

State of Illinois
Department of Insurance

**VEHICLE
POLICY**

This guide is provided as a convenient and quick reference for drivers.

STATE OF ILLINOIS
DEPARTMENT OF INSURANCE
VEHICLE GUIDE

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**IN CASE OF VEHICLE BREAKDOWN DURING BUSINESS HOURS (7:30 a.m. - 4:00 p.m.
Monday - Friday) CALL:**

The nearest state garage, listed in the back of this book.

After normal working hours, refer to Page 5.

If further emergency assistance is needed, call the number on the back of the state vehicle's credit card.

To Report Vehicle Accidents - Risk Management

(217) 524-7539

Immediately contact your agency Vehicle Coordinator to provide details of the accident. **Driver's failure to report a motor vehicle accident within seven days risks coverage. See Pages 6 and 7.**

THE VEHICLE COORDINATOR

Each agency utilizing vehicles appoints a Vehicle Coordinator. The Vehicle Coordinator is the primary liaison with CMS in all matters relating to vehicles, including but not limited to, acquisition, operation, maintenance, and administration of vehicles. They are also the point of contact, when citizen complaints are received about drivers.

Drivers should become familiar with their agency Vehicle Coordinator.

Coordinators are responsible within their agency for maintaining inventory and cost information on their fleet as well as monitoring vehicle safety and efficiency. Coordinators provide oversight on vehicle issues and develop and implement vehicle policies within their agency, and provide CMS/DOV information needed to maintain fleet operations as a whole.

Please contact your agency Vehicle Coordinator at (217) 524-8376 for specific information on vehicle issues.

I. STATE VEHICLE USE

DRIVER REQUIREMENTS

All supervisory personnel and Vehicle Coordinators are responsible for taking reasonable action to verify that drivers are properly authorized to operate vehicles and have a valid license, permit, privilege, or endorsement appropriate for the type of vehicle they are required to operate. Individuals who are authorized by their agency head are allowed to operate vehicles. Drivers must maintain a valid driver's license or appropriate permit for the vehicle being used.

Any state owned vehicle not assigned to a specific employee shall not be used for the transportation of the state employee between that employee's office and employee's home, unless one or more of the following conditions are met:

- When the employee using the vehicle has a travel assignment that begins or ends at the employee's home.
- When the employee using the vehicle must begin or end a travel assignment outside normal state working hours.
- When it is in the best interest of the State and approved by the agency.

Drivers are responsible to:

- Exercise reasonable diligence at all times in the proper care, use, and operation of vehicles.
- Drive safely; obey all traffic laws; and practice road courtesy.
- Wear seat belts as provided in each vehicle and require all passengers to wear seat belts, except as otherwise required by law.
- Refrain from smoking in state owned or leased vehicles (Public Act 95-0017).
- Refrain from consuming or possessing alcohol and illegal drugs while operating a vehicle.
- Refrain from operating a vehicle under the influence of alcohol and drugs.
- Maintain vehicles in a safe operating condition and carefully secure any cargo.
- Purchase fuel, oil, and repair and maintenance services in accordance with this manual and all applicable rules.
- Record trip mileage, purpose and passenger information on trip log sheets kept inside each vehicle after every use, regardless of distance.
- Be aware of security when parking or garaging a vehicle.
- Ensure that vehicles are used for official and authorized trips only.
- Fuel gasoline powered vehicles with gasohol, whenever possible.
- Immediately report any involvement in accidents to appropriate authorities (**see Accident Report Procedures, Page 6**).
- Comply with instructions concerning notification and repairs in the event of a breakdown or damage which prevents further operation of the vehicle.
- Assume responsibility for violations and fines incurred while operating a vehicle.
- 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. **Outside fuel receipts do not always provide an area for recording mileage. In situations such as this, the driver should record the mileage in available space on the fuel receipt.**
- Provide copies of any moving or equipment violation citations received while operating a vehicle to your supervisor within five working days of receipt.

NOTE: Under certain circumstances reimbursement for fines, and/or provision of legal counsel may be available. Contact your Vehicle Coordinator for further information.

Drivers must use vehicles with the best interests of the state in mind. The following are appropriate times to use a vehicle:

AUTHORIZED USE:

State-owned vehicles shall only be used for public purposes and in the best interests of the state. 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 or contractors working on behalf 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 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);
- *commuting in an assigned vehicle when one of the conditions set forth in Section 5040.340 of this part is met and the employee has complied with:
 - the certification requirements of Section 7-601 of the Illinois Vehicle Code (625 ILCS 5/7-601); and
 - all applicable reporting requirements of the Office of the Comptroller;
- operation of a specially-equipped vehicle where a state official or employee is required to have constant access to the equipment in the vehicle (for purposes of this section, "specially-equipped vehicle" means a vehicle equipped with communications equipment regularly used to transmit over a network of the Emergency Management Agency); and
- any other use when for public purposes and in the best interests of the state, and authorized in writing by an agency head.

*Such use of a vehicle can be classified as a taxable fringe benefit (see Comptroller's Bulletins 3-85 and 5-85).

Drivers are required to report to their supervisor if their license or permit becomes invalid, suspended, revoked or lost.

UNAUTHORIZED USE:

Unauthorized use of a state-owned vehicle includes, but is not limited to:

- transportation for shopping, meals, 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;
- transport of items or equipment which may constitute an obstruction of safe driving or hazard to pedestrians or other vehicles; and
- any use in violation of applicable law, rule, or executive order.

Any employee or official 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; and
- damage to the property of the employee, the state and third parties.

Agencies are responsible for establishing written policies and procedures to ensure all vehicle use is in accordance with this section. In the event of a violation of this section, the user's agency head:

- is responsible for instituting corrective action, which may include discipline, up to and including discharge; and
- 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 300.300(f)(2)).

II. SAFETY AND SECURITY

Drivers are responsible for:

- Ensuring that vehicles are in good operating condition.
- Ensuring that vehicles are inspected by DOV a minimum of once a year.
- Performing a visual inspection before operating a vehicle.

For increased safety and security:

- Always park in well-lighted areas and lock the doors.
- Have keys in hand when approaching a vehicle.
- Avoid stopping in isolated places.
- Plan trips in advance.
- When traveling to unfamiliar locations:
 - (1) leave detailed itinerary with office/family.
 - (2) carry maps with routes clearly marked.
 - (3) travel only on main roads.
- If someone bumps you from behind, do not get out of the car if you are at all suspicious. Motion the other driver to follow you to a police station.

SECURITY - Ensure that vehicles, keys and vehicle credit cards are properly secured to prevent damage and/or theft.

STORAGE - When not in use, store vehicles on state property, and if possible, within a secure area. Maintain control over vehicle keys and credit card in a manner to prevent unauthorized access.

SUPPLIES AND EQUIPMENT - Store state-owned supplies and equipment which must be left in a vehicle in an inconspicuous and secure area of the vehicle.

TRIP LOGS - Ensure that travel details are recorded on trip log sheet kept inside each vehicle, including beginning and ending mileage, departure and destination details, number of passengers, purpose of travel and whether the vehicle was taken home by the operating employee.

III. REPAIRS, FUEL AND MAINTENANCE

If repairs are needed **during regular business hours** (weekdays 7:30 a.m. to 4:00 p.m.), contact the nearest state garage (*listing on page 9*).

During non-business hours, if **emergency** mechanical assistance is required and the driver is able to locate a vendor from the Division of Vehicles Directory of Sublet Vendors to have the repairs performed, proceed with repairs. Bill payment can be processed as follows:

- Driver contacts the nearest state garage the next business day and is given a purchase order for the repair.
- Charge services to the state credit card (*see bottom of page 5*).
- Driver can pay out-of-pocket and be reimbursed through his/her agency as a travel expense. DOV will provide an approval stamp on the reimbursement voucher to expedite processing.

If you need assistance obtaining a vendor to perform emergency repairs or other vehicle assistance after business hours, call the number on the back of the state credit card: 1-800-782-7860 in Illinois, out-of-state 217-782-7860.

FUEL, OIL, AND OTHER PURCHASES

- (1) Drivers are encouraged to make fuel purchases at state garages when efficient. However, drivers are not expected to substantially deviate from their route to do this.
- (2) If a state garage or service station is not available, make purchases of fuel, oil, and related items from the most economical source. Use E85 and gasohol when available and as applicable to each vehicle's needs. Use a self-service island unless you are physically unable to operate a self-service pump.
- (3) It is the drivers responsibility to verify that the service station accepts state credit cards before pumping fuel.

CREDIT CARDS

A state vehicle Wex credit card and Fleet Card are assigned to each vehicle. 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. Minor emergency mechanical repairs are not to exceed \$50 (cars and trucks one ton and under) and \$100 (all other vehicles) may be charged without prior approval.

For information on your particular agency's purchasing limits, contact your Vehicle Coordinator.

The use of a state vehicle credit card to purchase personal items, or any item not directly related to the repair and operation of a vehicle is prohibited.

IV. VEHICLE ACCIDENT REPORTING AND INSURANCE

ACCIDENT REPORT PROCEDURES

Please follow these procedures in case of any accident involving a vehicle, or any vehicle rented or leased while on official state business. Contact CMS Risk Management at 217/524-7539 for additional information.

- (1) Notify police and get an accident report.
- (2) Remain silent on the issue of who is at fault.
- (3) Do not assist with injured persons beyond calling for professional medical assistance.
- (4) Telephone your Auto Liability Coordinator immediately to report the details of the accident.
- (5) Immediately fill out Illinois Form SR-1 "Motorist Report of Illinois Vehicles Accident." The Auto Liability cover letter attached to the SR-1 is to be completed by your Auto Liability Coordinator. The SR-1 form is provided:
 - (A) In the glove compartment of each vehicle.
 - (B) By the state trooper investigating the accident.
 - (C) From your Auto Liability Coordinator.

Please give all information above pertaining to the accident to the Auto Liability Coordinator so they shall distribute the information as follows:

Original: Department of Transportation
Safety Responsibility Section
1340 N 9th Street
Springfield, Illinois 62702

First Copy: Risk Management Division
Auto Liability Section
801 S 7th Street
Springfield, Illinois 62794

Second Copy: Auto Liability Coordinator.

- (6) If the accident involves severe injury, death, or substantial property damage, contact Risk Management immediately at (800) 442-1300 (then depress #4) or (217) 524-7539. Also notify your Auto Liability Coordinator.

Please note: The SR-1 along with the Uniform Cover Letter is to be submitted by your Auto Liability Coordinator to Risk Management no later than seven calendar days following the accident. (Notify Risk Management of **all** claims.) As outlined by the state's insurance plan, the driver risks forfeiture of coverage for failure to properly and timely report a motor vehicle accident within seven days.

ADDITIONAL NOTES:

- (1) Do not enter into a settlement or sign a release unless you have received authorization from Risk Management.
- (2) If a privately-owned vehicle is involved in an accident, complete the Form SR-1 using the operator's personal insurance information and noting that the vehicle is privately owned. The operator should also contact his/her personal auto insurance company and Risk Management.
- (3) If a rental vehicle is involved in an accident, complete Form SR-1, and advise the rental company's insurance carrier. The operator should report the accident to the rental company's insurance carrier, DOV and Risk Management.
- (4) Report all accidents to your Auto Liability Coordinator to be certain a report is submitted to Risk Management.

INSURANCE COVERAGE

The State of Illinois provides liability coverage for drivers and vehicles. This coverage is extended only to drivers utilizing a vehicle in an authorized manner. In the event a driver causes injury or damage to persons or property while using a vehicle or causing a vehicle to be used in an unauthorized manner, the driver may be held personally responsible for such injury or damage.

Public Act 91-0661 requires certain drivers to maintain personal automobile liability insurance with coverage extended to the use of state-owned, rented and leased vehicles when not on official state business.

Any person driving his/her own vehicle or a privately leased or rented vehicle while on state business is required to maintain vehicle liability insurance on such private vehicle in an amount equal to at least the minimum amount required by law.

V. RESPONSIBILITY FOR FEES AND CHARGES

Per Illinois Compiled Statutes 405/67.16, state agencies are charged for fuel, lease, rental, repair, maintenance, and administration of vehicles by Central Management Services, Division of Vehicles. Rates are cost-based.

TRAFFIC OR PARKING VIOLATIONS

Citations for moving or parking violations are solely the responsibility of the operator of the state-owned, rented or leased vehicle.

For emergency vehicle assistance after business hours, employees should contact the Illinois Emergency Management Agency at (217) 782-7860.

Big Muddy State Garage
Route 37 South (Ina, IL)
(618) 437-5300 Ext. 695
Fuel: None

Carbondale State Garage
2801 West Murphysboro
(618) 351-5346
Fuel: Gasohol

Collinsville State Garage
1104 Eastport Plaza Drive
(618) 346-5190
Fuel: Gasohol and Diesel

Des Plaines-Suburban North State Garage
9511 Harrison Street
(847) 294-4152
Fuel: None

Dixon State Garage
817 Depot Avenue
(815) 284-1594
Fuel: Gasohol and Diesel

Effingham State Garage
400 West Wabash
(217) 342-8296
Fuel: Gasohol

Elgin State Garage
595 South State Street
(847) 931-2474
Fuel: Gasohol and Diesel

Hillsboro State Garage
Graham Correctional Center
Route 185 South
(217) 532-6811
Fuel: Gasohol and Diesel

Ottawa State Garage
1620 Porter
(815) 434-8400
Fuel: Gasohol and Diesel

Paris State Garage
Route 133 West
(217) 463-4215
Fuel: Gasohol and Diesel

Peoria State Garage
6510 West Highway 150
(Edwards, IL)
(309) 693-5162
Fuel: Gasohol and Diesel

Springfield Central State Garage
200 East Ash Street
(217) 782-4684
Fuel: Gasohol and E85 (Ethanol)

Stateville State Garage #06
20025 Division Street
(Crest Hill, IL)
(815) 727-7590 or (815) 727-7591
Fuel: None

Watseka State Garage
111 Yount Avenue
(815) 432-3266
Fuel: Gasohol and Diesel

