

<http://www.eiu.edu/fpm/support.php#fleet>

Fleet Vehicle

Eastern Illinois University operates a fleet of vehicles (Sedans, Mini-Vans and Vans) for official business of faculty and staff. Request for a vehicle shall be submitted to Central Stores in Facilities Planning & Management. All vehicle requests must have a department head or fiscal agent sign for the accounts being charged. Forms are available upon request.

Rates for University vehicles are as follows (whichever is greater):

Vehicle	Price
Sedans	\$29 per day or 50 cents per mile
Mini-van (7 Passengers)	\$41 per day or 57 cents per mile
Van (8 Passengers)	\$50 per day or 61 cents per mile
Full Size Van (11 Passengers)	\$72 per day or 67 cents per mile
Local Carts	
EZGo (6 Passengers)	\$35 per day or \$20 for 4 hours or less
Gem (6 Passengers)	\$50 per day or \$30 for 4 hours or less.

University Policies for vehicle and fleet card procedures can be found at our [FPM Documents page here:](#)

Insurance Coverage

Auto insurance for employees driving vehicles on University business is provided by the State of Illinois through the Department of Central Management Services.

Under the plan, liability coverage is provided for:

- State Officers
- EIU employees acting on behalf of the University in the course of employment;
- Any other person using any vehicle with written University authorization , provided the actual operation or use is within the scope of such authorization. Refer to the Internal Governing Policy entitled "University Fleet and Vehicle Services" for more information. Note that students (unless they are student workers) are not covered under the plan unless specifically authorized to drive a University vehicle prior to doing so . Complete the University Vehicle Student Approval Request Form to gain authorization for a student driver.

Auto Accidents while driving a EIU Vehicle

If you have an auto accident while on University business, please follow these procedures.

1. Obtain an police report from the officer at the scene of the accident. It is important to obtain a police report in connection with all accidents except those that involve only damage to the University vehicle (no other property damaged) and/or accidents in which no injuries were sustained. It is very important , however, to obtain a police report in the case of an accident involving injuries .
2. Notify your supervisor immediately.
3. Notify the Vice President for Business Affairs (VPBA) Office immediately by calling (217) 581-2921. A detailed voice mail message, including a phone number where you can be reached, is acceptable. Please provide a full description of the accident and the following information: Your social security number, job title and campus phone number Was there property damage? (To a University or other vehicle, sign post, etc.) Was anyone injured?
4. Complete the accident report form (SR1) immediately after the accident. You may use the police report as a reference since all of the information required on the SR1 form is

contained in the police report. Complete both sides of the SR1 form (including the drawing), sign it, and submit it to the VPBA Office, 1140 Old Main.

- A blank SR1 form will be in the glove compartment of University vehicles or Will be available from the police officer at the scene.
- If you are out of town on an extended business trip, please FAX the completed SR1 form to the VPBA Office at (217) 581-3290.

5. If there is no SR1 form available, the damage involved only the University vehicle and there were no injuries, obtain the form from the VPBA Office, 1140 Old Main, upon your return to campus.

6. In the event of an accident resulting in serious bodily injury or death, every effort should be made to speak to VPBA Office staff as soon as possible.

In an emergency, please call (217)581-2899; or contact John Sigler at 348-7793 or (217)549-4880; Randy Good at (217)581-7225 or (217)549-4379; or Jo Anne Thill (217)581-7572 or (217)348-1241

7. If you are driving your personal vehicle on business and have an accident, notify your personal insurance carrier and complete steps 2 & 4 listed above.

We sincerely hope these procedures will not be necessary. However, if you are involved in an accident, please make reporting a priority. **According to Central Management Services regulations, failure to report accident information within 7 days of the date of the accident could result in forfeiture of coverage.**

Handling Repairs while on the road

Should a University vehicle develop mechanical problems while away from the Charleston area, drivers should take the following actions:

1. Take the vehicle to a garage that handles the type of vehicle you are driving.
2. If repairs will not exceed \$150, proceed with repairs and request that billing, for services not covered under any warranty, be sent to Eastern Illinois University, Motor Pool, 600 Lincoln Avenue, Charleston, IL 61920.
3. Request that billing be prepared in duplicate and that all services and parts be itemized on the invoice, including all work done under warranty.
4. After verification of all charges, sign both copies, writing your full name and including the name of the department in which you work.
5. Retain one copy of the billing and turn it in to Motor Pool personnel at the end of your trip.
6. Contact Motor Pool at 581-7225 or 581-7572 for payment of repair by use of Garage P-Card (Do NOT use your P-Card unless specifically instructed)
7. In the event the service shop will not extend credit, the driver may pay the bill and submit it to the Motor Pool for reimbursement. The traveler's request for reimbursement must be supported by an itemized, receipted invoice
8. Drivers of assigned vehicles who experience mechanical difficulties or need repairs made amounting to more than \$150 should call the Motor Pool at (217) 581-2899 if they are unsure as to how to handle the situation. After regular working hours, call John Sigler at 348-7793 or 549-1804 or Jo Anne Thill at 348-1241.

University garage

University Garage provides maintenance and repair to the University's fleet of vehicles, and gas engine equipment. You can contact the University garage by calling Randy Good. Both are ASE Certified Automotive Techs. The Garage labor rate is \$47 per hour, with a ¼ hour minimum.

Fleet Vehicle Request Forms can be obtained by contacting Jo Anne Thill at (581-7572).

Forms at: <http://www.eiu.edu/fpm/fpmdocs.php>

Eastern Illinois University Fleet Vehicle Use Policy

Take-Home Vehicles

- 1) Eastern has two types of take-home vehicles.
 - a) Employees of the University that work and live far from campus making it unfeasible to return the vehicle on a daily bases may take the vehicle home as long as it is not used for any purpose but University work. Example: We presently have two admissions personnel that work and live in Chicago, and they use University vehicles in their daily work.
 - b) Eastern allows employees to take a vehicle home with them if they live between Eastern and their trip destination. They are allowed to pick the vehicle up and drive it home then proceed on with their trip from home.

Vehicle Use Logs and Mileage

- 1) Eastern uses trip logs to keep track of university vehicles and mileage.
 - a) When a vehicle is checked out the driver receives an Automobile Mileage Report card to fill out and return with the vehicles keys when the trip is complete.
 - 1) This card has on it: Vehicle number, Date, Univ. Dept., Destination, Ending Mileage, Beginning Mileage, Total Mileage, Signature, and # of Occupants
 - b) The information from the Automobile Report is entered into the FleetCommander Fleet Management system.
 - 1) This software is for on-line reservations, vehicle tracking, and billing for vehicle use by our customers.

Vehicle Replacement Policy

- A) Eastern Illinois University Fleet Vehicles are replaced.
 - 1) When they have accumulated One Hundred Thousand miles or greater, or
 - 2) If they have a mechanical problem and the cost to repair is in excess of 50% of Edmonds Trade-In Value
- B) Facilities Planning & Management vehicles are replaced
 - 1) They are replaced if the vehicle becomes inoperable, or
 - 2) The expense to repair the vehicle is 100% or greater of the Edmonds Trade-In value, or
 - 3) The expense to repair would be greater than 50% of replacement cost

Eastern Illinois University Fleet Card Policy

Eastern Illinois Universities Fleet Card Program is designed to improve efficiency in purchasing authorized products and services for the University Fleet.

Wright Express (WEX) is the provider for Eastern Illinois Universities Fleet Cards. WEX cards are readily accepted by most vendors and are a convenient purchasing tool for fuel, oil and authorized services for University Fleet Vehicles.

WEX cards are provided to employees for the sole purpose of purchasing business-related goods and services; personal charges are **not** allowed under any circumstance. Improper use of the WEX card may result in repayment by the user or disciplinary action.

Procedures for Wright Express Fleet Cards

- 1) Eastern Illinois University has a Wright Express Card (WEX) for all vehicle, ATV's and gas cans.
- 2) WEX cards are only signed out if the trip is of duration of time or distance which might warrant the purchase of authorized products and services.
- 3) All WEX cards are kept in Central Stores locked in a file cabinet except: Radio & T.V., Athletics, and 1 for the Grounds Shop (kept by the Foreman of the Grounds Shop for weekend and holiday use).
- 4) A WEX card is issued when a key for a University Fleet Vehicle is picked up and signed for at Central Stores. At the time the card is issued to an authorized driver the person's name, date card was issued, and card number is logged in the Fleet Card Log Book.
- 5) When the vehicle and card are returned the date the card was return is recorded in the Fleet Card Log Book.