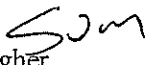

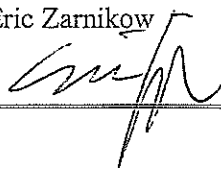


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Susan Vescio McCarragher  Vicki Baba 	Eric Zarnikow 	

1.0 **POLICY**

ISAC maintains a fleet of vehicles for employee use while conducting Agency business. These State vehicles are only to be used for State business. Any employee personal use is strictly prohibited.

Administrative Services will be responsible for the administration of this part of the policy, vehicle maintenance, and required vehicle record keeping and reporting.

ISAC employs a Corps of field based workers. As a condition of employment, these employees must use their personal vehicles for work related travel. In conjunction with the College Access and Outreach Division, Human Resources and Development (HRD) will be responsible for the oversight of this section of the policy as well as obtaining, tracking, and maintaining all required documentation.

2.0 **COORDINATION AND SCHEDULING**

- 2.1 Vehicle Coordinators (VC) will be appointed in the Springfield and Deerfield offices. The VCs will be responsible for usage scheduling, periodic maintenance, repairs, monthly mileage reporting and other periodic reporting to Administrative Services for the vehicles assigned to their location. The VCs should also maintain a set of duplicate keys for each of their vehicles.
- 2.2 Vehicle reservations may be made by completing and submitting a Vehicle Reservation form (attached) to the VC. Reservations should be made as far in advance as possible to ensure vehicle availability. Vehicles are assigned on a first-come/first-served basis; however, the VC retains the authority to schedule vehicles to make the best use of agency resources.
- 2.3 Whenever the opportunity is available and practical, employees are encouraged to car pool rather than dispatching several vehicles to the same location.
- 2.4 Based on employee travel needs or preferences, the VC may authorize the use of an employee's personal vehicle or may procure a vehicle from the CMS State fleet to accommodate travel needs. Reimbursement of mileage or other travel expense requires the approval of the division director or an executive staff member.
  - 2.4.1 Employees using their personal vehicle for agency business must be duly licensed and must possess the minimum amount of vehicle liability insurance as required by Illinois law. In the event of an accident while using their personal vehicle, employees may be personally liable for that amount. To be reimbursed

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for mileage related to state business, the employee must either attach the Vehicle Request form to their travel voucher, or include a certification in the comments section of the travel voucher that states "I certify that I possess a valid driver's license and that I possess private auto insurance up to the Illinois statutory liability amount."

- 2.4.2 Reimbursement for allowable travel expenses related to using a personal vehicle must be made through the submission of a travel voucher to the Finance and Accounting Division (see PPD #503).

**3.0 VEHICLE RETURNS**

- 3.1 Upon completion of ISAC business, the vehicle should be parked in the designated agency vehicle parking spaces and the keys returned to the VC as soon as possible. A Vehicle Use and Condition Report (VUCR attached) form is required to be completed after usage of any Deerfield based agency vehicle. This form will require the listing of beginning and ending mileage, any damage sustained to the vehicle as well as other information. Employees must sign and turn in any receipts for gas purchased with the State gas credit card. Employees must also report the use of agency IPASS transponders by completing the IPASS usage section on the back of the VUCR. Use of fleet vehicles assigned to the Springfield office is to be documented by completion of the vehicle travel log upon completion of each trip. The log requires the listing of the beginning and ending mileage along with other specific trip information. The log form along with all fuel purchase receipts must be submitted to Administrative Services each month.

**5.0 I-PASS TRANSPONDERS**

- 5.1 Each of ISAC's vehicles is equipped with an I-PASS automated toll payment transponder. These transponders are to be used to pay highway tolls while traveling on ISAC business.

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- 5.2 Each driver is responsible to report the amount of tolls paid via IPASS by completing the "I-PASS Usage Total" form printed on the back of the existing "Vehicle Use & Condition Form". The form requires drivers to identify the date of the trip, vehicle license plate number and the total toll amount paid via I-PASS.
- 5.3 Transponders are not to be removed from the specific ISAC vehicle in which they have been installed. Additionally, transponders may not be used to pay tolls while traveling to and from an employee's residence in cases where overnight "take home" use has been approved. Unofficial or personal use of an agency I-PASS transponder is not permitted. Individuals who misuse a transponder may be subject to disciplinary action and will be required to reimburse the agency for such inappropriate use.

**6.0 DRIVER RESPONSIBILITIES**

- Possess a valid State issued drivers' license and the minimum required vehicle liability insurance coverage.
- Wear safety restraint seat belts and require the same of all passengers.
- Exercise all reasonable care and caution while in possession of and operating an agency vehicle.
- Inspect the assigned vehicle and report any damage or apparent mechanical problems to the Vehicle Coordinator before leaving for the trip.
- Although employees are required to make certain the vehicle has, at a minimum, a half tank of gas remaining when the vehicle is returned, they are encouraged to fill the tank before returning the vehicle.
- Detail any mechanical or other vehicle-related difficulties encountered on the VUCR and report to the Vehicle Coordinator.
- Clear the vehicle interior of personal items, including discarding trash before returning the vehicle keys.
- Smoking is strictly prohibited in ISAC vehicles.
- Obey all traffic laws, including prohibitions on texting and other cellular telephone usage in construction areas, school zones and certain municipalities.

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**6.1 OTHER RESPONSIBILITIES**

- 6.1.1 Use of the State of Illinois credit card is authorized for the purchase of gasoline, oil or other automotive items for only the agency vehicle. All credit card receipts must be signed by the driver and returned to the VC along with the VUCR.
- 6.1.2 Employees are personally and financially responsible for any traffic or parking tickets received while using an agency or personal vehicle in the course of conducting ISAC business.
- 6.1.3 Needs of physically challenged employees requiring specially equipped vehicles to conduct ISAC business will be considered on an individual basis.

**7.0 PERMANENTLY ASSIGNED VEHICLES**

- 7.1 Due to the position requirements and frequency of travel, certain employees may have the necessity to be permanently assigned a vehicle by the ISAC Executive Director. In such cases, the employee will retain possession of the vehicle and will be responsible for the filing of periodic reports and the timely submission of all gas receipts.
- 7.2 The employee is required to complete and submit a monthly mileage log. The log will be submitted to Administrative Services and then forwarded to the Finance and Accounting Division. The log will identify any personal mileage accumulated. Any personal mileage above a minimal amount will be considered a taxable fringe benefit and be included as part of that employee's income on a quarterly basis. Additionally, a taxable fringe benefit commuting value will be assessed for each day of vehicle use per state travel regulations.

**8.0 ACCEPTABLE USE OF VEHICLES**

- 8.1 Unless specifically authorized, ISAC vehicles shall not be kept overnight at the home of an employee. State vehicles may not be used for commuting between an employee's home and office/travel location. Exceptions to the above may be authorized for situations where originating the trip from the employee's headquarters is significantly further than the employee's home and the employee is not required to report to headquarters prior to the trip departure. Requests for this type of "take home" use must be approved by the employee's Division Director or Executive Director. The request for take home use must also include a written explanation justifying the director's approval.

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8.2 Agency vehicles are to be used only for conducting ISAC business and traveling between work locations, hotel and to obtain meals while on travel status. Any other use is considered personal business. Any employee using an agency vehicle for personal business is liable for the value of that use, is subject to forfeiture of state insurance coverage, will be liable for injury or damage sustained through such personal use and may be subject to disciplinary action.

9.0 **VEHICLE BREAKDOWN**

9.1 If an Agency vehicle breaks down during Administrative Services office hours (7:00 AM until 4:00 PM), the following steps should be taken:

- The employee should contact Administrative Services at extensions 1102 or 1201 to report their location, condition of the vehicle and a telephone number where the employee can be reached.
- Administrative Services will contact CMS Division of Vehicles personnel and arrange for assistance.
- Administrative Services will coordinate vehicle transportation and advise the employee of the arrangements.

9.2 If a breakdown occurs after office hours, the following steps should be taken:

- Call the Illinois Department of Emergency Management at (800) 782-7860. This number is placed in each vehicle's glove compartment and is staffed 24 hours a day. The caller will be asked for the location and the license plate number of the vehicle as well as the nature of the problem.
- The driver may also contact the Deerfield office security desk at extension 1310 between the hours of 6:00 AM until 8:00 PM Monday through Friday. The security officer can contact an Administrative Services staff member to assist the driver as well.

10.0 **TRAFFIC ACCIDENTS**

10.1 Traffic accidents occurring while operating an agency vehicle, or a personal vehicle while on ISAC business, should be reported to Administrative Services as soon as

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possible. A delay in reporting may cause forfeiture in State insurance coverage and possibly leave the driver personally and financially responsible.

- 10.2 Employees involved in any accident with an agency or personal vehicle while on ISAC business are required to immediately report the accident to the appropriate law enforcement agency. As soon as possible, the employee must also notify Administrative Services and provide a copy of the police report and a memo describing their account of the accident.

**11.0 ACCIDENT REVIEW COMMITTEE**

- 11.1 The ISAC Accident Review Committee is formed, as required by CMS, by staff members appointed by the Director of Administrative Services. The committee will review the circumstances surrounding any traffic accident involving an agency vehicle or an employee's personal vehicle used for ISAC business. When required, the committee shall examine the incident and document its findings.

**12.0 CORPS WORKER USE OF PERSONAL VEHICLE**

- 12.1 It is expected that all Corps Workers will provide and maintain, in working condition, their own vehicle to be used for travel to and from various work sites within their assigned geographical area.
- 12.2 As an ongoing condition of employment, all Corps Workers must possess a current drivers' license and proof of current automobile liability insurance which meets Illinois standards for the duration of their contract period. The policy must be in the Corps Workers name or the Corps Worker must be named as an insured driver on the policy.
- 12.3 Copies of the employee's drivers' license and automobile insurance policy must be submitted to HRD during orientation. It is the responsibility of each Corps Worker to certify annually that they maintain a valid drivers' license and auto liability insurance naming them as an insured driver.
- 12.4 Payment for vehicle use will not be provided to Corps Workers on a routine basis. However, ISAC will provide mileage reimbursement for mileage traveled in excess of the weekly commuter miles for the region to which a Corps Worker is assigned. A travel voucher should be submitted to and approved by their manager (see PPD #503 "Travel Vouchers" for procedures) to obtain reimbursement.

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- 12.5 Corps Workers will have membership in the AAA Chicago Motor Club for Roadside Assistance when using their vehicles for work related travel. Each Corps Worker will be issued a membership number and I.D. card when orientation has been completed.
- 12.6 Employees involved in any accident with their vehicle while on ISAC business are required to immediately report the accident to the appropriate law enforcement agency. If there is an injury involved, Human Resources and Development should be contacted as soon as possible.

# ISAC Vehicle Request

Name of Driver: \_\_\_\_\_ Date: \_\_\_\_\_

Div/Dept: \_\_\_\_\_ Mail Code: \_\_\_\_\_ Ext: \_\_\_\_\_

Requested pick up: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Intended return: Date: \_\_\_\_\_ Time: \_\_\_\_\_

I certify that this trip is for ISAC business. I acknowledge that personal use of this vehicle is prohibited and any prohibited use of a State vehicle will result in my personal liability for injury or damage, reimbursement to the State for any costs incurred and possible disciplinary action.

Trip Origin: \_\_\_\_\_ Destination: \_\_\_\_\_

Exception Justification (To be completed if trip origin is not ISAC office.): \_\_\_\_\_

Accompanying passengers:

(Only passengers directly related to State business are permitted.)

Cellular phone requested? \_\_\_\_\_ Yes \_\_\_\_\_ No

I certify that I possess a valid drivers license. I also certify that if I operate a vehicle not owned, leased or controlled by the State, that I possess private auto insurance up to the Illinois statutory liability amount.

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Director Approval (Director approval required  
for exception request.)

\_\_\_\_\_  
Date

This section to be completed by Vehicle Coordinator or Administrative Services.

\_\_\_\_ Vehicle assigned: License plate# \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

\_\_\_\_ Employee authorized to use personal vehicle\* (Employee must possess private auto insurance with coverage at least up to the Illinois Statutory minimum liability amount.)

Approved by:

\_\_\_\_\_  
Administrative Services

\_\_\_\_\_  
Date

\* For employees with approval to use their personal vehicle, a copy of this approved request must be attached to the travel voucher in order for Accounting to process payment.