

# ILLINOIS COMMUNITY COLLEGE BOARD

## VEHICLE USE POLICY

### General Policy

Agency vehicles are available for use by employees of the Illinois Community College Board for official state business. All state vehicles available for general employee use are to be used for Agency business only. They may not be used for private purposes, including transportation to and from the employee's place of residence.

If you are traveling in a state of Illinois vehicle, it is provided to you 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 any time by appropriate personnel of the state of Illinois or law enforcement.

Employees may use their personal vehicle for Agency business only when it has been pre-approved by their Supervisor. Employees using their personal vehicle for agency business will be reimbursed at the rate specified in ICCB travel policies.

Any employee using an agency vehicle must:

- Have a current valid driver's license;
- Maintain automobile insurance in the amounts required by law;
- Follow and obey all traffic laws, including posted speed limits and seat belt requirements. Drivers of the agency vehicles are prohibited from making or receiving cell phone calls or texting while operating the motor vehicle;
- Assume personal responsibility for all traffic violations, parking violations, and towing and/or storage fees resulting from parking violations; and
- Refrain from smoking in the motor vehicle or driving the vehicle following any consumption of alcohol or usage of any drugs that may impair the employee's ability to drive.
- In addition to following the laws of the s of Illinois, employees are required to keep the s-owned vehicle in the physical condition in which it was received. All personal belongings should be removed from the vehicle upon return. Any and all trash or residue from drinks/food must be removed/cleaned upon return. The vehicle must also be returned with at least  $\frac{3}{4}$  of a tank of fuel.
- If an employee, while traveling in a state-owned vehicle, notices any safety concerns or if a service light comes on during travel and use, the Vehicle Coordinator must be informed as soon as possible.

Agency vehicles may be used for:

- Travel between places of state business, places of temporary lodging, places in close proximity to the work location for the purpose of obtaining meals, and /or other locations necessary to perform official duties; and
- Transport of materials, equipment, supplies, parcels, luggage or other items necessary or required to perform official duties.

Agency vehicles may not be used at any time for:

- 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;
- Transport of materials, equipment, supplies, luggage and/or other items unrelated to the performance of official state business;
- Transport of hazardous or dangerous materials or any other items not authorized by ICCB; and
- Transport of items or equipment that may constitute an obstruction of safe driving or hazard to pedestrians or other vehicles.

### **Usage of Daily Vehicle Use Logs and Mileage Recordings**

Employees using the agency vehicle must sign the vehicle in and out, utilizing the Vehicle Log located at the front desk. Additionally, employees are required to record the beginning and ending mileage for their trip on the Agency Vehicle Mileage Log located in each agency vehicle.

### **Suspension/Revocation of Driving Privileges**

An employee shall immediately notify his or her supervisor in writing if his or her license becomes invalid, suspended, revoked, or lost. Failure to report this information could result in disciplinary action, up to and including termination.

### **State Vehicle Credit Cards and Purchases**

As of the printing of the current guidebook, the Illinois Community College Board uses the state-issued WEX card for vehicle fuel and emergency repair purchases. Upon an employee's first use of a state owned vehicle, the employee must meet with the Vehicle Coordinator to be trained on proper use of the WEX card.

All WEX Card receipts must be signed and dated by the traveling employee and turned in to the Vehicle Coordinator.

### **Off-Duty Use of Agency Vehicle**

Under certain rare and special circumstances, off-duty use of a state-owned vehicle may be preapproved. In such instances, approval must be given in advance by the appropriate member of executive staff, the employee's supervisor, and the Vehicle Coordinator. Such requests can be approved or denied by executive staff and, if denied, cannot be appealed.

### **Take-Home Vehicles**

Individual assignment of state vehicles requires written Executive Director approval. Approval may be granted only if one or more of the following conditions are met.

- 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.
- When the employee is a state official confirmed by the state Senate or acting in the capacity of such a state official.
- The employee is regularly subject to special or emergency calls from his or her residence during non-duty hours.

(Source: Illinois Administrative Code, Title 44, Section 5040.340)

Employees assigned individual state vehicles are required to carry specific insurance, utilize a daily trip log, comply with taxable fringe benefit regulations and are reported to Department of Vehicles in an annual report. Take-home vehicle usage must be in accordance with the authorized and non-authorized uses as cited in section 7.2.1 of this Guidebook.

### **Employee Liability**

Any employee using a state vehicle in a manner contrary to this policy shall be personally responsible for any and all costs, damages and expenses arising out of that use, including but not limited to personal injury to the employee, any passengers and third parties and damage to the property of the employee, any passengers, the State and third parties.

Any violation of the Illinois Community College Board Vehicle Use Policy & Procedures may result in the employee no longer being allowed to use the agency vehicle(s) or termination.