

# VEHICLE USE POLICY

State vehicles may be used when most economical. When applicable, Vehicle Rules (44 Ill. Admin. Code Ch.I, Sec 5040) issued by the Department of Central Management Services shall govern use of State-owned vehicles. Specific instructions covering service and repairs of these vehicles are to be found in the glove compartment of each vehicle.

All operators of State-owned vehicles are responsible for the following:

- a. Possession of a valid State driver's license.
- b. Use of the vehicle for State business only.
- c. Exercise of reasonable diligence in the operation, care and maintenance of the vehicle.
- d. Liability for traffic violations.
- e. Transporting non-State employees only when necessary for State business.
- f. Purchase of fuel, oil and all automotive services at Central Management Services garages and service stations, whenever possible.
- g. Obtaining approval for extensive repairs of an emergency nature through the IDHR Fiscal Unit.
- h. In case of an accident, preparation and submission of all necessary reports, including those required by state, county and municipal authorities.
- i. Employees must have a signed "Certification of License and Automobile Insurance" on file with the IDHR before operating a vehicle for State use.