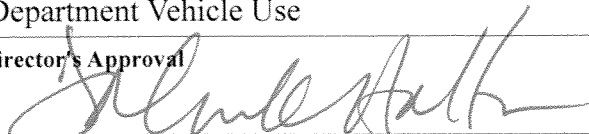


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	<b>Bureau/ Office</b>	<b>Effective Date</b> February 1, 2013
	<b>Topic / Subject</b> Department Vehicle Use	<b>Revision Number</b>
	<b>Director's Approval</b> 	<b>Approval Date</b> 1/29/2013

**PURPOSE:** To establish procedures for employees of the Illinois Department on Aging (IDoA) to secure a state owned vehicle for use on authorized state travel. IDoA will provide the most cost efficient transportation for its employees by maintaining a cross-divisional pool of vehicles to be used on authorized state travel.

**POLICY:** The State of Illinois Administrative Policy for State Vehicle Use was issued on April 6, 2004 by Central Management Services and is the official policy for the State of Illinois. All employees of IDoA will adhere to the provisions of the policy (including employees who have vehicles assigned to them).

**PROCEDURES:**

**A. Authority**

This directive is issued by the Illinois Department on Aging based on the rules and regulations granted to the Illinois Department of Central Management Services (see attached State of Illinois Administrative Policy, State Vehicle Use Policy dated April 6, 2004 and reference in Illinois Administrative Code Chapter 1, Section 5040, 350 Authorized Use of State Vehicles). The requirement of this policy is applicable to all employees of this Agency.

**B. Reserving a Vehicle**

To reserve an IDoA motor pool vehicle, the employee shall enter a reservation on their calendar by creating a new meeting in Outlook.

1. Open your calendar
2. Click day & time field in which your trip begins (start time)
3. Click NEW
4. Enter subject & location
5. Click INVITE ATTENDEES
6. Click TO
7. Enter in Search Field: Aging.Blue.FordWagon, Aging.Red.FordWagon, and Aging.Gray.DodgeVan
8. All vehicles "Required" to check availability with SCHEDULING ASSISTANT
9. Click APPOINTMENT to adjust appointment to desired vehicle only
10. Click SEND

\*Use Start and End times; not "All Day Event" to prevent other reservations on this day.

You will receive a confirmation email from the selected vehicle.

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#### C. Receiving a Vehicle

1. All IDoA employees will adhere to the “Smoke Free Illinois Act” which went into effect January 1, 2008. In accordance with Section 15 of this Act, CMS, Vehicle Policy prohibits smoking in state fleet vehicles effective the same date. As provided by the Act in Section 70 smoking is not allowed within 15 feet from a “Public Place’s” entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited. By definition a “Public Place” includes State owned vehicles and facilities, including buildings and vehicles owned, leased or operated by the State or a political subdivision of the State, therefore smoking within 15 feet of any State fleet vehicle is prohibited. “Smoke” or “smoking” means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted smoking equipment.
2. The IDoA agency Vehicle Coordinator will issue to the driver the keys of the designated vehicle and the Motor Pool Vehicle Request Form. The keys will be issued in a reasonable time prior to travel. The vehicle reserved through the IDoA motor pool will be operated as indicated in the State of Illinois Administrative Policy, State Vehicle Use Policy.
3. Drivers of IDoA vehicles are required to ensure the physical security of agency vehicles. Vehicles are to be locked (and sensitive information removed) when the vehicle is not in the immediate control of the driver. Motor pool vehicles will be parked in Lot 21 when not being used on official state business. No other person shall have access to an assigned vehicle.
4. Drivers of IDoA vehicles are required to fill the motor pool vehicles with fuel in Springfield before they return the vehicle to the motor pool if they have traveled outside the city limits of Springfield. The gasoline pumps at the CMS garage on Ash Street are open 24 hours a day. However, the E85 pump is only available during business hours.
5. Drivers of IDoA vehicles designated for agency business within the city limits of Springfield are required to fill the vehicle with fuel when it reaches quarter of a tank.

#### D. Before Departing on Travel

1. The driver shall record the beginning mileage on the Motor Pool Vehicle Request Form prior to departing on authorized travel and ensure the vehicle has a full tank of fuel; headlights, tail lights and wiper blades are functional; and that the credit cards are provided.
2. The driver shall check the car for all interior and exterior damage. If any damage is found, the driver shall note their findings on the Motor Pool Vehicle Request Form and notify the IDoA Vehicle Coordinator.

#### E. During the Trip

1. If during the authorized state travel the vehicle is involved in an accident, call police, or has trouble report your problem to the IEMA Communications Center by calling 1-800-782-7860. This number can be found on the back of the blue and white State of Illinois Vehicle Credit Card.
2. If it is determined that the driver cannot return the vehicle as stated in these procedures as reflected on The Motor Pool Vehicle Request Form, the driver shall contact the IDoA Vehicle Coordinator as soon as possible.

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F. At the Conclusion of Travel

1. The driver shall return the vehicle to the IDoA Motor Pool location and submit the keys and the completed Motor Pool Vehicle Request Form to the IDoA Vehicle Coordinator immediately upon conclusion of travel.
2. If the travel is concluded after normal business hours (8:30 to 5:00) Monday through Friday, the driver is required to return the previously listed items at the beginning of the following business day.