



**Illinois Criminal Justice Information Authority Vehicle Use Policy**

1. ICJIA enforces the CMS/DOV Vehicle Use policy
2. ICJIA Take Home Vehicle Usage Policy
  - a. Allowance
    - i. Inclement weather
    - ii. State's Economic Interest
    - iii. Early arrivals or late departures
    - iv. Personal safety
  - b. Reporting
    - i. Maintain CMS/DOV take home logs
      1. Miles driven
      2. Departure and Arrival dates
      3. Driver Frequencies
    - ii. Supervisor confirmation
  - c. Review
3. ICJIA discourages automobile reimbursement
  - a. Emergency
  - b. Pool Unavailability
4. Travel Calculator
  - a. Determine cheapest method
  - b. Control costs
5. Tracking
  - a. Vehicle Data
    - i. Plates
    - ii. IPASS
    - iii. Transponders
    - iv. WEX ID's
    - v. Miles
    - vi. VIN and Equipment Numbers
  - b. Vehicle Reservations
    - i. By type
      1. Pool
      2. Enterprise
      3. ZipCar
    - ii. By Driver
    - iii. By Destination and Purpose



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- iv. By Month
- v. Reservation Frequencies
- c. Routine Expenses
  - i. WEX Gasoline Reconciliation
    - 1. Monthly Fuel spending
    - 2. Exception Report – Fraud/Abuse Controls
    - 3. Gas type controls
  - ii. Oil Changes
    - 1. Frequencies
    - 2. Mileage
    - 3. Costs
- d. Major Expenses
  - i. Accidents
  - ii. Malfunctions
    - 1. Repair Costs
    - 2. Event Dates
    - 3. Fleet Reports
    - 4. Frequencies
    - 5. By repair category
- e. Total Cost of Ownership



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The Illinois Criminal Justice Information Authority (CJA) follows and enforces the complete CMS Department of Vehicles (CMS/DOV) policy and rules in total set forth in 44 ILL. Admin. Code 5040.100 et seq. Vehicle rules, driver's responsibilities and accident reporting all fall within this CMS/DOV policy. CJA provides timely new information to its drivers from CMS/DOV concerning new additional policies or travel alerts as they occur. In cases of emergencies, CJA provides all CMS contacts to the driver.

CJA, in addition to the aforementioned CMS vehicle policy, has an internal policy for take home usage and records vehicle reservation information.

CJA allows take home use for these specific reasons only – weather, economic savings, logistics, or personal safety. Drivers will inform the CJA Vehicle Coordinator (VC) or their supervisor that they intend to take the state car home for one of these reasons, either during their car reservation application or if the situation dictates during their trip, as soon as they realize the need to do so.

Once take home allowance is verified and approved, the VC will write up the pertinent facts in the Take Home log book with supervisor confirmation, including driver, car, mileage, return date, reason and other facts. The VC reviews take home activity monthly for frequency and verification. If take home behavior corrections are required, the VC will consult with the Office of Administrative Services director for further steps and appropriate remedy.

Although CJA discourages personal car travel reimbursement, since it is the most expensive choice, we realize, due to logistics and emergencies, it may be the last resort. Approvals for reimbursement must be approved by the CJA Executive Director. Once the request is approved, the driver will coordinate this activity and reimbursement through our CJA Travel Coordinator.

If a meeting is planned, we consider the use of teleconferencing or mailings before travel to save money.

If travel is necessary, and a reservation for a car is realized, the VC determines the cheapest method of travel. CJA's State pool cars are almost always the cheapest method and are considered first. If the pool cars are unavailable, Enterprise rentals are utilized for multiple day trips. ZipCars are utilized for day trips less than 180 miles total. If the trip is within 5 miles, we also consider public transportation or by foot.

To track and monitor such vehicle travel, the VC developed a Microsoft Access database to accept data on car travel reservations, automobile details, and routine and major vehicle expenses. Reports can be constructed, filtered, and printed to provide specifics on car usage, maintenance logs, travel costs, driver behavior, trip frequencies and total cost of ownership. This database also provides resources for Illinois Green Fleets, cheapest fuel retailers, trip planning, and the DOV home page.

This database contains detailed vehicle information such as auto make and model, age, cost, plates, IPASS, WEX IDs, VINs, mileage and oil change and annual inspection intervals. We also group reservations by pool car, Enterprise or ZipCar type. CJA reviews and reconciles these reservations with weekly and monthly invoices. CJA database can



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provide spending totals for each by car or by driver. We can view trip purposes, frequencies, and destinations.

We also reconcile our automated WEX fuel billing with our reservation database to verify fuel charges, compile fuel expense reports as well as identify potential fraud or misuse with exception reporting. CJA ensures that E85 fuel is patronized. Within routine expenses, this database allows the VC to track oil changes based on mileage and date intervals to maintain cars, maximizing asset life, and increasing car cost efficiencies.

This database also contains auto accident or major repair events by date and type category – engine, interior, brakes, electrical, transmission, etc. We can prepare reports on repair costs and accident frequencies.

This data can be exported to Microsoft Excel to create total cost of ownership over time to enable our Fiscal Director to grasp the true cost of ownership to make informed decisions on vehicle quantities, leasing or buying, and break even analysis. Adjustments can be based on these timely and relevant reports.

A handwritten signature in black ink, appearing to read "Jack Cutrone", written over a horizontal line.

Jack Cutrone  
Executive Director  
Illinois Criminal Justice Information Authority

A handwritten date "1/14/13" written in black ink over a horizontal line.

Date