

**ILLINOIS DEPARTMENT OF VETERANS' AFFAIRS POLICY  
OPS-090, VEHICLE USAGE**

<b>RESCINDS: N/A</b>	<b>ESTABLISHED: JANUARY 31,2013</b>
<b>RELATED DOCUMENTS: EQP-002-A</b>	<b>DISTRIBUTION: All IDVA employees Office/desk copy</b>

Employees working for the Illinois Department of Veterans' Affairs are permitted to operate State of Illinois vehicles in accordance with the procedures outlined in this policy. Employees who operate any State of Illinois vehicle will comply with applicable CMS policies and State of Illinois administrative rules. State of Illinois vehicles are to be used only during the course of official state business.

A State vehicle, when available, must be utilized when traveling on State business. Personal vehicles may be used for official State business if a State vehicle is not available and the employee receives prior written approval from his or her supervisor.

**USE OF STATE VEHICLES**

An employee who drives a State vehicle in the performance of State business will adhere to the following guidelines:

- 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. 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.
- Employees are required to complete an In-State or Out-of-State TRAVEL BUDGET REQUEST form to schedule a State of Illinois fleet vehicle. Travel request forms must be approved by employee supervisor prior to submission to Agency Division Travel Coordinator. 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 Agency Division Travel Coordinator.
- A credit card is provided for each state vehicle. This credit card should be used to purchase gasoline for the designated state vehicle. Drivers should always inquire at the gas station to assure acceptance of the credit card PRIOR to pumping gasoline. Vehicles should be returned 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.

- State vehicles may be driven out-of-state with only supervisor approval if departure and return are within a twenty-four hour period. If out-of state travel requires overnight stay, employees must complete a Governor's Office of Management and Budget OUT OF STATE TRAVEL REQUEST at least 30 days prior to travel. Overnight out-of-state travel must be approved by the Governor's Office of Management and Budget.

## **DRIVER'S RESPONSIBILITIES**

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

- Picking up keys, forms, credit cards, etc. from the department in charge of state vehicles during work hours.
- Having a valid state driver's license in his/her possession at all times.
- Ensuring that the vehicles are used for official and authorized trips only.
- Ensuring only State employees or individuals on official State business are to operate or ride in State vehicles unless prior written approval is obtained from the Director.
- Exercising reasonable diligence at all times in the proper care, use, and operation of vehicles.
- Refrain from smoking in all State vehicles. Smoking is prohibited in all State vehicles.
- Driving 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.
- Assuming responsibility for violations and fines incurred while operating a vehicle.
- 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.
- 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.

- Fuel gasoline powered vehicles with gasohol whenever possible.
- 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.
- Immediately report any involvement in accidents to appropriate authorities. (See Vehicle Accident Report Section below)
- Reporting needed vehicle maintenance to personnel in the department responsible for state vehicles.
- Report needed repairs in the event of a breakdown or damage which prevents further operation of the vehicle to the Agency Division Travel Coordinator.
- Returning the keys, vehicle credit card and ALL gas receipts to the Supply and Services Department personnel 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.
- 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.

## **VEHICLE CREDIT CARD**

Two credit cards are 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 appropriate credit card must be submitted prior to each purchase of products or services for the state vehicle. The credit cards assigned to a particular state vehicle are 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:

- \$150 per transaction
- Limit of 4 transactions per day or \$300.
- Minor emergency mechanical repairs not to exceed \$100 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.

## **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 IDVA 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.

## **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:

- Each Division and/or Bureau has designated a Vehicle Coordinator. It is the responsibility of the driver 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.
- Even if no injuries are apparent, the driver should also contact the Agency Division 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.
- 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.
- 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.
- 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.

## **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.

## **USE OF PERSONAL 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 business office of each division and state that the employee is duly licensed and maintains appropriate auto liability insurance.

### **LEASED VEHICLES**

An automobile may be leased if 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.

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Director, Department of Veterans' Affairs