800-442-1300, ext. 4, as soon as possible. The SR-1 form must still be completed. A telephone call does not relieve the driver of the requirement that he or she complete and submit the SR-1 form in its entirety.

## 9-12 Off-Duty Use of Agency Vehicle

- A. Pursuant to the State Vehicle Use Policy and 44 Ill. Adm. Code Section 5040.350, an

Agency vehicle shall be used only for public purposes and in the best interests of the Agency. Authorized uses when performing official duties on behalf of the Agency are limited to those specified therein, including travel between places of State business, places of temporary lodging, places to obtain meals, and/or other locations necessary to perform official duties.

- B. The use of an Agency vehicle by an employee for personal use is prohibited. Such unauthorized use includes, but is not limited to transportation for shopping, meals, entertainment, recreation or vacation purposes unrelated to the performance of official State business, transportation of any person for any purpose unrelated to official State business, and may be grounds for disciplinary action.
- C. Any Agency vehicle not assigned to a specific employee (pool vehicle) shall not be used for transportation between office and home unless one or more of the following conditions are met:
  - 1. Travel Assignment
    - a. The employee using the vehicle has a travel assignment that makes it cost effective to begin or end at the employee's home;
    - b. The employee must begin or end a travel assignment outside of normal State working hours, or
    - c. The employee must begin or end a travel assignment outside of normal pool hours.
  - 2. Unauthorized take-home use of an Agency pool vehicle, including failure to log take-home use properly, may be grounds for disciplinary action.
- D. An employee who utilizes an Agency vehicle for unauthorized personal use may be subject to disciplinary action. In addition, he or she:
  - 1. Shall pay the State for each mile or fractional mile of personal use the amount the State reimburses employees for official travel (see 80 III. Adm. Code 3000.300(0(2))), and
  - 2. Does so solely at the risk of the employee. Any personal injury or property damage to the employee, to State property or to the person or property of others is the personal responsibility of the employee.
- E. Any exception to the State Vehicle Use Policy shall require written authorization by the Fire Marshal, together with review and approval in advance by the Director of the Department of Central Management Services.
- F. Questions concerning use of Agency vehicles may be directed to your supervisor, your Division Manager or the OSFM Vehicle Coordinator.