

# **OFFICE OF THE ILLINOIS STATE TREASURER VEHICLE USE POLICY**

*Public Act 97-0922, Section 10(a) & (b) requires the Office of the State Treasurer to post its Vehicle Use Policy on the Internet.*

## **VEHICLE USE POLICY**

The Office of the State Treasurer (“Treasurer”) motor pool vehicles are available for use by employees in the Chicago and Springfield Offices for official State business. Treasurer vehicles may only be used in the performance of official duties. They may not be used for private purposes. Motor pool vehicles must be returned to the motor pool immediately upon completion of the trip.

As a cost saving measure, employees are encouraged to use the Treasurer’s motor pool, when available. Employees may reserve a vehicle by making arrangements with the Vehicle Use Officers.

## **DRIVER REQUIREMENTS**

Any employee using one of the Treasurer’s motor pool vehicles, must:

- Have a current valid driver’s license and maintain automobile insurance in the amounts required by law. Must complete a Driver’s License & Insurance Verification Form annually and file with the Division of Human Resources;
- Follow and obey all traffic laws, including posted speed limits and seat belt requirements. Drivers of Treasurer motor pool vehicles are prohibiting from texting while operating a motor vehicle;
- Obey all state traffic laws and regulations. Assume personal responsibility for all citations, traffic violations, parking violations, fines, tolls and towing and/or storage fees resulting from parking violations;
- Be personally responsible for and assume the risk of personal injury to the employee/official and to third parties;
- Be personally responsible for damage to the property of the employee/official, the State and third parties; 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.

## **AUTHORIZED USES**

Motor pool 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
- Travel to/from places to obtain emergency medical assistance or supplies;
- Transport of other State officers or employees who are on official State business; consultants or contractors working on behalf of the State; commercial firm representatives working with the State; others only as authorized in advance by management;
- Operation of a State vehicle by a State contractor when required to meet the needs of a State contract and when authorized in advance by management;
- Transport of materials, equipment, supplies, parcels, luggage or other items necessary or required to perform official duties.

### **NON-AUTHORIZED USES**

Motor pool vehicles may not be used at any time for:

- Transportation for purposes unrelated to the performance of official State business, this may include, but is not limited to, the following: shopping, meals, entertainment, recreation or vacation;
- 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 the Treasurer;
- Transport of any animals, including but not limited to, pets;
- Transport of items or equipment that may constitute an obstruction of safe driving or hazard to pedestrians or other vehicles; and
- Any use in violation of applicable statute, rule or executive order.

### **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 Treasurer Vehicle Use Policy & Procedures may result in the employee no longer being allowed to use the agency vehicle(s) and/or employee discipline, including employment termination.

## **VEHICLE USE PROCEDURES**

- Schedule your use of the vehicle by contacting the Vehicle Use Officers.
- Before returning the vehicle to the office, the gas tank should be filled. A log of beginning and ending mileage and the purpose of each trip must be maintained.
- State employees are required to use State authorized vendors by Wright Express (the current State gasoline credit card) or State garage facilities where available for fuel purchases.
- After you swipe the credit card, you will need to type in the current mileage and a 4-digit pass code.
- A receipt must be obtained for all fuel purchases.
- Upon trip completion, return all receipts with the key and credit card to the Vehicle Use Officers.
- Drivers shall inspect the interior and exterior of the vehicle prior to departure and report any damage to the Vehicle Use Officers.
- Any materials or supplies being transported should be stored in the trunk to avoid soiling or damaging the vehicle's interior.
- Lock the vehicle when unoccupied. Never leave confidential information or state equipment in an unlocked vehicle or overnight in a vehicle, even if locked.
- Drivers may not delegate driving responsibilities to any other driver without prior authorization of the Vehicle Use Officers.