

Abraham Lincoln Presidential Library and Museum

Vehicle Use Policy

Introduction

Public Act 097-0922, Section 10 (a) & (b) requires the Abraham Lincoln Presidential Library and Museum (ALPLM) to: (1) designate a Vehicle Use Officer to monitor the use of State-owned vehicles by the agency; and (2) to draft a vehicle use policy, with the assistance of the Vehicle Use Officer, that shall be submitted to the Department of Central Management Services' (DCMS) Division of Vehicles (DOV), and shall be made publicly available on the Department's official Internet website. The Act requires that the vehicle use policy shall include the following:

- 1) a policy concerning take-home vehicles, including requirements for emergency use of take-home vehicles and restrictions on the use of take-home vehicles solely for commuting; and
- 2) procedures regarding daily vehicle use logs and mileage recording.

This *Vehicle Use Policy* applies specifically to all individuals who use vehicles for ALPLM/State official business. Any violation of this policy or rules found in the *ALPLM Employee Handbook* concerning State vehicles or use of State property may result in discipline up to and including discharge.

Staff Contacts

Vehicle Use Officer	--	Dorothy Hutchinson-Gross <i>Director of Facilities & Sustainability</i> 217-494-8795
Auto Liability/WEX Manager	--	Tammy Miner <i>Chief Financial Officer</i> 217-725-4447
Vehicle Coordinator	--	Pam Waldeck <i>Executive Assistant</i> 217-558-8881

Vehicle Information

Vehicle #1 – Ford Cargo Van Make/Model: 2023 Ford T-250 Cargo Van, White VIN: FTBR1C81PKB95563 Equipment #: 62938 Plate #: U37077 E-85 Flex Fuel Capable	Vehicle #2 – EV Mustang Make/Model: 2023 Ford Mustang Mach E VIN: 3FMTK1R45RMA11522 Equipment #: 66061 Plate #: U38150 Electric Vehicle
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Vehicle Use Officer

All questions regarding the ALPLM *Vehicle Use Policy* should be directed to the Vehicle Use Officer. The Vehicle Use Officer is the primary contact in all matters relating to the vehicle including but not limited to, acquisition, operation, maintenance, and administration of vehicles.

The Vehicle Use Officer has primary responsibility for managing vehicle usage consistent with applicable laws and rules. He/She/They oversee vehicle logs, monitors, and manages vehicles utilization, oversees vehicle maintenance and repairs, tracks vehicle assignments and uses, maintains vehicle inventory records, and submits reports to the Department of Central Management Services' Division of Motor Vehicles (DCMS DOV) as required.

The Auto Liability/WEX Manager ensures that the ALPLM vehicle insurance is current and handles all accidents/incidents. He/She/They work with DCMS Risk Management in the event of damage to the vehicle or injury claims.

The Vehicle Coordinator serves as the back-up to the Vehicle Use Officer.

Use of Abraham Lincoln Presidential Library and Museum Vehicle

- The ALPLM vehicles are pool vehicles available for use by employees for official ALPLM/State business. Because the vehicles are property of the State of Illinois, employees have no expectation of privacy in the vehicle or its contents. Any State-owned vehicle is subject to search without consent or notice at any time by appropriate personnel of the State of Illinois or law enforcement.
- ALPLM vehicles may be used only in the performance of official ALPLM/State duties. It may not be used for private purposes, including transportation to and from the employee's place of residence.
- Use of the ALPLM vehicles by any employee for personal use is strictly prohibited and employees may be subject to disciplinary action up to and including discharge. Use of the ALPLM vehicle for personal use can subject the employee to mileage charges at the rate mileage is reimbursed to State employees for use of a personal vehicle.
- Only ALPLM employees may operate state-owned or agency-leased vehicles. (See additional information under "Driver Requirements and Responsibilities").
- The ALPLM cargo van must be returned to the ALPLM RV/Bus parking lot immediately upon completion of the trip.
- The ALPLM electronic vehicle must be returned to the ALPLM parking garage immediately upon completion of the trip.

Equipment

Equipment not offered by, or installed by, the vehicle manufacturer may not be installed on any ALPLM vehicle.

Weapons in State Vehicles

- No ALPLM employee may transport a weapon of any type in an ALPLM vehicle.
- A weapon classified as an artifact, which is properly stored and documented as an artifact, may be transported.

Authorized Users/Drivers

Only employees of ALPLM may request to be an authorized user/driver of an ALPLM vehicle. A list of authorized users/drivers will be maintained by the Vehicle Use Officer. Each user/driver must provide a copy of their current driver's license and sign a statement each year certifying that they have the appropriate, state-required liability insurance and are not prohibited from driving on state business per 625 ILCS 5/11-501 (see note below). Users/Drivers are required to provide copies of new/renewed driver's licenses when necessary.

Division Managers must send a written request via email asking for staff to be added to the authorized user/driver list to the Vehicle Use Officer. A copy of the employee's driver's license and statement of insurance must be attached to the email. A confirmation email will be sent to the Division Manager and employee once they have been approved or denied use of the vehicle.

PLEASE NOTE: Employees adjudicated under 625 ILCS 5/11-501, issued a monitoring device driving permit by the Secretary of State, or who otherwise are required to install an ignition interlock device, shall be prohibited from driving on State business and shall immediately notify the Vehicle Use Officer of his/her/their ineligibility to drive a State vehicle or drive on State business.

Driver Requirements and Responsibilities

Any employee using an ALPLM vehicle must:

- Familiarize himself/herself/themself with the *ALPLM Vehicle Use Policy* and the *ALPLM Employee Handbook*, Section 13.2, Use of State Vehicle Policy.
- Account for, protect, and properly maintain the vehicle.
- Report any accident or incident resulting in damage to the ALPLM/State-owned vehicle.
- Lock the vehicle and maintain possession of the key(s) at all times.
- Not leave a briefcase, equipment, official documents, or other valuables in view in unattended vehicles – these items should be removed from view and the vehicle locked.
- Never leave confidential information in an unlocked vehicle, or overnight in a vehicle even if locked.
- Have a current, valid driver's license and file a copy with the Vehicle Use Officer. Employees are responsible for providing a copy of new or renewed licenses to the Vehicle Use Officer.
- Follow and obey all traffic laws, including posted speed limits and seat belt requirements. Drivers of the ALPLM vehicle are prohibited from making or receiving cell phone calls or texting while operating the motor vehicle (625 ILCS 5/12-610.2).
- Assume personal responsibility for all traffic violations, parking violations, and towing and/or storage fees resulting from parking violations.

- Provide copies of any moving or equipment violation citations received while operating the vehicle to your supervisor and the Vehicle Use Officer within five (5) working days of receipt.
- Refrain from smoking in the motor vehicle (*Smoke Free Illinois Act, PA 095-1107, effective 1/1/2008, prohibits smoking in public places, places of employment, and governmental vehicles*) or driving the vehicle following any consumption of alcohol or usage of any drugs that may impair the employee's ability to drive.
- Pay all required tolls unless the vehicle is equipped with an acceptable iPass. Employees can seek reimbursement using the Form C-10 Travel Voucher.
- Remove any personal items from the vehicle after use and before vehicle check-in.
- Complete the trip log (record odometer reading accurately) in the Vehicle Binder and give all gas receipts, along with a completed ALPLM Vehicle Fuel/Charging Receipt Form (copies of the form are in the binder) to the Vehicle Use Officer within two (2) days after return of the vehicle.

An employee with a driver's license restriction (*e.g.*, corrective lens) is required to comply with the restriction(s) while driving an ALPLM vehicle.

Illegal Possession and Consumption of Alcohol or Drugs

Transportation of open alcoholic beverages or consumption of alcoholic beverages in a private vehicle being operated at State expense is prohibited.

Operating a State vehicle, or private vehicle at State expense, while one's operating abilities are impaired due to the use of alcohol, any other illegal drug or drugs, or a combination thereof, is prohibited.

The illegal possession or consumption of a drug or drugs while operating a State vehicle at State expense is prohibited.

Any employee who violates these prohibitions is subject to discipline up to and including discharge.

Authorized Uses

ALPLM vehicles may be used for:

- Travel between places of State business, places of temporary lodging, places in close proximity to the work location for the purpose of training, and/or other locations necessary to perform official duties; and
- Transport of materials, equipment, supplies, parcels, luggage, or other items necessary or required to perform official duties.

Non-authorized Uses

ALPLM vehicles may not be used at any time for:

- Transportation for shopping, meals, entertainment, recreation or vacation purposes unrelated to the performance of official State business;
- Transport of any person for any purpose unrelated to official State business or for personal use;
- Transport of materials, equipment, supplies, luggage and/or other items unrelated to the performance of official State business;
- Transport of hazardous or dangerous materials or any other items not authorized by the ALPLM; and
- Transport of items or equipment that may constitute an obstruction of safe driving or hazard to pedestrians or other vehicles.

Employee Liability

Any employee using an ALPLM vehicle in a manner contrary to this policy shall be personally responsible for all costs, damages and expenses arising out of that use, including but not limited to personal injury to the employee, any passengers and third parties, and damage to the property of the employee, any passengers, the State and third parties.

Any violation of the ALPLM *Vehicle Use Policy*, and procedures necessary for implementing the policy, may result in the employee no longer being allowed to use the agency's vehicle(s) and is subject to discipline up to and including discharge.

Vehicle Use Procedures - General

1. Employees reserve the vehicle **in advance** by sending an email to the Vehicle Use Officer (CC: Vehicle Coordinator) requesting which vehicle they want to use (cargo van or electronic vehicle), the date(s) needed, travel purpose, and destination. Requester will receive an email response confirming their reservation or informing them that the vehicle is already reserved for the dates requested.
2. On the day of travel (or at the end of the day prior to an early morning trip, the employee does the following:
 - a. Retrieves the Vehicle Binder, which contains the vehicle keys and the RV/Bus parking lot access card, from the Vehicle Use Officer, and
 - b. Signs-out the vehicle from the Vehicle Use Officer (who verifies that employee has reserved the vehicle or that no other employee has reserved the vehicle)
 - c. The ALPLM cargo van is parked in the RV/Bus parking lot. The EV Mustang is parked on the first floor of the parking garage.
 - d. In the Vehicle Binder the employee enters the date of trip, their name, beginning mileage, location (From/To) and the purpose of the trip on the ALPLM Vehicle Log
 - e. Inspects the interior and exterior of the vehicle prior to departure and reports any damage to the Vehicle Use Officer

3. After the employee completes their travel:
 - a. Fuel the cargo van (See “Fueling” section) or note the percentage of charge remaining on the EV on the Vehicle Log in the binder
 - b. Return the vehicle to its assigned parking space in the RV/Bus parking lot or garage
 - c. Log the ending mileage and date/time on ALPLM Vehicle Log in the Binder
 - d. Return the Binder, keys, and parking access card to the Vehicle Use Officer
 - e. Give all fuel/charging receipts to the Vehicle Use Officer along with a completed Vehicle Fuel/Charging Receipt Form (copies of the form are in the Vehicle Binder), and
 - f. Report any vehicle problems or maintenance issues to the Vehicle Use Officer

Fueling

If the fuel level is at or below three-quarters full (3/4), then before returning the vehicle to the garage/RV Lot, please fill the gas tank.

The ALPLM vehicle is assigned a WEX card. The WEX card may be used for fueling, car washes, and minor maintenance. The vehicle is E-85 capable and should be used if available, otherwise use the least expensive unleaded gas. When purchasing fuel:

- Swipe the WEX card at the fuel pump,
- Enter the current mileage (odometer reading) when prompted,
- Enter the pass code (001860), and
- Always say “yes” when asked if you want the receipt.

Unauthorized use of the WEX card will be prosecuted to the fullest extent of the law. Lost, stolen, or damaged WEX cards are to be immediately reported to the Auto Liability/WEX Manager and Vehicle Use Officer.

Charging

NOTE: Once the new EV charging stations are installed in the garage, the employee will plug the vehicle into the charging station when it is returned to the garage.

If the charging level is below 30%, notify the Vehicle Use Officer when you return the EV binder and keys to him/her/them. They will ensure the vehicle is taken to a CMS authorized recharging station.

The ALPLM electric vehicle is assigned a WEX card. The WEX card may be used at CMS authorized charging stations. A list of authorized locations is in the Vehicle Binder or you can scan QR code on the sticker (lower left side of driver’s side window) for an online list of locations. When charging the vehicle:

- Swipe the WEX card at the charging station,
- Plug charger into vehicle

Unauthorized use of the WEX card will be prosecuted to the fullest extent of the law. Lost, stolen, or damaged WEX cards are to be immediately reported to the Auto Liability/WEX Manager and Vehicle Use Officer.

Accident and Insurance Procedures

The ALPLM 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 *20 ILCS 405/405-105(11)*. This plan continues in effect indefinitely and provides a maximum liability limit of \$2,000,000 per single occurrence.

Accidents involving State-owned vehicles must be investigated by the proper police agency having jurisdiction where the accident occurred. Procedures for handling accidents and all necessary forms are supplied in the Vehicle Binder in the ALPLM vehicle. Responsibility for proper reporting of vehicle accidents rests with the vehicle driver.

IMPORTANT: DCMS Division of Risk Management's fleet liability insurance policy covers all vehicles operated by the State of Illinois, including those not owned by the state. A copy of the State Certificate of Insurance policy coverage is in the Vehicle Binder.

Accident Procedures

The ALPLM must report any accident involving one of its vehicles to DCMS' Division of Risk Management. Please follow these procedures in case of any accident involving the ALPLM vehicle, or any vehicle rented or leased while on official state business. Contact CMS Risk Management at (217) 782-0202 for additional information.

1. Call 9-1-1 to notify law enforcement of the accident and request medical assistance for injured persons if necessary.
2. Remain silent on the issue of who is at fault.
3. Do not assist with injured persons beyond calling for professional medical assistance, or following the instructions of a medical professional, except as deemed necessary due to life threatening conditions. The *Illinois Good Samaritan Act, 745 ILCS 49*, exempts from liability persons, among others, who are certified in first aid or CPR, or who are medical professionals. Any liability arising out of the rendering of such assistance would be borne by the employee.
4. Contact CMS' Division of Vehicles (DOV) daytime or after-hours phone numbers to obtain assistance for the vehicle.
5. Contact the agency's Auto Liability/WEX Manager immediately.
 - ***If the accident results in severe injury, death, or substantial property damage, contact CMS Risk Management (800) 442-1300, (opt. #4) or (217) 782-0202 immediately.***
6. Contact the Vehicle Use Officer and your supervisor to report the accident no later than one (1) business day from the time of the accident.

7. The Vehicle Use Officer or designee, upon notification, assumes responsibility of informing executive staff and HR, in the event of an incident, accident or violation of laws, rules or regulations.
8. Obtain a copy of the accident report “Form SR-1 Motorist Report of Illinois Vehicles Accident” from the law enforcement officer (see example/blank form in the Vehicle Binder).
 - a. The Form SR-1 needs to be completed and submitted to the agency’s Vehicle Use Officer within three (3) calendar days from the date of accident.
 - b. The report should include a clear description of the conditions surrounding the accident.
 - c. The Auto Liability cover letter attached to the Form SR-1 is to be completed by the Auto Liability/WEX Manager. The completed Form SR-1 is distributed by the Auto Liability/WEX Manager as follows:
 - i. **Original:** Department of Transportation - Traffic Safety, 1340 North 9th Street, Springfield, Illinois 62702
 - ii. **First Copy:** Risk Management Division - Auto Liability Section, 801 South 7th Street, Franklin Complex 6th Floor, Springfield, Illinois 62706
 1. The Form SR-1 along with the Uniform Cover Letter is to be submitted to CMS Risk Management no later than seven (7) calendar days following the accident (notify CMS Risk Management of all claims).
 2. As outlined by the State’s insurance plan, the driver risks forfeiture of coverage for failure to properly and timely report a motor vehicle accident within seven (7) days.
 - iii. **Second Copy:** Is maintained on file by the Auto Liability/WEX Manager.
 - iv. **Third Copy:** Department of Central Management Services, Division of Vehicles, 200 East Ash Street, Springfield, Illinois 62704, Attn: CMS Auto Liability Coordinator, or Email to Kevin.Behl@illinois.gov.
 - Third copy when vehicle is leased or rented from CMS: As soon as possible and no later than one (1) business day from the time of the accident. The driver must notify his/her supervisor and the Vehicle Use Officer.

Additional Notes

- Do not enter into a settlement or sign a release unless you have received authorization from DCMS’ Risk Management.
- If an employee’s privately-owned vehicle is involved in an accident, complete the Form SR-1 using the operator’s personal insurance information and noting that the vehicle is privately owned. The operator also should contact his/her personal auto insurance company and DCMS’ Risk Management.
- If a rental vehicle is involved in an accident, complete Form SR-1, and advise the rental company’s insurance carrier. The operator should report the accident to the rental company’s insurance carrier, ALPLM’s Vehicle Use Officer, DCMS’ DOV and Risk Management, and the Auto Liability/WEX Manager.

- Report all accidents to your Auto Liability/WEX Manager to be certain a report is submitted to DCMS' Risk Management.

Insurance Coverage

The State of Illinois provides liability coverage for drivers and vehicles. This coverage is extended only to drivers utilizing a vehicle in an authorized manner. In the event a driver causes injury or damage to persons or property while using a vehicle or causing a vehicle to be used in an unauthorized manner, the driver may be held personally responsible for such injury or damage.

Public Act 91-0661 requires certain drivers to maintain personal automobile liability insurance with coverage extended to the use of State-owned, rented, or leased vehicles when not on official State business.

Any person driving his/her own vehicle or a privately leased or rented vehicle while on State business is required to maintain vehicle liability insurance on such private vehicle in an amount equal to at least the minimum amount required by law.

Garage Authorization and Emergency Repairs

For repairs during the State garages' normal business hours of 7:30 a.m. to 4:00 p.m., contact the nearest State garage for repairs and assistance. A list with contact numbers and locations of all State garages is included in the ALPLM Vehicle Binder. State garages also provide necessary authorization to obtain vehicle repairs and maintenance from other vendors if service is not available at a CMS State Garage.

If you need emergency roadside assistance outside of CMS State Garage business hours, contact the State of Illinois Emergency Response Center at the Illinois Emergency Management Agency (IEMA) at (800) 782-7860 (in Illinois) or (217) 782-7860 (out-of-state). Notify IEMA of your circumstances and need. Your call may be directed to a DOV representative. Unless it is unsafe, the response time is expected to be delayed, or advised otherwise by the IEMA or DOV representative, please stay inside the vehicle until help arrives. Contact the nearest CMS State Garage the next business day to report the incident and receive after-the-fact authorization for any received roadside assistance and/or repairs.

It is the driver's responsibility to contact the nearest State garage to obtain an authorization number for repairs on the next business day. Routine maintenance is not considered an emergency and is scheduled by the Vehicle Use Officer.

Please be prepared to provide the following information to the CMS State Garage or emergency after hours contact person:

1. Vehicle location
2. Mileage
3. Nature of problem
4. Year, make, model, color of the vehicle& license plate.

Privately Owned Vehicles

The use of privately owned vehicles is permitted when such use is necessary or desirable due to the lack of the availability of the ALPLM vehicle. Reimbursement for use of privately owned vehicles is based on the current travel board recommendations for mileage. Individuals using a personal vehicle for ALPLM business must maintain automobile insurance in the amounts required by law and, each fiscal year, provide a signed statement certifying that they have the appropriate, state required liability insurance to the Vehicle Use Officer and Auto Liability/WEX Manager.

Copies of all noted Illinois Acts or Statutes are in the Vehicle Binder for reference.