

ILLINOIS STUDENT ASSISTANCE COMMISSION

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<b>VEHICLE USE</b>		Page 1
Division/Department	Category	Effective Date: 1-6-84
<b>Administrative Services</b>	<b>Admin</b>	Revision Date:
Originator(s)	Approved By	3-1-92
Ronald Mangas <i>RJM</i>		6-14-99
Tiara Woods <i>TW</i>	Eric Zarnikow <i>ERZ</i>	10-15-04
		2-22-05
		11-1-11
		08-15-25

**POLICY**

ISAC maintains a fleet of gas and electric vehicles for employee use while conducting agency business. These State vehicles are only to be used for State business. Any personal use by employees is strictly prohibited.

Building Services will be responsible for the administration of this part of the policy, vehicle maintenance, and required vehicle record keeping and reporting.

ISAC employs a Corps of field-based workers. As a condition of employment, these employees must use their personal vehicles for work related travel. In conjunction with the College Access and Outreach Division, Human Resources and Development (HRD) will be responsible for the oversight of this section of the policy as well as obtaining, tracking, and maintaining all required documentation.

**COORDINATION AND SCHEDULING**

Vehicle Coordinators (VC) will be appointed in the Springfield and Deerfield office. The VC will be responsible for usage scheduling, periodic maintenance, repairs, monthly mileage reporting and other periodic reporting to Building Services for the vehicles assigned to their location. The VC should also maintain a set of duplicate keys for each of their vehicles.

Vehicle reservations may be made by completing and submitting a Vehicle Request form (example below) to the VC. Requests should be made as far in advance as possible to ensure vehicle availability. Vehicles are assigned on a first-come/first-served basis; the VC retains the authority to schedule vehicles to make the best use of agency resources. For an electric vehicle, any user must watch the CMS approved safety and operation videos before initial use. Whenever the opportunity is available and practical, employees are encouraged to carpool rather than dispatching several vehicles to the same location.

The VC may authorize the use of an employee’s personal vehicle, based on employee travel needs and vehicle availability. Reimbursement of mileage or other travel expense requires the explicit approval of the division director or an executive staff member. Employees using their personal vehicle for agency business must be duly licensed and must possess the minimum amount of vehicle liability insurance as required by Illinois law. In the event of an accident while using their personal vehicle, employees may be personally liable for that amount.

Reimbursement for allowable travel expenses related to using a personal vehicle must be made through the submission of a travel voucher to the Finance and Accounting Division and approval by their Divisional Director or Executive Leadership (see PPD #503).

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**VEHICLE RETURNS**

Upon completion of ISAC business, the vehicle should be parked in the designated agency vehicle parking spaces and the keys returned to the VC as soon as possible. A Vehicle Use and Condition Report (VUCR example attached) form is required to be completed after usage of any Deerfield vehicle. This form will require the listing of beginning and ending mileage, any damage sustained to the vehicle, and any other required information. Employees must sign and submit any receipts for gas or electric charging purchased with the State gas credit card (Wex card). Employees must also report the use of agency IPASS transponders by completing the IPASS usage section on the back of the VUCR.

Use of fleet vehicles assigned to the Springfield office is to be documented by completion of the vehicle travel log upon completion of each trip. The log requires the listing of the beginning and ending mileage along with other specific trip information. The log form along with all fuel purchase receipts must be submitted to Building Services each month.

**I-PASS TRANSPONDERS**

Each of ISAC’s vehicles is equipped with an I-PASS automated toll payment transponder. These transponders are to be used to pay highway tolls while traveling on ISAC business. Each driver is responsible for reporting the number of tolls paid via IPASS by completing the “I-PASS Usage Total” form printed on the back of the existing Vehicle Use & Condition Form. The form requires drivers to identify the date of the trip, vehicle license plate number and the number of tolls paid via I-PASS.

Transponders are not to be removed from the specific ISAC vehicle in which they have been installed. Additionally, transponders may not be used to pay tolls while traveling to and from an employee’s residence in cases where overnight take home has been approved. Unofficial or personal use of an agency I-PASS transponder is not permitted. Individuals who misuse a transponder may be subject to disciplinary action and will be required to reimburse the agency for such inappropriate use.

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**DRIVER RESPONSIBILITIES**

- Possess a valid State issued driver’s license and the minimum required vehicle liability insurance coverage.
- Wear safety restraint seat belts and require the same of all passengers.
- Exercise all reasonable care and caution while in possession of and operating an agency vehicle.
- Inspect the assigned vehicle and report any damage or apparent mechanical problems to the Vehicle Coordinator before leaving for the trip.
- Although employees are required to make certain the vehicle has, at a minimum, a half tank of gas remaining when the vehicle is returned, they are encouraged to fill the tank before returning the vehicle. Electric vehicles can be recharged at ISAC, but they should not be returned with less than 20% charge remaining. **Electric chargers are installed in the Southwest lot for State Vehicles Only.**
- If an electric vehicle is used, Building Services will charge the vehicle after return. It should be parked in a charging station space in the Southwest parking area.
- Detail any mechanical or other vehicle-related difficulties encountered on the VUCR and report to the Vehicle Coordinator.
- Clear the vehicle interior of personal items, including discarding trash before returning the vehicle keys.
- Smoking is strictly prohibited in ISAC vehicles.
- Obey all traffic laws, including prohibitions on texting and other device usage at all times.

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**OTHER RESPONSIBILITIES**

Use of the State of Illinois credit (Wex) card is authorized for the purchase of gasoline, oil, electric charging stations, or other automotive items for the agency vehicle only. All credit card receipts must be signed by the driver and returned to the VC along with the VUCR. **Employees are presumed to be personally and financially responsible for any traffic or parking tickets received while using an Agency or personal vehicle while conducting ISAC business.** Needs of employees with disabilities who require specially equipped vehicles to conduct ISAC business will be considered on an individual basis.

**ACCEPTABLE USE OF VEHICLES**

Unless specifically authorized, ISAC vehicles cannot be kept overnight at the home of an employee. State vehicles may not be used for commuting between an employee’s home and office/travel location. Exceptions to the above may be authorized for situations where originating the trip from the employee’s worksite is significantly farther than the employee’s home and the employee is not required to report to the worksite prior to the trip departure. Requests for this type of take home use must be approved by the employee’s Division Director or Executive Director. The request for take home use must also include a written explanation justifying the director’s approval.

Agency vehicles are to be used only for conducting ISAC business and traveling between work locations, hotel and to obtain meals while on business travel. Any other use is considered personal business. Any employee using an agency vehicle for personal business is liable for the value of that use, is subject to forfeiture of state insurance coverage, will be liable for injury or damage sustained through personal use and may be subject to disciplinary action.

**VEHICLE BREAKDOWN**

If an agency vehicle breaks down during Building Services office hours (7:00 AM until 3:00 PM), the following steps must be taken:

- The employee must contact Building Services at 847-831-8335 or 847-831-8632 to report their location, condition of the vehicle and a telephone number where the employee can be reached.
- Building Services will contact CMS Division of Vehicles personnel and arrange for assistance.

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- Building Services will coordinate vehicle transportation and advise the employee of the arrangements.

If a breakdown occurs after office hours, the following steps should be taken:

- Call the Illinois Department of Emergency Management at (800) 782-7860. This number is placed in each vehicle’s glove compartment and is staffed 24 hours a day. The caller will be asked for the location and the license plate number of the vehicle as well as the nature of the problem.
- The driver may also contact the Deerfield office security desk at 847-831-8301 between the hours of 5:30 AM until 8:30 PM Monday through Friday. The security officer can contact a Building Services staff member to assist the driver as well.

**TRAFFIC ACCIDENTS**

Traffic accidents occurring while operating an agency vehicle, or a personal vehicle while on ISAC business, should be reported to Building Services as soon as possible. A delay in reporting may cause forfeiture in State insurance coverage and possibly leave the driver personally and financially responsible. Employees involved in any accident with an agency or personal vehicle while on ISAC business are required to immediately report the accident to the appropriate law enforcement agency and their supervisor. As soon as possible, the employee must also notify Building Services and provide a copy of the police report and a memo describing their account of the accident.

**ACCIDENT REVIEW COMMITTEE**

The ISAC Accident Review Committee is formed, as required by CMS, by staff members appointed by the Director of Building Services. The committee will review the circumstances surrounding any traffic accident involving an agency vehicle or an employee’s personal vehicle used for ISAC business. When required, the Committee shall examine the incident and document its findings.

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**CORPS WORKER USE OF PERSONAL VEHICLE**

All ISAC Corps Workers are expected to provide and maintain, in working condition, their own vehicle to be used for travel to and from various work sites within their assigned geographical area.

As an ongoing condition of employment, all ISAC Corps Workers must possess a current drivers' license and proof of current automobile liability insurance which meets Illinois standards for the duration of their contract period. The policy must be in the ISAC Corps Workers name, or the ISAC Corps Worker must be named as an insured driver on the policy. Copies of the employees' driver's license, and automobile insurance policy must be submitted to HRD during orientation. It is the responsibility of each ISAC Corps Worker to certify annually that they maintain a valid driver's license and auto liability insurance naming them as an insured driver.

Payment for vehicle use will not be provided to ISAC Corps Workers on a routine basis. However, ISAC will provide mileage reimbursement for mileage traveled in excess of the weekly commuter miles for the region to which a ISAC Corps Worker is assigned. A travel voucher should be submitted to and approved by their manager (see PPD #503 "Travel Vouchers" for procedures) to obtain reimbursement.

ISAC Corps Workers will have membership in the AAA Chicago Motor Club for Roadside Assistance when using their vehicles for work related travel. Each ISAC Corps Worker will be issued a membership number and I.D. card when orientation has been completed.

Employees involved in any accident with their vehicle while on ISAC business are required to immediately report the accident to the appropriate law enforcement agency. If there is an injury involved, Human Resources and Development should be contacted as soon as possible.

# ISAC Vehicle Request

Name of Driver: \_\_\_\_\_ Date: \_\_\_\_\_

Div/Dept: \_\_\_\_\_ Mail Code: \_\_\_\_\_ Ext: \_\_\_\_\_

Requested pick up: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Intended return: Date: \_\_\_\_\_ Time: \_\_\_\_\_

**I certify that this trip is for ISAC business. I acknowledge that personal use of this vehicle is prohibited and any prohibited use of a State vehicle will result in my personal liability for injury or damage, reimbursement to the State for any costs incurred and possible disciplinary action.**

Trip Origin: \_\_\_\_\_ Destination: \_\_\_\_\_

Exception Justification (To be completed if trip origin is not ISAC office.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Accompanying passengers:

\_\_\_\_\_  
**(Only passengers directly related to State business are permitted.)**

Cellular phone requested? \_\_\_\_\_ Yes \_\_\_\_\_ No

I certify that I possess a valid drivers license. I also certify that if I operate a vehicle not owned, leased or controlled by the State, that I possess private auto insurance up to the Illinois statutory liability amount.

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Director Approval (Director approval required  
for exception request.)

\_\_\_\_\_  
Date

This section to be completed by Vehicle Coordinator or Building Services.

\_\_\_\_ Vehicle assigned: License plate# \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

\_\_\_\_ Employee authorized to use personal vehicle\* (Employee must possess private auto insurance with coverage at least up to the Illinois Statutory minimum liability amount.)

Approved by:

\_\_\_\_\_  
Building Services Date

\* For employees with approval to use their personal vehicle, a copy of this approved request must be attached to the travel voucher in order for Accounting to process payment.