



Illinois Mathematics and Science Academy

**ILLINOIS
MATHEMATICS
AND
SCIENCE ACADEMY**

***VEHICLE OPERATIONS
MANUAL***

March 2017

Illinois Mathematics and Science Academy

Vehicle Operations Manual

Any person operating an IMSA/State of Illinois vehicle will be responsible for adhering to the following procedures:

I. Administrative

Illinois Administrative Code Section 5040-350 explains:

- A. State owned vehicles shall only be used for public purposes and in the best interests of the State. When performing official; duties on behalf of the State.
- B. Authorized uses include:
 - 1. Travel between places of State business, places of temporary lodging, places to obtain meals, and/or other locations necessary to perform official duties.
 - 2. Travel to/from places to obtain emergency medical assistance or supplies.
 - 3. Transport of:
 - a. Other State officers or employees who are on official business.
 - b. Consultants or contractors working on behalf of the State.
 - c. Commercial firm representatives working with the State.
 - d. Residents of State facilities or institutions.
 - e. Others authorized by the agency head.
- C. IMSA vehicles are not allowed to be taken home or drivers may not deviate from the most direct route to and from their authorized business, without written permission from the IMSA Vehicle Coordinator, President, or his/her authorized designee.
- D. Smoking is not allowed in any State of Illinois vehicles.
- E. State of Illinois Law requires all cellular telephone and/or wireless device use must be hands-free while operating a motor vehicle.
 - 1. This means that hand held cellular telephones may not be used for GPS or mapping directions unless it is mounted to the vehicle.
 - 2. All cellular telephone and/or wireless device use is prohibited in construction and/or school zones.
- F. IMSA mandates that under no circumstances will a person operating an IMSA vehicle with students as passengers operate a cellular or portable telephone while driving.
- G. All logs pertaining to trip information, mileage, purchases, and other required information, must be completed immediately prior to returning the vehicle key and clipboard at the end of your trip.

Illinois Administrative Code Section 5040-500 explains:

- H. All IMSA drivers must have a valid driver's license from the State of Illinois, or from another state or federal agency which is acceptable under Illinois Law, and is valid for the class of vehicle to be operated.

- I. Operation of minivans and regular sized vans only necessitates a Class “D” Illinois driver’s license or comparable license from another U.S. State on the part of the driver. Operation of a minibus requires completion of a minibus familiarization course administered by IMSA Security Staff.

II. Reserving a Vehicle

- A. IMSA vehicles should be reserved as far in advance as possible through on-line reservation system (<http://services.imsa.edu:8080/>). All cancellations of vehicle reservations should be made as soon as possible so others may have use of the vehicle.
- B. When reserving a vehicle, accept the vehicle assigned to you. This ensures that usage is appropriately distributed among our vehicles, which helps to justify the size of our vehicle fleet and support our requests for replacement vehicles.
- C. The Front Desk personnel will handle ALL requests for reserving IMSA vehicles through the on-line reservation system.
 1. Please request vehicles at least 24 hours in advance.
 2. Time to request vehicles is between 8:00am-3:30pm, Monday through Friday.
 3. All staff may check for availability of vehicles on the IMSA Service Catalog (<http://services.imsa.edu:8080/>).
 4. Please complete all requested information on the Vehicle Reservation on-line system.
 5. When completing the on-line form, please remember to:
 - a. Complete the form in its entirety.
 - 1) List all drivers that will or may be driving on the trip.
 - 2) Indicate your destination; City and State.
 - 3) Always complete the reason for travel.
 6. Once completed; be sure to submit your reservation.
 - a. You will receive an automated e-mail confirmation from the system.
 7. The appropriate vehicle will be assigned.
- D. On the day and time you need the requested vehicle, please go to the front desk to receive the key and clipboard.
- E. Weekend vehicle reservations must be completed by Friday at 3:30pm. Please plan accordingly.
- F. During times when the front desk is closed (extended weekends/holidays) the on-duty Security Patrol Officer will issue vehicle keys and clipboards.
 1. When signing out a vehicle during these times, call 630-907-5042 in advance so the Security Officer can meet you at the front desk and minimize your wait.
- G. When reserving vehicles for long trips, please request your vehicle at least one week prior to the trip so maintenance can check the vehicle prior to your departure.
- H. All vans must be parked in the small East Circle Drive parking lot near the warehouse when returned to campus.
- I. All Mini-Buses must be parked in the West parking lot in its designated space when returned to campus.
- J. All keys and clipboards must be returned to the front desk upon your return.

- K. During closure times, the on-duty Security Patrol Officer can be reached by dialing 630-907-5042 or by using one of the emergency assistance (blue light) phones.
- L. Be sure to complete the usage/mileage log on the clipboard completely and accurately each time you use and return the vehicle.
- M. All gas receipts must be returned with the key and clipboard.
 - 1. Gas receipts may be placed in the small pouch with the gas credit card.
- N. Do not switch usage logs or credit cards between vehicles.
- O. The issuing and operation of IMSA vehicles will be restricted to IMSA employees and those authorized by the President, Principal, Executive Director of Student Affairs, or the IMSA Vehicle Operations Coordinator for use in conjunction with the support of an IMSA sanctioned program, in direct support of the mission of the Illinois Mathematics and Science Academy, and for official business.
- P. Non-IMSA employees may be designated as volunteers by the President or his/her designee, or the IMSA Vehicle Operations Coordinator. When this is performed the following documents must be completed prior to operating the vehicle:
 - 1. Volunteer Vehicle Operator Conditions Letter.
 - 2. Volunteer Vehicle Operator Waiver Form.
 - 3. Proof of valid driver's license and insurance.
- Q. Passengers in IMSA vehicles other than IMSA students and employees are not covered by the IMSA/State of Illinois automobile insurance coverage program, and therefore are not allowed to ride in IMSA vehicles.

III. Vehicle Operation

- A. Vehicle operators are responsible for the actions and wellbeing of all passengers in the vehicle during the time they have the vehicle signed out.
- B. Vehicle operators are responsible for ensuring that the maximum numbers of passengers prescribed for that vehicle is not exceeded.
- C. State owned vehicles are authorized for use in the performance of all essential travel duties related to the completion of State business.
- D. They are not authorized for personal trips unrelated to State business;
 - 1. Transporting passengers who are not state employees.
 - 2. Transporting passengers who are not IMSA Students.
 - 3. Attempting tasks which are beyond the vehicles capabilities.
- E. When in doubt, the decision must be based on whether the vehicles use will serve the interests of the State rather than the driver, and whether it will be defensible in the event of public criticism, questions from a higher government authority, or an auditor's report.
- F. State vehicles are clearly marked as such and drivers are identified as a representative of State government.
- G. As a State employee using State property, you have a responsibility to use caution and discretion at all times.
- H. Unauthorized use of state vehicles will result in immediate disciplinary action by the operator's agency. Discipline may include suspension of all privileges to operate State

vehicles, and in some cases, dismissal. State drivers are not covered by liability insurance when engaging in unauthorized use of State vehicles.

- I. The following uses of State vehicles are prohibited:
 1. Use for personal purposes, other than commuting, which has been authorized.
 2. Travel or tasks that are beyond the vehicle's rated capability.
 3. Transport of families, friends, associates, or other persons not employed by the State or in the interests of the State.
 - a. The agency director will determine if questionable travel is in the interest of the state.
 4. Transportation of Hitch-Hikers.
 5. Transportation of cargo which has no relation to the performance of official State business.
 6. Transportation of acids, explosives, weapons, ammunition or highly flammable materials except by specific authorization, or in an emergency situation.
 7. Transportation of items or equipment projecting from the side, front or rear of vehicles in a way that constitutes an obstruction to safe driving, a hazard to pedestrians, or to other vehicles.
 8. Travel to sporting events (including hunting or fishing trips), that are not in the service of State business.
 9. Extending the length of time the operator possesses the vehicle beyond what is needed to complete the official purpose of the trip.
 10. IMSA vehicles will never be operated by any person who has recently consumed any amount of an alcoholic beverage, taken any prescription drug which carries a warning for the consumer to not operate a vehicle, or any other type of intoxicant or substance which might impair the driver's ability to safely operate a motor vehicle.
- J. It is the responsibility of the vehicle operator to strictly adhere to all local and State traffic laws and other regulations or criminal laws. Any traffic citations or parking tickets are the responsibility of the vehicle operator.
- K. Seat belts must be worn at all times by drivers and passengers of IMSA/State vehicles.
- L. The State of Illinois is self-insured. Claims made against the State and State drivers are covered by the State of Illinois, Central Management Services, Risk Management-Auto Liability Coordinator. This program covers all State of Illinois Vehicles and is designed to cover only State of Illinois Employees. State Statutes allow coverage for volunteers separately. No other persons are voluntarily covered under the State of Illinois Self Insured program should they be involved in an accident while driving a State Vehicle or as a passenger.
 1. A parent volunteer is driving an IMSA van and is involved in an accident.
 - a. In this case the parent would be covered as a volunteer if all required paperwork is completed and turned in prior to the trip.
 2. An IMSA staff member is using an IMSA vehicle for a legitimate business trip and brings their spouse or colleague from another school along.
 - a. The spouse or colleague would not be covered under the State of Illinois Insurance Program.
 3. An IMSA coach is taking his team to a competition and the coach and students from another school wish to ride along to the same location.

- a. The coach and students from the other school would not be covered under the State of Illinois Insurance Program.
- 4. IMSA is hosting a program and numerous people are arriving at the airport/train station and need rides to campus. An IMSA employee takes a vehicle and picks them up and drives them to campus.
 - a. The non-IMSA persons would not be covered under the State of Illinois Insurance Program.

IV. Vehicle Maintenance

- A. Every driver should visually inspect the vehicle before starting on a trip. This quick inspection should include checking tire pressure and window visibility, and it should screen out potential problems before the driver starts the vehicle. All damage and mechanical problems will be documented by the driver. If the problems will interfere with the safe operation of the vehicle, the vehicle will not be used until the problem is fixed.
- B. It is the responsibility of the person signing out the vehicle to ensure that oil, coolant, and other critical fluids are at appropriate levels prior to operation of the vehicle.
- C. It is the responsibility of the person signing out the vehicle to ensure the vehicle is free of trash and other materials, has at least $\frac{1}{4}$ tank of gas, and is secured when returned to IMSA. IMSA maintains fuel service contracts through a fleet gas card service which allows you to fuel the vehicles at most stations.
- D. Smoking is not allowed in any IMSA Vehicles.
- E. Only members of the IMSA maintenance staff are authorized to remove or replace seats in an IMSA vehicle. Vehicle operators should request the removal of seats when reserving the vehicle. Such requests should be made two (2) days in advance of the date needed.
- F. It is the responsibility of the person operating the vehicle to ensure that any mechanical problems or other problems requiring maintenance are reported immediately upon returning the vehicle.
 - 1. This must be done by completing a vehicle maintenance work order at the front desk when the keys and clipboard are returned.

V. Emergencies

- A. If the operator of an IMSA vehicle should be involved in a traffic crash while driving an IMSA vehicle, the following actions must be taken:
 - 1. The Police agency with jurisdiction over the location of the crash must be contacted and a State of Illinois vehicle crash report must be completed.
 - a. The State of Illinois Central Management Services requires a vehicle crash report for EVERY crash involving a State owned vehicle.
 - 2. If any passengers (especially students) are injured and require medical treatment, an adult MUST accompany that student to the hospital. The driver of the vehicle will be responsible for accounting for the location and disposition of all passengers at all times.

3. If the vehicle is unable to be operated due to damage from the crash:
 - a. Call the closest State of Illinois C.M.S. Garage during normal business hours or the afterhours number (217-782-7860) if the garage is closed for towing services (see attached listing and map).
 - 1) List and map is kept on the Vehicle Mileage Log clipboard.
 - b. If the vehicle is towed away by Police order, the driver will ensure that the identification of the towing agency and the location it will be towed to is identified.
4. The operator of the vehicle will call IMSA Security (630-907-5042) and their immediate supervisor as soon as possible to report the crash.
5. *Immediately* upon returning to IMSA, the operator of the vehicle will report to Security to complete required paperwork.
6. In the event of a vehicle break down or other incident which interrupts the operation of the vehicle or strands the vehicle and its occupants, the operator will:
 - a. Call the closest State of Illinois C.M.S. Garage during normal business hours or the afterhours number (217-782-7860) if the garage is closed for towing services (see attached listing and map).
 - 1) List and map is kept on the Vehicle Mileage Log clipboard.
7. If further assistance is needed, the operator of the vehicle may call IMSA Security (630-907-5042).
8. The operator of the vehicle should also notify their immediate supervisor.

State Garages/Automated Fuel Sites are located in the following cities

Springfield Area

Lincoln Ave
650 N Lincoln Ave
Springfield IL 62702
217/782-6028

Central
200 East Ash Street
Springfield IL 62704
217/782-4684

Jefferson

6th **Ash**

I-55

I-88

Dixon
817 Depot Ave
Dixon IL 61021
815/284-1594

I-55

Stateville
20025 Division St.
Crest Hill, IL 60435
815/727-7590

Ottawa
1620 Porter Street
Ottawa, IL 61350
815/434-8400

I-74

Monmouth
710 180th Ave
Monmouth, IL 61462
309/734-6306

Peoria
6510 W. US Highway 150
Peoria, IL 61528
309/693-5162

Pontiac IDOT
I-55 and Route 116 W.
Pontiac, IL 61764
815/844-6522

Watseka
111 Yount Ave
Watsseka, IL 60970
815/432-3266

I-72

Champaign
201 Eisner Road
Champaign IL 61820
217/278-3456

Hillsboro
PO Box 499 RTE 185 S.
Hillsboro IL 62049
217/532-6811

Paris
Route 133 West
Paris, IL 61944
217/463-4215

I-55

Effingham
400 W. Wabash
Effingham IL 62401
217/342-8296

I-70

Collinsville
1104 Eastport Plaza Dr
Collinsville IL 62234
618/346-5190

I-57

Carbondale
2801 W. Murphysboro
Carbondale IL 62903
618/351-5346

Chicago Land Area

Schaumburg – IDOT#1
201 W Center Street
Schaumburg IL 60196
847-705-4011 **294**

Elgin
595 South State St.
Elgin IL 60123
847/931-2473

Suburban North
9511 Harrison St
Des Plaines, IL 60016
847/294-4152

Emergency Traffic Patrol
3501 South Normal
Chicago IL 60609
773-624-0470

I-90

I-55

I-80

- Fuel
- 24 Hr Fuel
- Garage

- E – Electric Charging**
- G – Gas**
- BD – BioDiesel**
- E85 – Ethanol**

For other operating hours, contact DOV at (217) 782-2536 ext 227

CMS Guidelines for State Fleet

Towing: During “regular hours” M-F call the nearest State Garage and they will arrange for towing to their facility.

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| <p>Carbondale State Garage 2801 West Murphysboro (618) 351-5346 Fuel: Gasohol</p> | <p>Collinsville State Garage 1104 Eastport Plaza Drive (618) 346-5190 Fuel: Gasohol and Diesel</p> |
| <p>Des Plaines-Suburban North State Garage 9511 Harrison Street (847) 294-4152 Fuel: None</p> | <p>Dixon State Garage 817 Depot Avenue (815) 284-1594 Fuel: Gasohol and Diesel</p> |
| <p>Effingham State Garage 400 West Wabash (217) 342-8296 Fuel: Gasohol</p> | <p>Elgin State Garage 595 South State Street (847) 931-2474 Fuel: Gasohol and Diesel</p> |
| <p>Hillsboro State Garage Graham Correctional Center Route 185 South (217) 532-6811 Fuel: Gasohol and Diesel</p> | <p>Ottawa State Garage 1620 Porter (815) 434-8400 Fuel: Gasohol and Diesel</p> |
| <p>Paris State Garage Route 133 West (217) 463-4215 Fuel: Gasohol and Diesel</p> | <p>Peoria State Garage 6510 West Highway 150 (Edwards, IL) (309) 693-5162 Fuel: Gasohol and Diesel</p> |
| <p>Springfield Central State Garage 200 East Ash Street (217) 782-4684 Fuel: Gasohol and E85 (Ethanol)</p> | <p>Stateville State Garage #06 20025 Division Street (Crest Hill, IL) (815) 727-7590 or (815) 727-7591 Fuel: None</p> |
| <p>Watseka State Garage 111 Yount Avenue (815) 432-3266 Fuel: Gasohol and Diesel</p> | |

For emergency vehicle assistance after business hours, state employees should contact the Illinois Emergency Management Agency at (217) 782-7860.