



# Illinois Department of Commerce & Economic Opportunity

JB Pritzker, Governor

## Management Operations – Vehicle Use Policy

### **Authority**

This policy is in compliance with:

- [44 Ill. Adm. Code 5040/, et seq., “State Vehicles and Garage”](#)
- [Central Management Services \(CMS\) Vehicle, Equipment and Driver Policy](#)
- [Public Act 097-0922 “State Vehicle Use Act”](#)
- [State Employee Business Transportation Policy](#)
- [The Governor’s Office Policy on Individually Assigned Vehicles \(IAVs\)](#)

This policy supersedes all previous policies regarding vehicle use.

### **Responsibilities**

All employees who operate State vehicles must know and follow this Policy and the procedures set forth herein. Failure to comply with this Policy may result in discipline up to and including termination.

### **Vehicle Coordinator**

DCEO will appoint a Vehicle Coordinator within the Bureau of Management Operations (MO). The Vehicle Coordinator (VC) is the primary liaison with CMS in all matters relating to vehicles, including but not limited to, acquisition, operation, maintenance, and administration of the Department motor pool vehicles.

### **Agency Vehicles**

The VC is required to maintain a current list of Agency vehicles and the day-to-day assignments of those vehicles.

Agency vehicles should be parked overnight at a designated State parking location when not in use under an approved travel request. When in use, vehicles should be parked in a safe location such as a parking garage, parking lot, or driveway. Vehicles should not be parked on the street.

### **Take Home**

DCEO employees may pick up a motor pool vehicle the day before travel begins and/or return the motor pool vehicle the day after travel ends with Director approval on the travel request.

### **Individually Assigned Vehicles (IAV)**

IAVs are governed by, and use must be consistent with, Joint Committee on Administrative Rules - 44 Ill. Admin. Code 5040.340 – Assignment to Individuals

Vehicles may be assigned to specific individuals if authorized in writing by the head of the Agency to which the vehicle is assigned. Requesting agencies must submit to CMS for review and approval. Authorization is to be



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granted only if one or more of the following conditions are met:

- The vehicle is specially equipped to perform law enforcement services and the law enforcement employee is on call 24 hours a day.
- The employee's work assignment requires traveling to numerous locations over a considerable territory with infrequent stops at the employee's headquarters as defined in the regulations concerning State employee travel.
  - This is subject to an annual mileage requirement.
- When the employee is a State official confirmed by the State Senate or acting in the capacity of such a State official; however, in the case of such State officials who are employed by agencies under the Governor, including heads of Agencies, the employee must provide written justification to CMS as to why the exclusive assignment of a State vehicle to that employee is in the best interests of the State.
- The employee is regularly subject to special or emergency calls related to his or her official job functions from his or her residence during non-duty hours.

In addition, employees assigned a vehicle are subject to several requirements such as taxable fringe benefits, daily driver logs, and specific insurance coverage.

### **Driver Requirements**

#### **Prior to taking a State vehicle, drivers:**

- Must have submitted license/insurance verification form to MO.
- Must have submitted a copy of their driver's license to MO.
  - Drivers are responsible for notifying MO if their driver's license is cancelled, suspended, revoked, or expired.
- Must have completed DCEO's travel training.
- Must be familiar with DCEO's Vehicle Policy.

#### **Drivers are also responsible to:**

- Maintain control over vehicle keys and State credit card in a manner to prevent unauthorized access.
- Exercise reasonable diligence always in the proper care, use, and operation of vehicles.
- Drive safely; obey all traffic laws; and practice road courtesy.
- Wear seat belts and require all passengers to wear seat belts.
- Refrain from smoking in state owned or leased vehicles (Smoke Free Public Act 95-0017).
- Refrain from consuming or being in personal possession of alcohol, cannabis and illegal drugs while operating a vehicle.
- Maintain vehicles in a safe operating condition and carefully secure any cargo.
- Purchase fuel in accordance with this policy and related procedures.
- Be aware of security when parking or garaging a vehicle.
- Ensure that vehicles are used for official and authorized trips only.



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- Fuel gasoline powered vehicles with E85, whenever possible.
- Immediately report any involvement in accidents to appropriate authorities (see Accident / Breakdown Report Procedures).
- Comply with instructions concerning notification and repairs in the event of a breakdown or damage which prevents further operation of the vehicle (see Accident / Breakdown Report Procedures).
- Assume total responsibility for traffic violations and fines incurred while operating a vehicle and provide copies of citations received immediately to the VC.
- Ensure that all receipts for credit card purchases of fuel, washes, or other related items are turned-in to Management Operations Mailroom staff or VC.
- Return the Agency vehicle with a full tank of gas.

### **Authorized Use**

DCEO vehicles shall only be used for public purposes and in the best interests of the Department. When performing official duties on behalf of the State, authorized uses include:

- Travel between places of State business, places of temporary lodging, places to obtain meals, and/or other locations necessary to perform official duties;
- Travel to/from places to obtain emergency medical assistance or supplies;
- Transport of other State officers or employees who are on official State business, consultants, contractors or local government or not-for profit organization officials working on behalf of the State or a Grantee of the State, commercial firm representatives working with the State, Wards of the State, Residents of State facilities or institutions and others as authorized in writing by an Agency head;
- Transport of materials, equipment, supplies, tools, parcels, luggage, or other items necessary or required to perform official duties;
- Operation of a State vehicle by a State contractor when required to meet the needs of a State contract and when authorized in writing by an agency head;
- Operation of a State vehicle when on a travel-related assignment (including, but not limited to, pick-up and return of a vehicle and necessary commuting).

### **Unauthorized Use**

Unauthorized use of an Agency vehicle includes, but is not limited to:

- Transportation for shopping, meals, and 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;
- Operation of a vehicle beyond the vehicle's rated capability;
- Transport of materials, equipment, supplies, tools, parcels, luggage, or other items unrelated to the performance of official state business;
- Transport of hazardous or dangerous materials such as acids, explosives, weapons, ammunition, or highly flammable materials unless authorized in writing by an agency head or in an emergency; and/or,



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- Transport of items or equipment which may constitute an obstruction of safe driving or hazard to pedestrians or other vehicles.
- Any use in violation of applicable statute, rule, or executive order.

Any employee or official using an Agency vehicle in a manner contrary to this Section or this Policy shall be personally responsible for and assume the risk of:

- Personal injury to the employee/official and to third parties;
- Damage to the property of the employee/official, the State, and third parties.

In the event of a violation of this Section, DCEO's Agency head:

- Is responsible for instituting corrective action, which may include discipline up to and including discharge;
- Shall require and verify the user has paid 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 (see 80 Ill. Adm. Code 3000.300(f)(2)).

### **WEX Cards**

Each DCEO vehicle is assigned a Wright Express, Inc (WEX) fuel card to be used for fuel and car washes (must be purchased at the gas pump) only. The card cannot be used for anything else without approval from the VC. The WEX card may also be used for emergency maintenance services.

Lost or stolen WEX cards must be reported to the VC immediately.

### **Scheduled Inspection and Maintenance**

All DCEO vehicles are inspected by CMS once per year. All standard maintenance is in accordance with the schedules provided by CMS including lube, oil, and filter changes along with tire rotations.

All maintenance and repairs to DCEO vehicles are performed at CMS garages with the following exceptions:

- CMS garage is unable to perform the needed service or performed more economically elsewhere
- CMS garage is remote from vehicle needing repair
- Repairs are needed in an emergency situation

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

### **Surplus Vehicles**

Underutilized vehicles that are not able to be redeployed due to age, mileage, and/or condition will be turned-in to CMS' Surplus Property to be disposed through a sale on Ibid, the State's online auction site, or offered to another agency at CMS's discretion.