



## **CHAPTER 7 - VEHICLES**

### **SECTION 7.1 VEHICLE USE**

**Effective 12/1/04**

#### **7.1.100 DEFINITIONS**

The term "vehicle" means any form of motorized transportation, including but not limited to cars, trucks, or any special mobile equipment capable of, but not designed or used primarily for, the transportation of persons or property.

#### **7.1.101 OPERATING PRIVILEGES**

Employees who operate a state vehicle or a private vehicle at state expense must have a valid driver's or operator's license or permit, including any endorsement required for the operation of such vehicle. The employees should notify their supervisor immediately when a license, permit, privilege, or endorsement becomes invalid, suspended, revoked, or lost. Employees who fail to report this information are subject to disciplinary action up to and including discharge.

Supervisory personnel should take reasonable action to assure that employees have a valid driver's or operator's license or special permit, including any endorsement, for the type of vehicles they are required to operate. Supervisors should not permit employees to operate a state vehicle or a private vehicle at state expense without a valid license, permit, privilege or endorsement.

When an employee's driver's or operator's license, permit, or endorsement is suspended or revoked due to conduct occurring while not operating a state vehicle or a private vehicle at state expense and where the loss of license, permit, or endorsement has only a minimal effect upon the performance of the employee's duties or the department's operating costs, the appropriate Bureau Chief, or supervisor prepares an impact statement. The impact statement shall state the impact of the employee's loss of license, permit, or endorsement on departmental operations and includes recommendation of whether action by the Department is appropriate. If so, the statement identifies the recommended action. The impact statement shall be submitted to the Human Resources Bureau Chief for review and determination. When it is deemed by Management that there is no impact on either the employee performance, or the operation of the department, no action shall be required.

If an employee's driver's or operator's license, permit, or endorsement is suspended or revoked for the first time due to conduct occurring while an employee is not operating a

state vehicle or a private vehicle at state expense, and the loss will have significant effect on the performance of the employee's duties or will increase the costs of the department's operations, the employee is subject to discipline up to and including discharge unless the employee chooses one of the following options:

1. The employee may take an unpaid general leave of absence not greater than 90 days from the date the suspension takes effect. Vacation, sick leave, or personal days may not be taken during any unpaid leave of absence, nor may the employee accrue employment benefits during the term of the leave. If the employee obtains an appropriate license, permit, or endorsement during the 90-day period, he or she may return to work on the earliest appropriate date after documentation is submitted to the bureau chief or supervisor demonstrating that driving or operating privileges have been restored.
2. The employee may opt to terminate his or her employment through resignation without prejudice.

If an employee takes a general unpaid leave of absence and does not obtain an acceptable driver's or operator's license, permit, or endorsement privilege within 10 working days prior to the end of his or her leave of absence, the employee is notified of a pretermination meeting in writing by certified mail. The pretermination meeting is scheduled 10 working days prior to the 90<sup>th</sup> day of the employee's leave or as soon thereafter as possible.

If, following the pretermination meeting, the Department decides to discharge the employee, the employee's discharge becomes effective the day after the leave of absence expires.

A second suspension or revocation of an employee's driver's or operator's license, permit or endorsement is cause for discharge when the loss of license, permit, or endorsement has a significant effect on the performance of the employee's duties or increases the costs of the department's operations.

In all other instances in which an employee's driver's or operator's license, permit, or endorsement is suspended or revoked, the employee may be subject to discipline up to and including discharge.

This action is applied in accordance with the applicable procedures set forth in any applicable personnel rules or collective bargaining agreement.

**7.1.102 ILLEGAL POSSESSION & CONSUMPTION OF ALCOHOL OR DRUGS IN STATE VEHICLES OR IN PRIVATE VEHICLES BEING USED IN THE PERFORMANCE OF DUTIES**

Transportation of open alcoholic beverages or consumption of alcoholic beverages in a private vehicle being operated at state expense is prohibited. Any employee who violates this prohibition is also subject to discipline, up to and including discharge.

Operating a state vehicle or a 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. Any employee who violates this prohibition is subject to discipline, up to and including discharge.

The illegal possession or consumption of a drug or drugs while operating a state vehicle at state expense is prohibited. Any employee who violates this prohibition is subject to discipline, up to and including discharge.

Any employee who takes a test that discloses either that the alcohol concentration in the employee's blood or breath is at or above the legal limit, or that the employee had used an unlawful drug or drugs is subject to discipline, up to and including suspension from employment without benefits pending the hearing or discharge. The test must have been administered at the direction of a law enforcement officer due to an arrest involving the employee's operation of a state vehicle or operation of a private vehicle in the performance of their duties.

Any employee whose driver's or operator's license is suspended for refusal to submit to a test or tests for determining the content of alcohol or other drugs in the employee's blood or breath may be subject to discipline up to an including suspension without benefits pending hearing or discharge. The refusal must have occurred in connection with the employee's arrest arising out of the operation of a state vehicle or of a private vehicle at state expense.

Upon a finding of not guilty or the dismissal of the charges, the employee is restored to the same or similar position classification in the agency and work location held at the time of the suspension plus back pay and restoration of all benefits for the period of the suspension. A similar position classification includes:

1. The same position classification with different duties;
2. Successor position classification; or
3. Different position classification having related requirements and duties and the same salary or wage assignment.

However, a finding of not guilty or dismissal of the charges does not automatically require restoration to the same or similar position classification in the agency and the same work location. If the facts giving rise to the arrest warrant discipline for violation of any other rule or condition of employment, the agency follows its standard disciplinary procedures and imposes discipline consistent with the violation or conditions of employment.

This policy shall be applied in a manner consistent with the applicable procedures set forth in applicable personnel rules or collective bargaining agreements.

### **7.1.103 DRIVER'S RESPONSIBILITIES**

All operators of state owned motor vehicles are responsible for the following:

1. Possessing a valid state driver's license.
2. Ensuring that the vehicles are used for official and authorized trips only. (See Section 7.1.108 – Authorized Usage)
3. Assuming responsibility for violations and fines incurred while operating a vehicle.
4. Exercising reasonable diligence at all times in the proper care, use, and operation of vehicles.
5. Purchasing gasoline, oil, and all automotive services at CMS garages and service stations when possible. However, drivers are not expected to substantially deviate from their route to do this. (See Section 7.1.105 – Purchases of Products and Services)
6. Fuel gasoline powered vehicles with gasohol whenever possible.
7. Drive safely; obey all traffic laws; and practice road courtesy.
8. Wear seat belts as provided in each vehicle and require all passengers to wear seat belts, except as otherwise required by law.
9. Refrain from consuming or possessing alcohol and illegal drugs while operating a vehicle. (See Section 7.1.102 - Illegal Possession and Consumption of Alcohol or Drugs in State Vehicles or in Private Vehicles Being Used in the Performance of Duties)
10. Refrain from operating a vehicle under the influence of alcohol and drugs. (See Section 7.1.102 - Illegal Possession and Consumption of Alcohol or Drugs in State Vehicles or in Private Vehicles Being Used in the Performance of Duties)
11. Maintain vehicles in a safe operating condition and carefully secure any cargo.
12. Be aware of security when parking or garaging a vehicle.

13. Immediately report any involvement in accidents to appropriate authorities. (See Section 7.1.107 – Vehicle Accident Reporting)
14. Comply with instructions concerning notification and repairs in the event of a breakdown or damage which prevents further operation of the vehicle.
15. Ensure that all receipts for credit card purchases of fuel, oil, repairs or other related items are accurate and state the current vehicle mileage reading, and, if applicable, the hour reading.
16. Provide copies of any moving or equipment violation citations received while operating a vehicle to your supervisor within five working days of receipt.
17. Returning the keys, vehicle credit card and ALL gas receipts to the motor pool coordinator in your designated work area immediately upon returning from the trip. It is the employees' responsibility to return all items listed above. Special care must be taken to record odometer readings accurately.
18. Work related use of a vehicle over a holiday or weekend requires a full explanation submitted in writing and approved by the respective Bureau Chief or designee.
19. If the vehicle is to be taken out-of-state, a copy of the approved out-of-state travel request should be submitted to your Bureau motor pool coordinator.
20. Employees must pick up keys, forms, credit cards, etc. from the Bureau motor pool coordinator between the hours of 8 a.m. and 4:30 p.m. on workdays.
21. Employees who are assigned a vehicle must submit their monthly mileage reports and receipts in a timely manner to their respective Division/Bureau motor pool coordinator.

#### **7.1.104 VEHICLE CREDIT CARD**

A credit card is issued for each vehicle owned or leased by the State. The credit card and keys should remain with the driver at all times until the vehicle is returned to the vehicle pool.

The credit card must be submitted prior to each purchase of products or services for the state vehicle. A credit card assigned to a particular state vehicle is under no circumstances to be used for purchasing products or services for another vehicle. Improper usage of state credit cards is considered theft of services and may result in disciplinary action up to and including discharge.

After the delivery of products or services, the vehicle operator should legibly sign the charge ticket or invoice after reviewing the ticket or invoice for accuracy.

Dollar limits on credit card purchases of operational items from private sources are as follows:

Full tanks of fuel. Purchase of oil, oil changes/lubrications, washing, towing and tire repair not to exceed:

- \$ 50 for cars/trucks under 1 ton
- \$200 for trucks over 1 ton
- Minor emergency mechanical repairs are not to exceed \$50 (cars/trucks under 1 ton) and \$100 (all other vehicles) may be charged without prior approval. All other mechanical repairs require CMS authorization that must be obtained through the Agency Vehicle Coordinator.

Supplies and services should be purchased from state-owned facilities whenever possible.

Unauthorized use of the state credit card will be prosecuted to the fullest extent of the law. Lost, stolen, or damaged credit cards are to be immediately reported to the Agency Vehicle Coordinator. The Agency Vehicle Coordinator will ask CMS for a replacement card.

If a situation necessitates payment of costs associated with the operation of a vehicle by means other than an official vehicle credit card, the driver must submit a written report to the Agency Vehicle Coordinator stating:

- The date and place of service;
- The exact nature and cost of service; and
- The reason necessitating payment by a means other than by official vehicle credit card.

#### **7.1.105 PURCHASES OF PRODUCTS AND SERVICES**

If there is a state-owned garage or state-owned service station within a 10-mile radius, the driver should make purchases at this source. This guideline does not require unreasonable deviation from the planned route of travel.

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 is the appropriate source of purchase; except that this shall not apply where:

1. The vehicle may require services such as oil, air, or water check which must be performed by a station attendant;

2. The driver of the vehicle is physically unable to operate a self-service pump;  
or,
3. The privately operated station with a self-service gasoline island does not accept the official state vehicle credit card.

Vehicle operators should inquire before purchasing if the particular outlet accepts the state credit card.

Gasohol (gas and ethanol blend) should be used whenever available except as may be expressly prohibited as indicated on the vehicle.

Details on gasoline facilities operated by the Department of Central Management Services are available in the Vehicle Operator's Manual located in the glove compartment of each vehicle.

#### **7.1.106 REPAIRS AND MAINTENANCE**

All maintenance and repairs to state vehicles should be performed at a Department of Central Management Services garage.

Exceptions: CMS may authorize repairs by private vendors when the CMS garage is unable to perform the needed services or services can be performed more efficiently elsewhere; the CMS garage is remote from the vehicle needing repair; or repairs are needed in an emergency situation and an authorization cannot be obtained from CMS, in which case the driver or vehicle coordinator may have repairs made and report to CMS at the earliest possible time. Approval for these exceptions is obtained by the vehicle coordinator.

Authorization: Authorization except in an emergency must precede any repairs. No repair work will be authorized for direct payment unless prior authorization has been obtained.

With the exceptions of minor maintenance as detailed on state credit cards and emergency situations, all repairs to state vehicles, including off-road equipment, must be performed at CMS' facilities unless CMS authorizes other arrangements.

Private repair facilities under contract to CMS and listed in the CMS publication "A Guide to Statewide Repair" should be used as the primary alternative to CMS' garages. This information can be obtained through the IDOA vehicle coordinator.

Should repairs or maintenance performed at CMS garages prove unsatisfactory, the vehicle coordinator should be notified. The coordinator returns the vehicle to the CMS garage and reviews the problem with the CMS supervisor after detailing the problem on CMS "Uniform Complaint Form". If the original problem remains unresolved after this action is taken, the agency vehicle coordinator should again be contacted, at which time the complaint will be reviewed and settled between the coordinator and the CMS Office of the Manager of Vehicles.

### **7.1.107 VEHICLE ACCIDENT REPORT**

In the event of an accident involving a state owned vehicle or personal vehicle while on official state business, the following needs to occur:

1. Each Division and/or Bureau has designated a Vehicle Coordinator. It is the responsibility of the driver, unless he is dead or disabled, to make certain that the Division/Bureau Vehicle Coordinator is notified of any accident involving a state owned vehicle or personal vehicle if it is being used while conducting official state business. If the driver is dead or disabled, it is the responsibility of the immediate supervisor to complete all paperwork. The Division/Bureau Vehicle Coordinator should immediately notify the Agency Vehicle Coordinator that an accident has occurred.
2. Even if no injuries are apparent, the driver should also contact the Division/Bureau Worker's Compensation liaison or the Worker's Compensation representative in the Human Resources Office to notify them that they have been involved in an accident and to receive further instructions on reporting the accident with Worker's Compensation.
3. The driver of the vehicle needs to complete an SR-1 (copies should be kept in the glove box of every state owned car). This form should be completed on both sides, be legible, and be signed. Upon completion, it should be submitted to the Division/Bureau Vehicle Coordinator for further processing. If a police report is obtained, it should be included as well.
4. Upon receipt of the SR-1 and any other pertinent information, the Division/Bureau Vehicle Coordinator should forward all documentation to the Agency Vehicle Coordinator for processing. In order for the Agency Vehicle Coordinator to complete a Uniform Cover Letter for the accident, all paperwork needs to be submitted timely. The Department is required to submit all accident claims to the Auto Liability Unit within **7 calendar days** or risk forfeiture of coverage under the Self-Insured Motor Vehicle Liability Plan.
5. If the state vehicle sustains damage, the driver should obtain 2 written estimates and submit them to the Agency Vehicle Coordinator. If the accident was the fault of the other driver, steps will be taken to collect the damages. If the accident was our fault, the Division/Bureau will need to assess if the repairs are necessary and warranted. In either case, before the repair work can be authorized, the Agency Vehicle Coordinator will have to obtain approval from the Department of CMS.

**NOTE:** A telephone call does not relieve the driver of the requirement of completing the SR-1 Form.



### **7.1.108 OFF-DUTY USAGE**

The use of a state vehicle by any employee for personal use is prohibited and is grounds for disciplinary action up to and including discharge, unless prior approval is granted by the Director.

Any state-owned vehicle not assigned to a specific employee should not be used for transportation of employees between their office and home unless one or more of the following conditions are met:

1. The employee using the vehicle has a travel assignment that begins or ends at the employee's home;
2. The employee must begin or end a travel assignment outside normal state working hours; or,
3. It is in the best interest of the State and approved by the Director.

State-owned vehicles, assigned or non-assigned, should not be used for transportation to restaurants, shopping centers, etc., unless the transportation is related to the performance of state duties or otherwise incident to the employee's duties.

Any employee using a state vehicle in a manner contrary to the rules set forth in this section shall be personally responsible for and assume the risk of:

- Personal injury to such employee and to third parties;
- Damage to the property of the employee, the state and third parties; and
- Paying the state for each mile or fractional mile of unauthorized use. Payment to the state shall be equal to the amount reimbursed to state employees for the use of personal vehicles.

### **7.1.109 MOTOR POOL USE**

Each Division/Bureau has a designated motor pool coordinator. Please contact your motor pool coordinator to schedule a vehicle. Persons who are not state employees may not travel in a state vehicle unless written approval is received from the Director or designee. This includes family members and industry personnel. These forms are available from your Division/Bureau motor pool coordinator.

If a Division/Bureau has no motor pool or another vehicle is not available within the Department, a vehicle may be requested from the CMS motor pool. Use of a CMS vehicle is prohibited if a Department vehicle is available. All CMS motor pool requests should be made through the Agency Vehicle Coordinator.

A credit card is provided for each vehicle. This credit card should be used to purchase gasoline for the designated vehicle. Drivers should always inquire at the gas station to

assure acceptance of the credit card PRIOR to pumping gasoline. Vehicles should be returned to the motor pool with at least one-half tank of fuel. Fuel containing ethanol should be purchased if at all possible. Personal items and waste material must be removed from the vehicle prior to return.

#### **7.1.110 PRIVATELY OWNED VEHICLES**

The use of privately owned vehicles is permitted when such use is necessary or desirable due to the lack of state owned vehicles. Reimbursement for use of privately owned vehicles is based on the current travel board recommendations for mileage.

Individuals using private vehicles for state business must have insurance in the following minimum amounts:

- \$20,000 in the event of bodily injury to or death of any one person in any one motor vehicle accident;
- \$40,000 in the event of bodily injury to or death of two or more persons in any one motor vehicle accident; and
- \$15,000 in the event of injury to or destruction of property of others in any one motor vehicle accident.

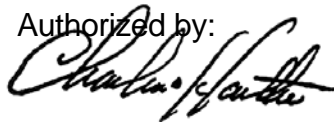
Each fiscal year, every Department employee is required to complete a Certification of Auto Liability Coverage. These forms are maintained by the Agency Vehicle Coordinator and state that the employee is duly licensed and maintains appropriate auto liability insurance.

#### **7.1.111 LEASED VEHICLES**

An automobile may be leased in emergency situations only. Prior approval, which includes an authorization number, must be obtained from CMS by the Agency Vehicle Coordinator before leasing an automobile. The Agency Vehicle Coordinator will supply the authorization number as quickly as possible. A leased automobile is defined as one from a private firm (Avis, Hertz, etc.) to be used in conducting state business. The most economical vehicle should be obtained.

The Collision Damage Waiver for the deductible should not be accepted when leasing a motor vehicle, as it is NOT reimbursable to the employee. Personal injury or accident insurance purchased by an employee is not reimbursed by this agency. If employees wish to carry accident insurance, it must be at their own expense.

Authorized by:



Charles A. Hartke  
Director