



ILLINOIS REVENUE

Vehicle Policy Manual



Administrative Services

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(For Internal Use Only)

TABLE OF CONTENTS

General Information

Introduction and Purpose	2
Updating IDOR's Vehicle Policy Manual	2
Effective Date	2

Vehicle Assignment

Agency Head Authority on Assignment to Individuals.....	3
Assigned Vehicle/IRS Regulations	3
Pool Vehicles	3
Use of Pool Vehicle Overnight.....	4
Utility Vehicles (Specific Program Area's Assigned Pool Vehicles)	4

Operation

Accountability	4
Special Equipment	4
Official Use Only.....	5
Weapons in State Vehicles	5
Restrictions on Use.....	5
Vehicle Operator Responsibilities (All Vehicles)	5
Vehicle Operator Responsibilities (State-Owned Vehicles).....	6
Accident/Insurance Procedures	6
Accident/Insurance Procedures Related to Non-State-Owned Vehicles	7
Insurance Information.....	8
Transport of Non-State Employees.....	8
Summons and Complaints Procedure.....	8

Repair and Maintenance

Service Reminders.....	8
Program Area, Vehicle Operator and Preparer Responsibilities	8
Vehicle Credit Cards.....	9
Vehicle Repairs	10

Records and Reports

Accurate Information.....	10
Receipts for Purchases and Repairs	10
Vehicle Cost Reports and Vehicle Logs.....	10
Vehicle Policy Manual Acknowledgement Form	10

Fleet Management System's Automatic Cost Report/Vehicle Mileage Log

Instructions for Drivers/Preparers	11
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Exhibits

A. Online Motor Pool Vehicle Use Rules.....	12
B. Use of State Vehicles, Sirens and Emergency Lights	15
C. OSD-100 Certification of License and Auto Liability Coverage for State Vehicles.....	17
D. Illinois Insurance Card for Vehicles Owned by the State of Illinois.....	18
E. SR-1 Illinois Motorist Report-Vehicle Accident.....	19
F. OSD-27 Vehicle Accident Questionnaire.....	21
G. Accident Report and Emergency Assistance Procedures & List of State Garages.....	23
H. Vehicle Service Record (ID-49) & CMS' Service Memorandums (Dated 9/24/2018)	26
I. Receipts	29
J. State Garages/Automated Fuel Sites	30
K. FMS' Automotive Cost Reporting/Vehicle Mileage Log	33
L. Vehicle Policy Manual Acknowledgement Form	36

General Information

Introduction and Purpose:

This manual includes guidelines and policies for vehicles that Illinois Department of Revenue (IDOR) employees use, own, or lease. Sources for this information include the Secretary of State (SOS), Central Management Services (CMS) and IDOR.

This manual applies specifically to all individuals who use vehicles for State business. Each Program Area that uses State or individual vehicles for State business must maintain a current copy.

Vehicle operators must become familiar and comply with the policies in this manual, any procedures in support thereof, and any additional guidelines and directives that are newly set by CMS' Division of Vehicles. OSS will distribute any additional guidelines and directives that are newly set by CMS' Division of Vehicles as they are changed or updated. OSS will also issue a copy of the vehicle policy manual to Program Administrators and a copy will accompany each State vehicle operated by the Department. In addition, OSS will post changes to the guidelines and policies to the IDOR Intranet. All employees who operate a vehicle in the execution of their official State duties must make every effort to comply with the policies contained herein and posted on the Intranet.

Any violations of this policy or rules found in the Employee Handbook concerning State vehicles or use of State property may result in discipline up to and including discharge.

Questions regarding policies and procedures contained in the handbook can be addressed by calling OSS Fleet Management at **(217) 557-6588**.

Updating IDOR's Vehicle Policy Manual:

OSS is responsible for distributing changes or revisions to this manual. Changes will be posted on the Department's Intranet, along with an updated version of the vehicle policy manual that has been approved by IDOR's Legal Department and Upper Management along with CMS' Upper Management. OSS will notify employees (individually assigned, preparers, pool drivers, and Program Administrators) of changes to the vehicle policy manual via email and/or through the Fleet Management System. Each Program Area is responsible for ensuring that their employees are made aware of the updated policies.

Effective Date:

The guidelines and procedures contained in this manual are in effect upon issue and will remain effective until rescinded.

Vehicle Assignment

Agency Head Authority on Assignment to Individuals:

Pursuant to Title 44, Part 5040, Section(s) 5040.110, 5040.230, 5040.270, 5040.300, 5040.340, 5040.350 and 5040.360 of the Illinois Administrative Code, all vehicles and assignments to personnel must have the approval of the Director or his/her designee. A minimum of 7,000 miles per year must be driven for public purposes and in the best interest of the State. Exceptions may be granted by the Director or his/her designee if the purpose of the assignment is necessary to carry out the Department's mission.

Assigned Vehicle/IRS Regulations:

Federal Income Tax regulations require the Department of Revenue to appropriately charge employees for fringe benefits related to the use of employer owned vehicles. The definitions and specific Federal income tax regulations are (hereafter "Treasury regulations") § 1.274-6T(a)(2) and § 1.274-6T(a)(3). Treasury regulation § 1.274-6T(a)(2) applies to pool car vehicles and prohibits all personal use of those vehicles other than de minimis (bare minimum) personal use. Treasury regulation § 1.274-6T(a)(3) applies to individually assigned vehicles, and prohibits all personal use of those vehicles other than commuting and de minimis personal use. Per Treasury regulation § 1.61-21(f)(3) assigned drivers will be charged \$1.50 per commute during a work day when their vehicle is used regardless of work location or headquarters. Commutes will be included on the monthly Automotive Cost Report/Vehicle Mileage Log submitted online by each assigned driver via FMS. Fleet Management will then send the number of reported commutes to Payroll. Drivers who fail to report commuting trips properly can result in having additional amounts withheld from their income.

Pool Vehicles:

Pool Vehicles are vehicles that Fleet Management maintain and provide to employees who require an occasional vehicle to conduct State business. To obtain a Pool Vehicle, the requesting employee must submit an online motor pool calendar request for the selected pool vehicle and all required information on each tab which is located at <https://webapps.illinois.gov/REV/FMS/poolvehiclescheduling/index>. The requesting employee(s) are required to read and comply with the Online Motor Pool Vehicle Use Rules (see exhibit A) along with IDOR's most recent version of the Vehicle Policy Manual. The system will reserve the pool vehicle for the employee(s) who requested them (if the pool vehicle was available) and email the reservation confirmation number to the Division Manager, designated person, or next higher-level manager (if the Division Manager and designated person aren't available to approve the request within 72 hours) for electronic approval via FMS. The online pool vehicle request should be submitted to Fleet Management 24-hours before the requesting employee needs to pick up the vehicle log book, which will include keys and the credit cards for the vehicle.

If a Pool Vehicle is not available, the requesting employee is responsible in obtaining a rental vehicle. When renting a vehicle, the employee must follow the guidelines set forth in the Governor's Travel Control Board "Travel Guide for State Employees".

Use of Pool Vehicle Overnight:

If an employee requests to have a Pool Vehicle overnight before traveling, prior approval must be obtained by the Department's Vehicle Coordinator (OSS' Division Manager). The overnight request for approval must be submitted by the requestor when submitting the online motor pool calendar request along with giving justification so that the Vehicle Coordinator can approve the request prior to the vehicle being taken home overnight.

Utility Vehicles (Specific Program Area's Assigned Pool Vehicles):

Utility Vehicles are vehicles that OSS assigns to a specific Program Area if the area needs a vehicle on a regular basis. Program Areas that are assigned Utility Vehicles have the following responsibilities:

- A. Maintaining the keys and credit cards assigned to the Utility Vehicles.
- B. Monthly submission of the FMS Utility Scheduler along with completing the paper Log Sheet each time a vehicle is operated. Operation of a vehicle includes each time it is driven to a new location, but does not include stopping to get gas or taking other short breaks.
- C. Submitting expense and service entries into FMS along with uploading all gasoline and repair tickets.
- D. Assuring that Utility Vehicles are kept clean and are in adequate operating condition.

Operation

Accountability:

A state vehicle, while in the custody of a Department of Revenue employee (or other authorized user) for state business purposes must continually be accounted for in accordance with established procedures. Disciplinary action and possible criminal prosecution can result from an employee's failure to follow these procedures.

Employees are responsible for protecting all State property, including State vehicles entrusted or assigned to them. THE DEPARTMENT MAY HOLD AN EMPLOYEE FINANCIALLY LIABLE FOR DAMAGE OR LOSS OF A STATE VEHICLE OR PARTS OF A STATE VEHICLE RESULTING FROM GROSS NEGLIGENCE. Damage or destruction of a State vehicle may lead to criminal prosecution.

State vehicles are subject to searches by law enforcement and, as such, are not provided with an expectation of privacy.

Special Equipment:

Equipment not manufactured by the manufacturer shall not be installed on any Department vehicle unless approved by OSS or necessary for any vehicle used by sworn law enforcement personnel. Installation and use of emergency vehicle equipment and lighting is authorized only for vehicles assigned to sworn peace officers in the performance of their duties (See Exhibit B).

Official Use Only:

State vehicles may be used for AUTHORIZED STATE BUSINESS ONLY. Department employees may not use State vehicles for conducting personal business, with the following exceptions:

- A. The employee is on 24-hour call out status for emergencies;
- B. With the approval of the Director;
- C. Or, when travel guidelines apply.

Employees on travel status should comply with regulations cited in the Governor's Travel Control Board guidelines.

Weapons in State Vehicles:

With the exception of sworn peace officers, no IDOR employee may transport a weapon of any type in a State-owned or leased vehicle, or in a rented vehicle. IDOR sworn personnel must follow proper, safe storage procedures of all weapons and ammunition assigned to them or that which they are transporting.

Restrictions on Use:

Except in an emergency situation, only Department employees may operate state-owned or agency-leased vehicles without written approval from the Director. The contractor or supervising employee must forward a copy of the written approval to OSS prior to use by non-employees.

Vehicle Operator Responsibilities (All Vehicles):

- A. Vehicle operators must possess a valid driver's license.
- B. Vehicle operators must obey posted speed limits, and understand and comply with all other applicable traffic laws. State law requires the use of safety belts.
- C. Vehicle operators, who are assigned a vehicle, operate a State vehicle, or use their personal vehicle for official state business must maintain sufficient personal insurance to satisfy the requirements of the State in which the vehicle is registered. Vehicle operators, with the exception of pool vehicle operators, must also complete and sign the Certification of License and Auto Liability Coverage for State Vehicles Form, OSD-100 (See Exhibit C), and upload the completed and signed form into FMS before they operate a vehicle. An OSD-100 must be resubmitted each year by July 31st. Listing of insurance requirements can be found on the OSD-100.
- D. Vehicle Operators who incur parking, towing, or any moving violation fines are responsible for resolving the violation at their own expense.

Vehicle Operator Responsibilities (State-Owned Vehicles):

- A. Vehicle operators must familiarize themselves and comply with the policies in this manual, any procedures in support thereof, and vehicle guidelines and directives of CMS, Division of Vehicles. OSS will distribute CMS guidelines and directives to IDOR drivers as necessary.
- B. Vehicle operators must account for, protect, and properly maintain the State vehicle.
- C. Vehicle operators must lock the car doors, roll up the windows and take the keys with them when parking the vehicle.
- D. An employee must not leave a briefcase, State equipment, official documents or other valuables in view in unattended vehicles. These items should be removed from view and locked in the trunk or stored under a seat, etc.
- E. For their own liability protection and personal safety, the operators of State vehicles must not carry any unauthorized passengers. Vehicle operators are forbidden to transport hitchhikers.
- F. Vehicle operators must report any accidents or incidents resulting in damage to the State vehicle within 2 business days. All drivers or pool coordinators are responsible for the removal of personal items before vehicle turn-in.
- G. If an operator of a State-owned vehicle is cited for a traffic violation, the operator must report the incident to OSS/Fleet Management in person, by email, or by phone within 2 business days of the violation. In addition, the operator must submit a copy of the violation to OSS/Fleet Management within 3 workdays of the incident.

Accident/Insurance Procedures:

IMPORTANT

CMS, Division of Risk Management's fleet liability insurance policy covers all vehicles operated by the State of Illinois, including those not owned or leased by the State. (See exhibit D)

IDOR must report any accident involving one of its vehicles to CMS, Division of Risk Management. Therefore, the State vehicle operator (or his superior) MUST report an accident immediately, in accordance with the following:

- A. As soon as possible and no later than 2 business days from the time of the accident, the vehicle operator must notify his supervisor and the supervisor must notify OSS/Fleet Management in person, by email at **REV.Revenue.Fleet@illinois.gov** or by phone at **(217) 557-6588** or **(217) 785-1042**, except on weekends, holidays, etc. If the accident occurs on a weekend or holiday, notify OSS on the next IDOR workday.
- B. The vehicle operator must submit a SR-1 <http://ice.revenue.state.il.us/Forms/SR-1.pdf> (Illinois Motorist Report-see exhibit E) and an OSD-27 (Vehicle Accident Questionnaire-see exhibit F) to OSS/Fleet Management within 72 hours of the accident. The reports should include a clear description of the conditions surrounding the accident. Blank copies of these forms should be kept in all IDOR vehicles, but can also be obtained from OSS/Fleet Management or from the IDOR Intranet.
- C. If the accident involved another vehicle and/or took place on public property, a police report is requested if the police officer called to the scene deems that an accident report is necessary. Once the police report is available, it must be forwarded within 48 hours to OSS/Fleet Management. **It should be noted that despite obtaining a police report, an SR-1 must still be completed and submitted within 72 hours of the accident.**

- D. If a State vehicle needs to be repaired, the vehicle operator must obtain/submit 2 repair estimates to OSS, unless a State Garage provides an estimate in which case no further estimate would be necessary. All accident repairs must be preapproved by the State Garage and also by OSS/Fleet Management if the vehicle is owned by Revenue.
- E. The vehicle operator must directly contact CMS Risk Management (1-800-442-1300) about any accident in which:
 - 1. there is a serious injury to an occupant of any vehicle involved in the accident;
 - 2. there is substantial property damage to a vehicle other than the State vehicle; or,
 - 3. a death occurs as a result of the accident.
- F. Following an accident, the vehicle operator must review and complete the Accident Report Procedures checklists and Emergency Assistance Procedures checklists. (See Exhibit G).

Special Notes:

Reporting the accident to OSS/Fleet Management does not eliminate the vehicle operator's responsibilities for providing Forms SR-1, OSD-27 and all relevant documentation in the time frames previously outlined above.

OSS will process the accident reports in accordance with CMS Division of Vehicles directives and will maintain an accident file.

OSS will send a copy of the entire accident file to IDOR's Legal Services Division to determine probable liability of the Department. OSS reserves the right to notify Internal Affairs of any accident that calls for further evaluation and appropriate action.

If an accident happens in a State vehicle which is owned by IDOR and the accident is determined to be the fault of the vehicle operator, OSS will make a recommendation concerning the repair to CMS. If CMS makes the determination that the repair is worth the expense and authorizes the repair, the vehicle will be repaired at IDOR's expense. After authorization is received, the State Garage will then notify the vehicle operator where to have the vehicle repaired.

Insurance carriers should make payment in settlement of claims to the State Garage Revolving Fund. IDOR will securely mail (via IDOR's check mailing policy between agencies) or personally take the check over to CMS so that it can be deposited into the appropriate account to offset the repair bill that was paid prior to the settlement.

Accident-Insurance Procedures Related to Non-State-Owned Vehicles:

If an employee has an accident while driving his own vehicle on State business, he/she should notify OSS/Fleet Management and his/her insurance company. Employees must maintain sufficient insurance to satisfy the requirements of State law where the vehicle is registered.

Insurance Information:

The State of Illinois automobile insurance arrangements may not cover non-State employees in a State vehicle involved in an accident.

Transport of Non-State Employees:

A vehicle operator may transport a non-State employee only if doing so is necessary to official State business. The only exceptions are when transporting the individual is an emergency or with prior approval from the Director.

Summons and Complaints Procedure:

Any employee who receives a summons or complaint resulting from an automobile accident while driving a State vehicle must appear in court when required and notify OSS upon receipt of the summons.

The driver must also notify the Manager of Legal Services. Legal Services will notify CMS Risk Management Division and the Attorney General, who may represent the employee in any lawsuit resulting from negligent operation of a motor vehicle while in the scope of his/her employment.

If a State employee has three "at-fault" accidents over a three-year period while conducting State business, the employee is considered a high-risk driver. If a high-risk driver has one more at-fault accident in the following year, the State may elect to no longer insure that employee under the State's self-insurance plan.

Repair and Maintenance

Service Reminders:

Automatic service reminders for annual inspections, oil changes, and tire rotations for all state-owned vehicles are maintained and updated on a real-time basis in FMS. Operators of assigned vehicles and preparers are provided their first service reminder (for annual services only) three weeks or 500 miles from the due dates; and (for oil changes and tire rotations) two weeks or 500 miles from the due dates. A second service reminder for all services is sent to the assigned drivers and/or preparers along with their supervisors seven days or 250 miles from the due dates. And finally, daily service reminders are provided to drivers and/or preparers along with their supervisors once the service becomes past due and these daily past due reminder messages continue until the services are completed and entered into FMS.

Program Area, Vehicle Operator and Preparer Responsibilities:

The Program Area, vehicle operator and/or preparer of a State vehicle must ensure its proper upkeep and maintenance. It is the responsibility of the Program Area, vehicle operator and/or preparer to complete the Vehicle Service Record (ID-49) and follow CMS' Memorandums for Annual Inspections and Safety Inspections & Oil Change Intervals (Dated 9/24/2018 - See Exhibit H). Within those Memorandums, please note that DOV implemented a 500 mile grace period for oil change intervals. Also, please note that all vehicles must receive an annual safety inspection of its major systems, with the exception being for new vehicles which should be inspected within two years or 24,000 miles. Further, vehicle operators and/or preparers must promptly enter all services, maintenance, and warranty into FMS while the Program Area supervisors are responsible to ensure these vehicle

service requirements and recommendations are followed. If negligence results in vehicle damage, the Department may hold the vehicle operator and/or preparer financially liable.

Vehicle Credit Cards:

The Pool Vehicle Coordinator issues a WEX credit card and CMS' Blue & White credit card for each automobile owned or leased by State of Illinois for gas purchases and vehicle maintenance. Vehicle operators are responsible for safekeeping of these credit cards.

The WEX credit cards authorize the purchase of gas, gasohol, motor oil, washing, towing and tire repair. The fuel limits for automobiles and light duty trucks (7,499 Gross Vehicle Weight or GVW and under) are not to exceed \$150 limit per transaction, four transactions per day, and \$300 limit per day. The fuel limits for medium and heavy-duty trucks (7,500 GVW and over) are eight transactions per day, \$400 per transaction and \$1,600 per day. Credit cards shall not be used to purchase personal items. The credit card is authorized for minor mechanical repairs that don't exceed \$200 per transaction, 2 transactions per day, and \$250 limit per day for cars/trucks (7,499 GVW and under) and don't exceed \$500 per transaction, 2 transactions per day, and \$500 limit per day for trucks (7,500 GVW and over). Minor emergency mechanical repairs are not to exceed \$50 for cars and trucks one ton and under and not to exceed \$100 for all other vehicles without prior approval. Repairs over these limits require authorization by contacting the Service Manager of local State Garage.

As stated in JCAR Section 5040.550 Gasoline Purchases, the following is required for all fuel purchases:

- A) Purchases of fuel, oil, and related items for the operation of State-owned equipment must be made from the most economical source. Unleaded gasoline (with ethanol blended in, often called Gasohol) shall, however, be used where available. Employees are required to use E-85 (85% ethanol) when operating flexible fueled vehicles and bio-diesel when operating diesel-powered vehicles, whenever practicable.
- B) If there is a State-owned garage or State-owned service station within a reasonable distance, the operator should make purchases at this source. State service stations can be found on the State of Illinois Enterprise web at <http://www.intra.state.il.us/poliproc/vehicleguide.pdf>.
- C) If a State-owned garage or State-owned service station is not conveniently located, an appropriately located privately operated station with a self-service island shall be the source of purchase, except when the operator is physically unable to operate a self-service pump.

The vehicle operator should verify vendor acceptance of the credit card before a purchase is made. Some vendors may not accept the cards. If a vendor does not accept the credit cards, the operator should find another service vendor that will. The operator may use his/her personal credit card or cash for the purchase if no available vendor will accept the credit cards. The operator may request reimbursement for these expenses through a travel voucher. The credit card is valid only for the State vehicle bearing the equipment number indicated on the front of the card. At no time shall a State credit card be used for gas or equipment for a personal or privately-owned vehicle.

It is the vehicle operator's responsibility to ensure that all receipts are legible and reflect the items purchased for the vehicle they are operating. Odometer readings must be entered accurately and verified. Also, receipts should be legible. Equipment ID #'s will be written on the top of all receipts along with the first initial and the last name of the driver (See exhibit I).

Credit card holders and users must report lost or stolen credit cards immediately to OSS/Fleet Management at **(217) 557-6588**.

Vehicle Repairs:

CMS maintains garages statewide (See Exhibit J). Vehicle operators must use these State garages when economically feasible. Outside vendor authorizations must be obtained in advance before any repairs can be performed that exceed credit card limitations. Authorization for repairs is obtained by contacting the nearest State Garage.

Note: For emergencies, after hours and on weekends, authorizations may be obtained by calling the telephone number on the back of the State credit card.

In Illinois: **(800) 782-7860** or Out of Illinois: **(217) 782-7860**.

All repair work should be completed to the satisfaction of the driver. If the driver is not satisfied with the work performed by a State Garage, he/she should contact OSS/Fleet Management.

Records and Reports

Accurate Information:

Assigned vehicle operators and preparers must accurately record all required vehicle information into FMS in a timely manner.

Receipts for Purchases and Repairs:

Vehicle operators must retain all vehicle-related receipts from State Garages or private vendors. Vehicle operators must ensure receipts are legible and accurately filled out, including license plate number and odometer reading. Operators of pool cars should turn in receipts upon trip completion to the pool coordinator. All receipts must be uploaded into FMS by the end of the month to submit the monthly cost report (See Exhibit K).

Vehicle Cost Reports and Vehicle Logs:

Automotive Cost Reports (ACRs), receipts, work orders, and vehicle logs must be entered and uploaded into FMS no later than the eleventh day of the following month, with the exception being for CMS work orders which have not been generated by the State Garage. These CMS work orders shall be entered and uploaded into FMS within two days from the time they become available. For every IDOR vehicle, ACRs must show all relevant expenditures for the immediate past month. Any accident repairs, body damage repairs, and maintenance must be included on these monthly reports with all supporting bills and receipts uploaded into FMS.

Vehicle Policy Manual Acknowledgement Form:

All assigned vehicle operators, utility vehicle operators, and preparers using a vehicle for State business must read IDOR's Vehicle Policy Manual and complete/sign the Vehicle Policy Manual Acknowledgement form prior to operating a State vehicle. When there are any changes or additions made to the Vehicle Policy Manual or Exhibits, all operators and preparers must complete and sign a new Vehicle Policy Manual Acknowledgement form verifying these changes (See Exhibit L).

Fleet Management System's Automatic Cost Report/Vehicle Mileage Log

Instructions for Operators and Preparers:

1. Log onto FMS via the FMS shortcut or enter <http://webapps.illinois.gov/rev/fms> into web address bar. Enter for FMS User ID (firstname.lastname) and State Password (which is the same password as used to log into work computer) for FMS Password.
2. Select "Driver Activities" Tab then select "View or Enter Mileage Logs". For a vehicle operator, enter all mileage entries for days drove. For preparer, one entry for last day the vehicle was driven with beginning and ending mileage. Preparers will need to attach a copy of "Pool Log Sheet" onto this entry.
3. Select "Driver Activities" Tab then select "View or Enter Expenses". Enter all gas or other expenses for each individual receipt, invoice, or CMS work order. Upload a copy of each receipt, invoice, and work order to each expense entry. Remember to write the equipment number, driver's first initial and last name on the top of each receipt, invoice, and work order.
4. Select "Driver Activities" Tab then select "View or Enter Services". Enter all services (such as oil change, tire rotation, annual inspection, and warranty recalls) for each receipt, invoice, or work order. Upload a copy of each receipt, invoice, and work order to each service entry. Remember to write the equipment number, driver's first initial and driver's last name on the top of each receipt, invoice, and work order.
5. After reviewing the ACR for accuracy under "ACR" Tab, select "Submit a new ACR." Choose appropriate vehicle number, year, and month then press the "Submit" button to finalize the ACR submission process.
6. If there are any errors or forgotten documents, message the Fleet Management Staff via FMS to request them to unlock the ACR. Remember to resubmit the ACR after the changes are made.
7. For further assistance using FMS, tutorial videos can be found by selecting the "Help" tab.

ADMINISTRATIVE SERVICES PROCEDURE
ONLINE MOTOR POOL VEHICLE USE RULES (REPLACES/VOIDS PAPER OSD-155)
Last Reviewed: 9/25/2018

Operators of state motor vehicles are responsible for the following:

- **State Vehicles may be used for authorized state business only.** Unless it can be shown that the usage is in the best interest of the state, an employee shall not use a state vehicle for transportation after normal working hours.
- Only passengers on official business can be transported in a pool vehicle.
- Exercise reasonable diligence at all times in the proper care, use, and operation of the vehicle.
- Purchase gasoline, supplies, and services at State-owned facilities whenever possible in accordance with credit card limitations. (These limitations are found on the back of the blue and white state credit card.)
- Comply with Public Act 87-873 requiring purchasing gasoline containing 10% alcohol.
- Authorization for repairs may be obtained by contacting your Motor Pool Coordinator between 8:00 a.m. and 4:30 p.m. weekdays. For emergencies, only after hours and weekends, authorization may be obtained by call the telephone number on the back of the state credit card.
- Advise the Motor Pool Coordinator of any problems with the operation of the pool vehicle.
- Prepare and submit all necessary paperwork to the Motor Pool Coordinator in the event of an accident or incident to the vehicle (further explanations and instructions are available in the Department of Revenue Vehicle Policy Manual).
- Pay all tolls and toll violations. Missed tolls can be paid online within 7 days to avoid a violation. The Illinois tollway website is www.illinoistollway.com.
- Pay all moving traffic violations as well as parking tickets.
- Comply with the Department of Revenue Vehicle Policy Manual.

Starting 12/1/2018, the old OSD-155 paper form/process was replaced by the new online motor vehicle calendar request process therefore the following steps will need be taken to reserve a motor pool vehicle:

ADMINISTRATIVE SERVICES PROCEDURE
ONLINE MOTOR POOL VEHICLE USE RULES (REPLACES/VOIDS PAPER OSD-155)
Last Reviewed: 9/25/2018

- I. All drivers must possess a valid driver's license with the appropriate classification for the vehicle being operated. Further, by submitting an online motor pool vehicle request, you are giving OSS the explicit authorization to verify with the Secretary of State (SOS) that your driver's license is valid. And if SOS informs OSS that your driver's license is invalid or expired, we will notify you immediately so that you can try to rectify the situation and still have your request approved in time (if SOS confirms that your driver's license has now become valid after corrective steps have been taken by the requesting driver).

- II. Drivers must carry automobile liability insurance coverage that will indemnify the State vehicle if the vehicle is used for any purpose other than official State business and cause its damage or loss, OR, have filed a bond with the Secretary of State as proof of financial responsibility, in the following amounts:
 - A. Not less than \$25,000 because of bodily injury to or death of any person in any one motor vehicle accident, and
 - B. Not less than \$50,000 because of bodily injury to or death of two or more persons in any one motor vehicle accident, and
 - C. Not less than \$20,000 because of injury to or destruction of property of others in any one motor vehicle accident.

- III. Submit an online motor pool calendar request for the selected pool vehicle and all information required on each tab located at <https://webapps.illinois.gov/REV/FMS/poolvehiclescheduling/index>. Also, make sure to enter any special requests that you might have (i.e. move Prius to Jefferson Street Parking Lot and leave Motor Pool Vehicle Book at Front Guard's Desk the night before or I will be parking my black 2010 Ford Explorer in the Jefferson Street Dock with license plate number V123456, IL and leave my keys in the middle console with doors unlocked while I travel to the JRTC for the week).
 - A. Submit the online motor pool vehicle calendar request as soon as you are made aware of your trip so that your Division Manager, designated person or next higher-level manager (if Division Manager and designated person aren't available) will have sufficient time to electronically approve your request.
 - B. Remember that OSS will need time to verify that the driver's license/s is/are valid with the Secretary of State (SOS) so please give OSS as much time possible for this verification process to occur.
 - C. Division Managers, designated person and next higher-level manager will be given up to 72 hours to electronically approve online motor pool vehicle calendar requests, which is the longest time period that a vehicle can be held

ADMINISTRATIVE SERVICES PROCEDURE
ONLINE MOTOR POOL VEHICLE USE RULES (REPLACES/VOIDS PAPER OSD-155)

Last Reviewed: 9/25/2018

- in the system so please also email a secondary approver (if your Division Manager or designated person will be on vacation or will not be available to approve your request within 72 hours).
- D. The Fleet Management System (FMS) will message and email the Division Manager, designated person or next higher-level manager with the reservation confirmation number so that they can approve their employee's online motor pool calendar requests.
- IV. Make arrangements with the Motor Pool Coordinator to pick up the vehicle keys and credit cards (Motor Pool Vehicle Book).
- V. And please remember to immediately inform Fleet Management in the event that your travel plans change and/or if you need to cancel your plans for any reason. Also, please know that any requests to extend vehicle reservations will be honored unless the vehicle is already reserved and no other vehicles are available.
- VI. If you are traveling to the James R. Thompson Center (JRTC) in Chicago, you can obtain parking passes from the Motor Pool Coordinator. So please remember to submit a request for parking passes while submitting the online motor pool vehicle calendar request and select the number of parking passes that you will be needing so that you don't need to pay out-of-pocket for the parking passes should you forget to ask for them.
- VII. Track your start time, vehicle mileage, and end time in the Motor Pool Vehicle Book on Form OSD-211 "Vehicle Key Log Sheet".
- VIII. Keep all receipts for gas and place them in the pouch of the Motor Pool Vehicle Book. Ensure receipts for purchases and repairs are submitted to your Motor Pool Coordinator at the completion of your trip along with writing the equipment number and your first and last name on the top of the receipt.
- IX. Ensure that the motor pool vehicle is returned in the same condition you received it. And all personal belongings should be removed and the vehicle's gas tank is filled with gas.
- X. Return the Motor Pool Vehicle Book with keys in pouch to the Motor Pool vehicle hanging bin (located in WIB's Main Guard Station, on Level 3, at the east end of building-Room 3064) when you return from your trip.

**Administrative Services Procedure
Use of State Vehicles, Sirens and Emergency Lights
For Sworn Revenue Investigators
(Statutory Authority – 625 ILCS – 5/12 – 215)**

State Vehicles shall be used only for official business or in the performance of an employee's assigned duties. Investigators shall carry their driver's license and proof of liability insurance with them at all times while using a State vehicle. Only vehicles approved by the Director's office may have emergency lights and sirens installed in them.

Use of emergency equipment with which the vehicle is outfitted does not imply that the driver has the authority to disregard traffic laws. Nor does it justify a driver to drive in a reckless manner. Sirens and lights may be used in the following situations:

1. For traffic control – to facilitate movement of traffic at an accident site until other law enforcement arrives; and when requested, to further assist local law enforcement.
2. When transporting an arrestee who is either seriously ill or who is engaging in behavior that presents a serious threat to the employee or committed person's life or safety.
3. To stop another vehicle when it is reasonable to believe that an arrest warrant exists for the driver or a passenger in said vehicle.
4. To respond to a distress call from a law enforcement officer when there is reason to believe that the officer is in danger and the responder is in the immediate area.
5. To flee from locations and/or situations where the employee's life or safety is threatened.
6. Routine traffic stops of violations of laws under the jurisdiction of the Department and Illinois Vehicle Codes Second Division Statutes.
7. Apprehension of a felon.
8. Responding to an emergency at any State Revenue facility.

Note: Investigators shall call police back up when possible. High-speed chases are not allowed. When responding to an emergency situation or assignment shall:

- Activate the emergency lights and siren in anticipation of oncoming traffic
- Adhere to basic traffic safety practices and rules
- Operate the vehicle at a speed and in a manner that takes note of weather conditions, pedestrian traffic, and other environmental factors that may impact control of the vehicle
- Proceed through intersections or traffic signals only after all vehicular traffic and pedestrian traffic has yielded the right of way
- Exercise discretionary use of lights and siren when in close proximity to a crime scene or in progress crime where detection of sirens could cause an unsafe situation to officers on the scene
- The use of emergency lights and sirens shall be immediately reported orally to a Supervisor. The Investigator shall ensure appropriate follow-up, including incident reports, violation reports, issuance of warrants, etc.

**Administrative Services Procedure
Use of State Vehicles, Sirens and Emergency Lights
For Sworn Revenue Investigators
(Statutory Authority – 625 ILCS – 5/12 – 215)**

Fire Extinguisher Use

Vehicles used by sworn Investigators are equipped with fire extinguishers for use in case of emergency.

Investigators have the discretion to use these devices when they feel they may be safely used to save property or human life. Investigators must exercise their own judgment to determine whether a fire extinguisher may be safely used in a given situation.

In an emergency, appropriate fire and rescue personnel should be contacted as soon as possible. Investigators should not attempt to respond to a situation that is more appropriately handled by fire and rescue personnel.



**Illinois Department of Revenue
Operations/Special Services
Fleet Management**

**Certification of License and Auto Liability
Coverage for State Vehicles**

(As required by Public Act 98-519)

Vehicle Equipment No.: _____

State Driver's Name: _____

Driver's License No.: _____

Division (Check One): I/A CID Liquor OSS Other: _____

As an employee of the Illinois Department of Revenue, I do hereby certify:

- 1) That I am duly licensed to drive an automobile by the Illinois Secretary of State, and
- 2) That I currently carry automobile liability insurance coverage that will indemnify the State for damages to the State vehicle and injuries to persons or property if I use the vehicle for any purpose other than official State business and cause such damage or injury, OR, I have filed a bond with the Secretary of State as proof of financial responsibility, in the following amounts:

- Not less than \$25,000 because of bodily injury to or death of any person in any one motor vehicle accident, and
- Not less than \$50,000 because of bodily injury to or death of two or more persons in any one motor vehicle accident, and
- Not less than \$20,000 because of injury to or destruction of property of others in any one motor vehicle accident.

I agree to notify my supervisor in the event my Illinois driver's license is revoked or suspended or if I fail to have in effect the automobile coverage or bond as stated above.

I understand that the use of a state vehicle for other than state business purposes is a violation of the Employee handbook for which I may be disciplined up to and including discharge.

(If you are uncertain whether your auto insurance covers you when driving a state vehicle for other than official state business (Emergency Situations), please contact your insurance agent to verify your coverage before signing this form.)

Employee Signature _____/_____/_____
Date

If you are unwilling or unable to certify as above, Section 7-601 of the Motor Vehicle Code requires that your authorization to use your assigned state vehicle be rescinded immediately.

Further, you are not authorized to use your personal vehicle on official state business or to receive reimbursement for such use unless you have liability coverage on your personal vehicle in the above amounts.

**ILLINOIS INSURANCE CARD
FOR VEHICLES OWNED BY THE STATE OF ILLINOIS**

This will certify that this vehicle is owned by the State Of Illinois and is covered under the State of Illinois self-insured blanket auto liability program established pursuant to Illinois law (20 ILCS 405/64.1 (g) and (k)).

This plan continues in effect indefinitely and provides a liability limit of \$2,000,000 per single occurrence. The Division of Risk Management, 201 E. Madison, 3C Springfield, Illinois 26794, is the administrator of the state's self-insured auto liability program. Phone (800) 422-1300, depress #2.

**USE OF THIS CARD IS RESTRICTED TO OFFICIAL
STATE-OWNED VEHICLES ONLY.
PC-49.1**

COMPLETE BOTH SIDES OF THIS FORM
ILLINOIS MOTORIST REPORT

Mail this report to:
 Illinois Department of Transportation
 Crash Records Section
 2300 South Dirksen Parkway, Room 026
 Springfield, Illinois 62764-0001

For a copy of the Police Report contact the Investigating agency.

Use black ink

INVESTIGATING AGENCY	DAMAGE TO ANY ONE PERSON'S VEHICLE / PROPERTY	\$500 OR LESS \$501 - \$1,500 OVER \$1,500	TYPE OF REPORT ON SCENE NOT ON SCENE (DESK REPORT) AMENDED	<input type="checkbox"/> A No Injury / Drive Away <input type="checkbox"/> B Injury and / or Tow Due to Crash	AGENCY CRASH REPORT NO.
ADDRESS NO. (OPTIONAL)	HIGHWAY or STREET NAME		<input type="checkbox"/> City <input type="checkbox"/> Township	DATE OF CRASH mo / day / yr	TIME AM PM
(CIRCLE) FT / MI N E S W <input type="checkbox"/> AT INTERSECTION WITH	(CIRCLE) NAME OF INTERSECTION OR ROAD FEATURED		INTERSECTION RELATED PRIVATE PROPERTY HIT & RUN	DOORING WITH PEDALCYCLIST? <input type="checkbox"/> Y <input type="checkbox"/> N	NUMBER MOTOR VEHICLES INVOLVED
NAME <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> DRIVERLESS <input type="checkbox"/> PED <input type="checkbox"/> PEDEAL <input type="checkbox"/> BIKES <input type="checkbox"/> M/M <input type="checkbox"/> M/F	DATE OF BIRTH mo / day / yr	MAKE	MODEL	YEAR	LARS CODE
STREET ADDRESS	STREET ADDRESS	PLATE NO.	STATE	YEAR	
CITY	STATE	ZIP			
TELEPHONE	DRIVER LICENSE NO.	STATE	CLASS		
TAKEN TO	EMS AGENCY	VEHICLE OWNER (LAST, FIRST MI.)	OWNER ADDRESS (STREET, CITY, STATE, ZIP)	INSURANCE CO.	POLICY NO.
NAME <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> DRIVERLESS <input type="checkbox"/> PED <input type="checkbox"/> PEDEAL <input type="checkbox"/> BIKES <input type="checkbox"/> M/M <input type="checkbox"/> M/F	DATE OF BIRTH mo / day / yr	MAKE	MODEL	YEAR	
STREET ADDRESS	STREET ADDRESS	PLATE NO.	STATE	YEAR	
CITY	STATE	ZIP			
TELEPHONE	DRIVER LICENSE NO.	STATE	CLASS		
TAKEN TO	EMS AGENCY	VEHICLE OWNER (LAST, FIRST MI.)	OWNER ADDRESS (STREET, CITY, STATE, ZIP)	INSURANCE CO.	POLICY NO.

Was driver (owner) of other vehicle insured? YES <input type="checkbox"/> NO <input type="checkbox"/> NOT KNOWN <input type="checkbox"/>	Were you driving a vehicle owned by your employer, in the course of your employment? If yes, check square. <input type="checkbox"/>			
DID POLICE OFFICER INVESTIGATE ACCIDENT? YES <input type="checkbox"/> NO <input type="checkbox"/>	APPROXIMATE COST TO REPAIR YOUR VEHICLE \$			
LIST PERSONS KILLED OR INJURED				
NAME	UNIT	AGE	SEX	ADDRESS
DESCRIBE INJURIES				ADDRESS
DESCRIBE INJURIES				ADDRESS
DESCRIBE DAMAGE TO PROPERTY OTHER THAN MOTOR VEHICLES	APPROXIMATE COST TO REPAIR	PROPERTY OWNERS NAME	PROPERTY OWNERS ADDRESS	
SIGN HERE	ADDRESS	DATE		

YOUR INSURANCE	Were you covered by a liability insurance policy at the time of the crash? YES <input type="checkbox"/> NO <input type="checkbox"/>
Full name of your insurance company (not agency) which issued policy to cover liability for damages or injury to others.	
Name and address of representatives who sold policy	
Policy Number	
Policy Period	
Name of Policy Holder	

Signature of person making report

COMPLETE BOTH SIDES OF THIS FORM

M01J3



DIAGRAM WHAT HAPPENED INSTRUCTIONS

1. Follow dotted lines to draw outline of roadway at place of crash.
2. Number each vehicle and show direction of travel by arrow.



INDICATE NORTH BY ARROW

3. Use solid line to show path before crash:



dotted line after crash:



4. Show pedestrian by:
5. Show railroad by:
7. Show utility poles by:



DIAGRAM

LEGAL REQUIREMENTS
As the driver of a motor vehicle involved in a traffic crash causing death, injury, or damage to any one person's vehicle or property exceeding \$1,500, you must complete and submit this report. However, if you or any other driver in the same crash **does not have insurance**, you must complete and submit this report if damage to any one person's vehicle or property is over \$500.
In either case, your report must be completed and submitted within 10 days after the crash.
If a driver is physically incapable of completing this report, the owner or another occupant of the vehicle should do so.

INSTRUCTIONS

OBSERVE THE FOLLOWING RULES:

1. PRINT ALL NAMES AND ADDRESSES.
2. Answer all questions to the best of your knowledge. If unable to answer any questions, mark "NK" for "not known."
3. The nature and extent of all damages and injuries must be clearly and completely stated. Whenever a doctor's statement of injuries or a garage estimate of the cost of repairs is immediately available, give this information; otherwise, give your own careful estimate.
4. Use a second report form or a sheet of paper the same size to report additional vehicles, injured persons, witnesses, or any other information for which there is not sufficient space.
5. SIGN THE REPORT in the space at the bottom of the front side of this report form.
Important - This crash should also be reported to your insurance representative. Failure to report may jeopardize your automobile liability insurance.

THE PROVIDING OF FALSE INFORMATION IS A CLASS C MISDEMEANOR AND CAN RESULT IN A \$500 FINE AND A 30-DAY SENTENCE.

The Safety Responsibility Law

For general information only

(See Sections 625 ILCS 5/7-100 through 5/7-216 of the Illinois Vehicle Code for complete statute.)
In certain cases drivers and owners may be required to prove financial responsibility, usually by presenting evidence of automobile liability insurance.

When any person sustains property damage in excess of \$1,500 (or, \$500 if any driver is not insured) or personal injuries, the names of uninsured motorists are sent to the Secretary of State with a legal notice of possible security deposit. The notice names all potential property damage and bodily injury claimants, and lists the evaluated amounts of the potential claims. The evaluations are based on information shown in the reports filed by drivers or owners. It is important that reports be filed promptly and that complete and accurate descriptions of property damage and bodily injuries be shown in the spaces provided on the report form.

The accident file, which usually contains a police report and a report from each driver, will be sent to the Secretary of State. That office will review the reports to ascertain if the uninsured driver was legally at fault. If the driver was clearly not at fault, the file will be closed; otherwise a Notice of Suspension will be mailed. The notice of Suspension outlines the Methods of Compliance with the Illinois Safety Responsibility Law; it also advises the uninsured motorist of the right within 15 days of the Notice of Suspension to request a hearing. If a request for hearing is not received, the suspension becomes effective 45 days from the date of the Notice of Suspension. If a hearing is held and the Hearing Officer concludes, after considering all written and oral evidence, that there is a reasonable possibility of legal fault, the uninsured motorist has the following options: 1. Deposit security; 2. Present evidence of releases from liability (or signed agreements to pay for damages in installments) from all potential claimants named on the security deposit notice; 3. Show evidence of a final adjudication of nonliability. If the uninsured motorist fails to comply with any of the above options, his/her drivers license (if driver) and vehicle registration privileges (if owner) would be suspended.

(None of the above affects any person's right to sue to recover damages.)
(Security deposits, releases, or installment agreements are to be submitted to the Secretary of State.)

THIS SPACE FOR FLEET OPERATORS ONLY

If your vehicle is subject to the Federal Motor Carrier Safety Regulations, provide your USDOT number below:

USDOT number _____

Has the Department of Insurance issued a certificate of self-insurance covering your vehicle?

YES

NO



OSD-27

Vehicle Accident Questionnaire

Read this information first.

If you are involved in an accident while driving on official state business, follow these steps:

- 1 Obtain Form SR-1, Illinois Motorist Report, from the Illinois Department of Transportation, or click <http://ice.revenue.state.il.us/Forms/SR-1.pdf>.
- 2 Complete this IDOR form (OSD-27).
- 3 Prepare a brief narrative, in your own words, of the facts concerning the accident and attach it to this form. 4 Mail original Form SR-1 to:

Illinois Department of Transportation
 Accident Records Section
 3215 Executive Drive
 Springfield, IL 62766-0001

Email a photocopy of all accident reports, including Forms SR-1 and OSD-27, **within 72 work hours** to **REV.Revenue.Fleet@illinois.gov**.

Note: If the accident occurs in your privately owned vehicle, notify your insurance company as you would for any other accident.

Note: For out-of-state accidents, check with the local authorities. A form similar to Form SR-1 may be required by IDOT.

Complete the following questions.

- 1 Did the accident involve a state owned vehicle? Yes _____ No _____
 If yes, equipment # _____ and plate # _____
 If no, please specify who owns the vehicle. Name: _____
 Address: _____

- 2 What State work was taking place at the time of the accident? _____

- 3 Where were you working before the accident? _____

- 4 Where were you going at the time of the accident? _____

- 5 Was anyone else in the auto? Yes _____ No _____
 If yes, who was in the vehicle? Name: _____
 Address: _____

- 6 What were the circumstances of the accident? _____

- 7 Did you receive a traffic citation? Yes _____ No _____
 If yes, what law was broken? _____

8 Did the other party receive a traffic citation? Yes _____ No _____
If yes, what law was broken? _____

9 How fast were you traveling? _____
What were the road conditions? _____

10 Do you have personal insurance? Yes _____ No _____
If yes, with what company? _____
In what amounts? _____

11 Were there any injuries? Yes _____ No _____
If yes, to what extent? _____

12 Was there any property damage? Yes _____ No _____
If yes, please explain? _____

13 Are you aware of any controversy or allegations related to the accident of which management should be aware that might warrant further investigation into the accident? Yes _____ No _____
If yes, please explain? _____

14 Do you feel further investigation is warranted? Yes _____ No _____

15 Were you wearing a seat belt at the time of the accident? Yes _____ No _____

16 Did you report the accident on Form SR-1/SR-21 and submit it to the Illinois Department of Transportation? Yes _____ No _____

17 Did you send a copy of the Form SR-1/SR-21 to the Fleet Management Section? Yes _____ No _____

18 Were there any witnesses? Yes _____ No _____
If yes, who witnessed it?

Name: _____

Address: _____

Print employee's name: _____

Employee's SSN: _____ Work Phone: _____

Employee's signature: _____ Date: _____

Print supervisor's name: _____ Division: _____

Supervisor's signature: _____ Date: _____

ACCIDENT REPORT PROCEDURES:

- ✓ Call **911** to notify Law Enforcement of the accident and request medical assistance for injured persons if necessary.
- ✓ Do not discuss the issue of fault.
- ✓ If the accident results in severe injury, death or substantial property damage; contact CMS Risk Management immediately (800)442-1300; (opt. #4) or (217) 782-0202.
- ✓ Obtain the accident report: **SR-1 “Illinois Motorist Report”** from the Law Enforcement officer at the scene of the accident or find one located either in the vehicle glove compartment or on SPIDOR (Core Resources / Forms / Vehicle Forms).

EMERGENCY ASSISTANCE PROCEDURES:

- ✓ **Assistance during business days/hours (7:30-4:00);** Vehicle towing, vehicle repair or accident damage repair; contact nearest CMS State Garage listed below.
- ✓ **Assistance after-hours/weekends;** Vehicle towing, vehicle repair or accident damage repair, in Illinois 1-800-782-7860; outside Illinois 217-782-7861.
- ✓ **If you need more information,** contact your Auto Liability/Vehicle Coordinator (Carla Wester at 217-785-1042 or Timothy Sondgeroth at 217-557-6588).

CMS - MAJOR STATE GARAGES:
(7:30 a.m. – 4:00 p.m. Monday – Friday)

- Carbondale State Garage - (618) 351-5346
- Collinsville State Garage - (618) 346-5190
- Des Plaines-Suburban North State Garage - (847) 294-4152
- Dixon State Garage - (815) 284-1594
- Effingham State Garage - (217) 342-8296
- Elgin State Garage (business hours 7:15-3:45) - (847) 931-2474
- Hillsboro State Garage - (217) 532-6811
- Ottawa State Garage - (815) 434-8400
- Paris State Garage - (217) 463-4215
- Peoria State Garage - (309) 693-5162
- Springfield Central State Garage - (217) 782-4684
- Statesville State Garage - (815) 727-7590 or (815) 727-7591
- Watseka State Garage - (815) 432-3266

WITHIN THREE CALENDAR DAYS:

- ✓ The driver's responsibility is to contact their supervisor to report the accident and provide the completed **SR-1 "Illinois Motorist Report"** and **OSD-27 "Vehicle Accident Questionnaire"**.
- ✓ The Supervisor's responsibility is to contact the agency Auto Liability/ Vehicle Coordinator (Carla Wester at 217-785-1042 or Timothy Sondgeroth at 217-557-6588) to submit via email (REV.Revenue.Fleet@illinois.gov) the signed, dated and completed **SR-1 "Illinois Motorist Report"** and **OSD-27 "Vehicle Accident Questionnaire"** which are both located on SPIDOR (Core Resources / Forms / Vehicle Forms) to initiate the accident reporting process.



ILLINOIS

Bruce Rauner, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Tim McDevitt, Acting Director

MEMORANDUM

TO: Agency Vehicle Coordinators and Garage Service Managers

FROM: Wil Stanley, Division Manager, CMS – Division of Vehicles

DATE: 09/27/18

SUBJECT: Annual Inspections and Safety Inspections

Central Management Services, Division of Vehicles (DOV) continues to review fleet maintenance requirements and recommendations as a cost saving step. Annual inspections, six-month safety inspections, or your agency's prescribed preventative maintenance inspections, as approved by CMS, all ensure safety, efficiency and compliance with JCAR rules and laws and are required. The benefits derived from regularly scheduled maintenance and preventative maintenance include: better fuel economy, lower fleet operating costs, reduced vehicle downtime and conservation of finite resources.

Agencies shall have vehicles inspected by DCMS at least once per year. For this purpose, Central Management Services provides an Annual Inspection for vehicles up to and including 8,000 lbs. Gross Vehicle Weight Rate (GVWR).

Current and previous model year vehicles up to 2 years old or 24,000 miles are exempt from the annual inspection requirement. Annual inspection is applicable beginning at 2 years or 24,000 miles whichever comes first on a new vehicle.

Vehicles (Vans) that are used for transporting passengers such as inmates, also vehicles used for making deliveries and repairs (such as Mail and Messenger vehicles, TM vans) are required to have both the annual and safety inspections.

The 6-month safety test includes the testing and inspection of brakes performance (wheels are not physically removed to check brake linings on a safety test), lights, horns, reflectors, rear vision mirrors, mufflers, safety chains, windshields and windshield wipers, warning flags and flares, frame, axle, cab and body, or cab or body, wheels, steering apparatus, and other safety devices and appliances.

Exceptions: IDOT and ISP: IDOT will continue to use A, B, C, and D maintenance schedule. ISP will continue to use maintenance schedule 1 through 7.

Sincerely,
Wil Stanley
Cc: file
Ashley Noblet, DOV.



MEMORANDUM

TO: Agency Vehicle Coordinators

FROM: Wil Stanley, Division Manager, CMS – Division of Vehicles

DATE: 09/24/2018

SUBJECT: Oil Change Intervals

Central Management Services, Division of Vehicles (DOV) continues to review fleet maintenance requirements and recommendations as a cost saving step and due to the extended life cycles of lubricants and technology. The standard lube, oil and filter change interval for passenger fleet vehicles is as follows:

- Passenger vehicles 10 years and older - every 3,000 miles or 12 months, whichever comes first.
- Passenger vehicles 9 years and newer - every 5,000 miles or 12 months, whichever comes first.
- Tire rotation on all passenger vehicles every other oil change.

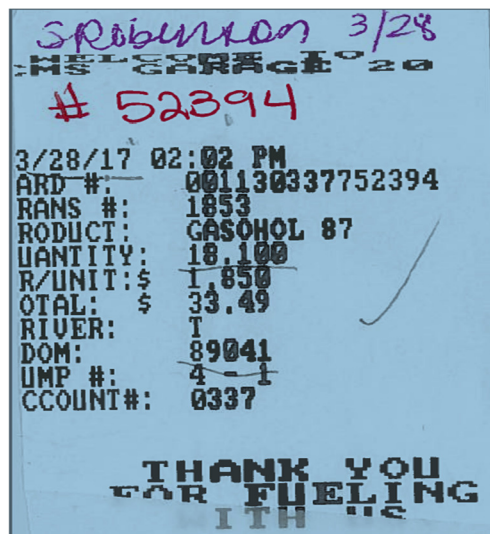
This same standard applies to vehicles with on-board oil change indicator systems which are reliable as long as they are reset at each oil change. DOV is also implementing a 500 mile grace period for the oil change intervals noted in this update. As a reminder, there is also a mandate for state vehicles to utilize re-refined oil if the specs meet OEM standards which is available at state garages.

Please ensure state vehicle operators in your agency are made aware of these requirements posted on the DOV Home Page and the CMS website [Fleet Management](#).

If we can assist you with other vehicle needs or maintenance questions please do not hesitate to contact DOV and thank you for your continued cooperation.

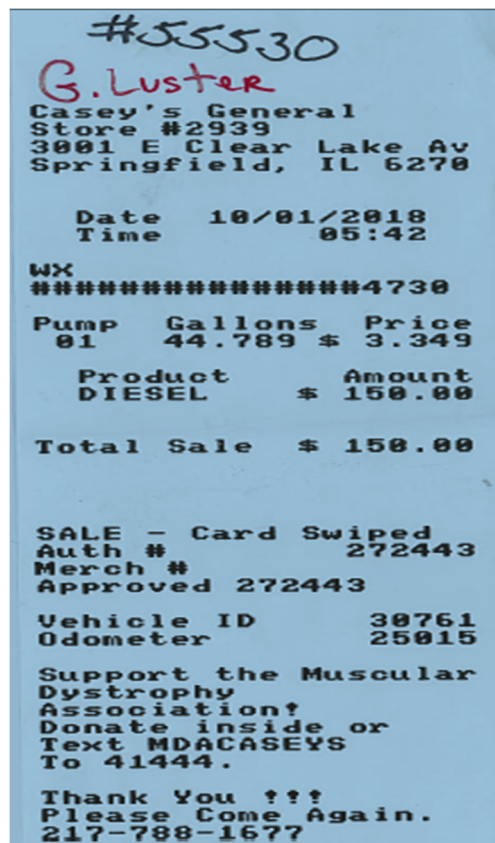
CMS Fuel Receipt

1. Make Sure Odometer Reading is entered correctly.
2. Verify Fuel quantity is accurate.
3. Write vehicle ID# at the top of receipt.
4. Write first initial and last name at top of receipt.

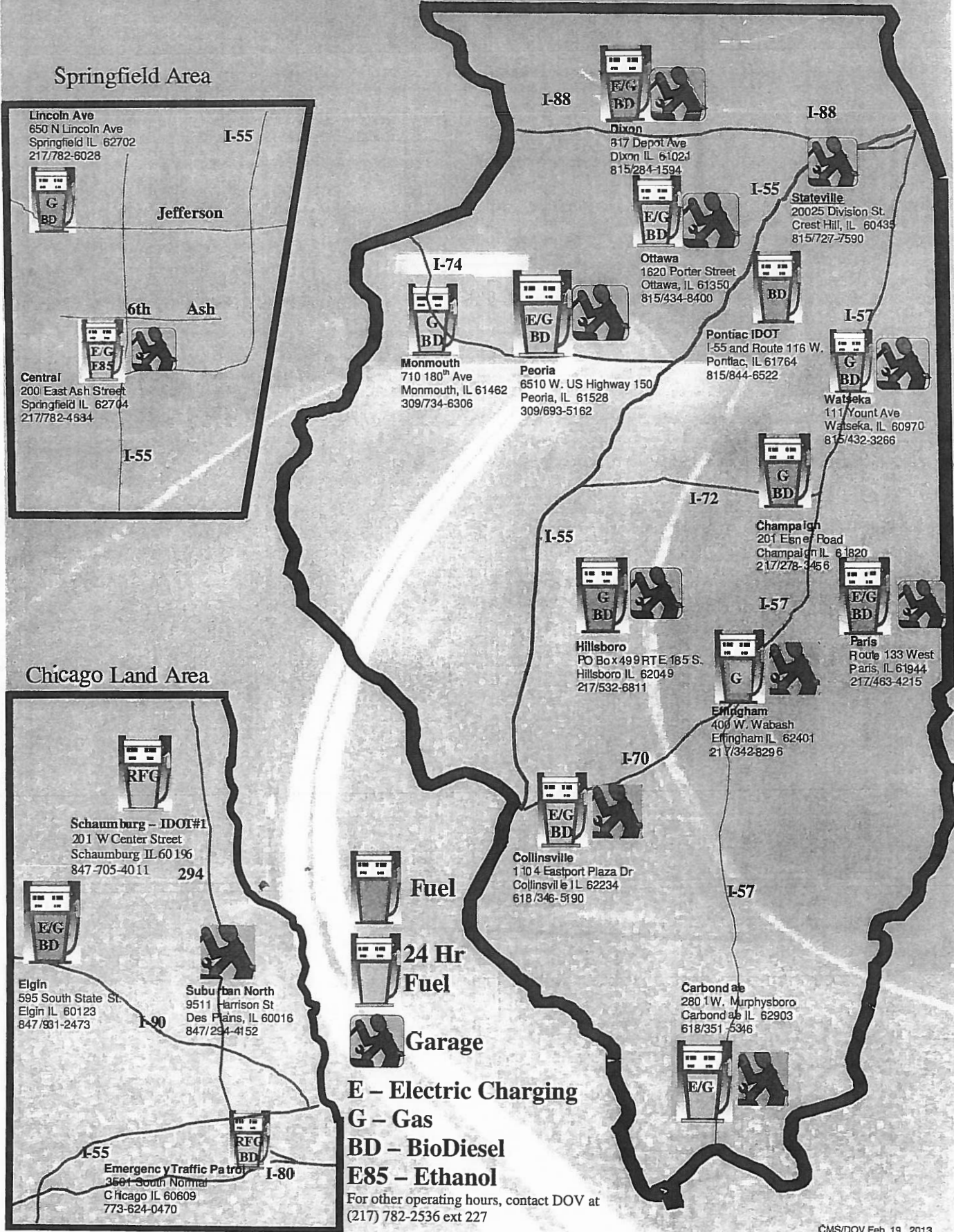


Vender Fuel Receipt

1. Make sure odometer reading is entered correctly.
2. Verify fuel quantity is accurate.
3. Write vehicle ID# at the top of receipt.
4. Write first initial and last name at top of receipt.



State Garages/Automated Fuel Sites are located in the following cities



CARBONDALE STATE GARAGE #32

John Pierson, Shop Supervisor
P.O. BOX 100/2801 W. MURPHYSBORO
CARBONDALE, IL 62903-0100
618/351-5346
Fax 618/549-1804
Gasohol

CENTRAL STATE GARAGE #20

Rod Holiday, Shop Supervisor
200 EAST ASH STREET
SPRINGFIELD, IL 62704-4793
217/782-4684, 4685, 4686
Fax 217/558-4479
Gasohol and E85 (Ethanol)

COLLINSVILLE STATE GARAGE #31

James Headrick, Shop Supervisor
1104 EASTPORT PLAZA DRIVE
COLLINSVILLE, IL 62234-6102
618/346-5190 OR 618/346-5192
Fax 618/346-5193
Gasohol and Diesel

DIXON STATE GARAGE #22

Tim Stuart, Acting Shop Supervisor
817 DEPOT AVENUE
DIXON, IL 61021-3500
815/284-1594 OR 815/284-3049
Fax 815/284-4550
Gasohol and Diesel

EFFINGHAM STATE GARAGE #29

Mike Fitzmaurice, Shop Supervisor
P.O. BOX 587/400 W. WABASH
EFFINGHAM, IL 62401-0587
217/342-8296 OR 217/782-6801
Fax 217/342-9578
Gasohol

ELGIN STATE GARAGE #21

Vito Masotti, Shop Supervisor
595 SOUTH STATE STREET
ELGIN, IL 60123-7603
847/931-2473
Fax 847/931-2477
Gasohol and Diesel

HILLSBORO STATE GARAGE #42

Dave Grotts, Shop Supervisor
C/O GRAHAM CORRECTIONAL CENTER
P.O. BOX 499/RTE. 185 SOUTH
HILLSBORO, IL 62049-0499
217/532-6811
Fax 217/532-3473
Gasohol and Diesel

OTTAWA STATE GARAGE #23

Joe Fogarty, Shop Supervisor
1620 PORTER STREET
OTTAWA, IL 61350-1600
815/434-8400 OR 815/434-8432
Fax 815/434-8478
Gasohol and Diesel

PARIS STATE GARAGE #27

Roger Burk, Acting Shop Supervisor
P.O. BOX 1028/RTE. 133 WEST
PARIS, IL 61944-1028
217/463-4215 OR 217/782-3693
Fax 217/466-5907
Gasohol and Diesel

PEORIA STATE GARAGE #25

Tom Wunder, Shop Supervisor
6510 WEST U.S. HIGHWAY 150
EDWARDS, IL 61528-9727
309/693-5162
Fax 309/693-5123
Gasohol and Diesel

STATEVILLE GARAGE #06

Joshua Bohms, Shop Supervisor
20025 Division Street
Crest Hill, IL 60435
815/727-7590 OR 815/727-7591
Fax 815/727-7588
No Fuel

SUBURBAN NORTH GARAGE #49

Philip O'Connor Shop Supervisor
9511 HARRISON STREET
DES PLAINES, IL 60016-1566
847/294-4152, 4153
Fax 847/294-4154
No Fuel

WATSEKA STATE GARAGE #24

Joshua Bohms, Shop Supervisor
111 YOUNT AVENUE
WATSEKA, IL 60970-1272
815/432-3266
Fax 815/432-6756
Gasohol and Diesel

NORTHERN REGIONAL MANAGER

Victor Samaan

Office Phone 312/814-2873 Speed Dial 210
Cell 312/636-1652 Speed Dial 212

SOUTHERN REGIONAL MANAGER

Tony Johnson Acting

Cell 618/979-0218

Gasohol and Diesel

Things To Remember

- Assure you have the Blue & White card.
- Assure you have the Wex card and the 4 digit PIN #### found inside credit card case.
- Assure you have the Trip log and it's completed when vehicle returned.
- Assure you have enough gas for round trip.
 - You can use a State garage for fuel using the Blue & White Card.
 - See State Garage Fuel Site Map for 24 hour Fuel Sites that are highlighted in red.
 - You can use a participating vendor for fuel using the Wex Card
- Check tires for inflation
- Check for and document any damage on the vehicle.
- If you need assistance please contact your Vehicle Coordinator.
- For emergency assistance call the number on the back of Blue and White card and contact your vehicle coordinator.
 - In Illinois 1-800-782-7860
 - Out of Illinois 1-217-782-7860



STATE OF ILLINOIS
ILLINOIS DEPARTMENT OF
CENTRAL MANAGEMENT SERVICES

CMS Division of Vehicles
Shawn Perron
License & Title Manager
CMS Vehicle Coordinator

200 East Ash Street
Springfield, Illinois 62704

Phone: (217) 782-2536 ex. 204
Fax Line: (217) 557-8154

shawn.perron@illinois.gov

Illinois Department of Revenue

Automotive Cost Reporting / Vehicle Mileage Log

Begin Date - February 01, 2017 End Date - February 28, 2017

Employee - Brooks, Damon (Driver)

Pool Car - No

Division - CID

Vehicle - (33856) - 2017/Ford/Explorer TEST/U5733

Services

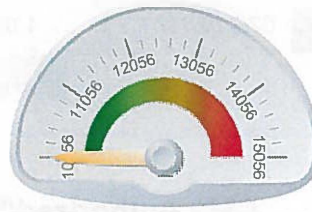
Service Records

Date	Service Type	Odometer
02/17/2017	Recall/Warranty	2,600
02/01/2017	Annual Inspection	1,500
02/01/2017	Oil Change	1,500
02/01/2017	Tire Rotation or Purchase	1,500
12/31/2016	Tire Rotation or Purchase	500
12/31/2016	Annual Inspection	500
12/31/2016	Oil Change	500

Oil Changes

Oil Change Due in
9,254 Miles

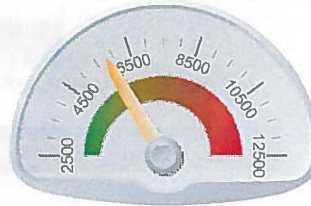
Or no later than
9/3/2019 - 342 days left



Tire Rotations

Tire Rotation Due in
6,698 Miles

Or no later than
11/21/2018 - 56 days left



Annual Inspection

Inspection Due in
Miles

Or no later than
9/3/2019 - 342 days left



Illinois Department of Revenue

Automotive Cost Reporting / Vehicle Mileage Log

Begin Date - February 01, 2017 End Date - February 28, 2017

Employee - Brooks, Damon (Driver)

Pool Car - No

Division - CID

Vehicle - (33856) - 2017/Ford/Explorer TEST/U5733

Daily Purchases/Expenses

WEX State Credit Card

Gasoline Only

Date	Code	Quantity	Amount
02/14/2017	1	15.987	\$59.67
		15.987	\$59.67

CMS State Garage

Gasoline Only

Date	Code	Quantity	Amount
02/16/2017	1	5.987	\$19.99
02/01/2017	1	1.990	\$19.99
		7.977	\$39.98

Reimbursable

Gasoline Only

Date	Code	Quantity	Amount
02/08/2017	1	10.000	\$59.99
		10.000	\$59.99

WEX State Credit Card

Other Expenses

Date	Code	Quantity	Amount
02/17/2017	3		\$20.00
			\$20.00
Total Expenses (WEX)			\$79.67

CMS Authorized/State Garage

Other Expenses

Date	Code	Quantity	Amount
02/17/2017	3		\$12.99
02/17/2017	7		\$25.00
02/17/2017	9		\$59.99
			\$97.98
Total Expenses (CMS)			\$137.96
Total for ALL Expenses			\$556.06

Reimbursable

Other Expenses

Date	Code	Quantity	Amount
02/13/2017	4		\$199.99
02/13/2017	5		\$78.45
			\$278.44
Total Expenses (Reimburse)			\$338.43

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Vehicle Mileage Log

Day of Month	Destination	Beginning Mileage	Ending Mileage	Daily Mileage	Commuting Miles	Commuting Trips
1						
2						
3						
4						
5						
6						
7	Peoria	2,000	2,200	200	1	1
8	Chicago	2,200	2,600	400	5	1
9	Chicago	2,600	3,000	400	5	4
10						
11						
12						
13						
14						
15	Decatur	3,000	3,450	450	3	2
16	Decatur	3,450	3,599	149	2	3
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
				1,599	16	11

Vehicle Policy Manual

Each Department of Revenue employee that operates a state owned or leased vehicle needs to read and understand the “**Illinois Department of Revenue Vehicle Policy Manual.**”

Employees must retain their copy of the manual in their assigned vehicle for reference and review. Should there be any section not clearly understood by the employee, they should immediately discuss the section with their supervisor.

Each employee needs to become fully knowledgeable of those sections with which failure to comply or for which a violation of specific statutes, rules, regulations, and/or policies might result in disciplinary action against the employee. A few of these critical sections include, but are not limited to:

- 1. Operations
 - Accountability
 - Official Use and Restriction
 - Driver Responsibilities
 - Accident/Insurance Procedure

- 2. Repair and Maintenance
 - Service Schedule
 - Driver Responsibilities
 - Vehicle Credit Cards
 - Vehicle Repair

- 3. Records and Reports
 - Tickets for Purchases
 - Vehicle Cost Reports
 - Reporting of Commuting Trips Each Business Travel Day

Vehicle Equipment No.: _____

I, _____, hereby acknowledge that I have read the Illinois
Employee please print name
Department of Revenue Vehicle Policy Manual.

Date: _____

Signed: _____

Division: _____

This receipt must be signed and dated by all employees and given to the employee’s supervisor which will then forward it to Fleet Management by / / . Employees shall be allowed reasonable state time to read the Manual before signing the affidavit.