

Capital Development Board Vehicle Use Policy 1/31/2013

OPERATING PRIVILEGES

Employees who operate a state vehicle or a private vehicle at state expense must have a valid driver'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.

Supervisory personnel should take reasonable action to assure that employees have a valid driver'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.

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.
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. Fuel gasoline powered vehicles with gasohol whenever possible.
6. Drive safely; obey all traffic laws; and practice road courtesy.
7. Wear seat belts as provided in each vehicle and require all passengers to wear seat belts, except as otherwise required by law.
8. Refrain from consuming or possessing alcohol and illegal drugs while operating a vehicle.

9. Maintain vehicles in a safe operating condition and carefully secure any cargo.
10. Be aware of security when parking or garaging a vehicle.
11. Immediately report any involvement in accidents to appropriate authorities.
12. Comply with instructions concerning notification and repairs in the event of a breakdown or damage which prevents further operation of the vehicle.
13. 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.
14. Provide copies of any moving or equipment violation citations received while operating a vehicle to your supervisor within five working days of receipt.
15. Complete the trip log (record odometer readings accurately), attach gas receipts and return the keys to the vehicle coordinator.
16. The State of Illinois vehicle provided to you is for use only during the course of official State business. Because the vehicle is property of the State of Illinois you 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.

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 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.

VEHICLE CREDIT CARD

A credit card is issued for each vehicle owned or leased by the State. 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. 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 Vehicle Coordinator.

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. Oil changes and other small repairs may be completed at private vendors.

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 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.

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. It is the responsibility of the driver to make certain that the 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
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 Vehicle Coordinator for further processing. If a police report is obtained, it should be included as well.

OFF-DUTY USE

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.

MOTOR POOL USE

Contact your vehicle 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 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 a full 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.

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.

LEASED VEHICLES

An automobile may be leased in the event there are no motor pool vehicles available. Prior approval, which includes an authorization number, should be obtained from the Chief Fiscal Officer or the Vehicle Coordinator before leasing an automobile. A leased automobile is defined as one from a private firm (Enterprise) 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.