

## **Governors State University Vehicle Use Policy**

This University policy refers to the use of GSU vehicles and Vehicle Use Officer.

In accordance with (30 ILCS 617/1) The State Vehicle Use Act, the Assistant Vice President for Procurement and Business Services is designated as the Vehicle Use Officer.

The Vehicle Use Officer will monitor the use of State-owned vehicles in compliance with (30 ILCS 617/1). Any questions regarding this policy should be directed to the Assistant Vice President for Procurement and Business Services.

### **A. Take-Home Vehicles:**

#### **a. Use of take-home vehicles:**

- i. Governors State University permits the use of a take-home vehicle only in instances where there is express written consent by the university or Vehicle Use Officer.

#### **b. Restrictions on the use of take-home vehicles:**

- i. There are no restrictions on the approved use of take-home vehicles; however personal use calculations will be made and the employee will be taxed at the end of the calendar year. The value will be reflected on the employee's W2 statement.

### **B. Vehicle Use Logs and Mileage:**

#### **a. Governors State University uses logs to keep track of University vehicles and mileage.**

##### **i. Department of Public Safety (DPS) Vehicles:**

1. Daily vehicle usage and mileage is logged and maintained in an automated system.

##### **ii. All Other Vehicles:**

1. If a vehicle is in use, the vehicle's start and end mileage must be recorded daily on the vehicle's log.