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Governor

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Director

# Department of Labor Vehicle Policy

## **1.0 Purpose**

Vehicles used to conduct official business are to be operated in a safe manner consistent with State, Local and Federal laws. All damage to government-owned motor vehicles (GOVs), privately-owned vehicles (POVs) and/or rental vehicles used for government business must be reported promptly according to procedures outlined below. The use of government vehicles is limited to official government business.

## **2.0 Scope**

This procedure will serve as the guideline for protecting all personnel using GOVs, POVs and/or rental vehicles operated while performing official government business.

## **3.0 Responsibility**

3.1 The Vehicle Coordinator will ensure the following:

- 3.1.1 Oversee maintenance (minimum of once a year) and repair of government vehicles;
- 3.1.2 Ensure government vehicles are periodically inspected with regard to their outward appearance and maintenance schedules;
- 3.1.3 Ensure employees that drive government vehicles possess a valid State driver's license and have up to date auto insurance.

3.2 The driver's responsibilities are as follows:

- 3.2.1 Use the GOV only for conducting official business;
- 3.2.2 Carry a valid State driver's license and up to date auto insurance;
- 3.2.3 Ensure seat belt use for all occupants;
- 3.2.4 Operate the vehicle in a safe manner conforming to traffic laws and road conditions;
- 3.2.5 Ensure no smoking in Government owned or leased vehicles;
- 3.2.6 Exercise reasonable diligence at all times in the proper care, use, and operation of vehicles;
- 3.2.7 Do not consume or possess alcohol and/or illegal drugs while operating vehicle;
- 3.2.8 Do not operate a vehicle under the influence of alcohol and/or drugs;
- 3.2.9 Maintain vehicle in a safe operating condition and carefully secure any cargo;

- 3.2.10 Be aware of security when parking or garaging a vehicle;
- 3.2.11 Fuel gasoline powered vehicles with gasohol, whenever possible;
- 3.2.12 Immediately report any involvement in accidents to appropriate authorities (see Accident Report Procedure, Pages 5 & 6);
- 3.2.13 Comply with instructions concerning notification and repairs in the event of a breakdown or damage which prevents further operation of the vehicle;
- 3.2.14 Assume responsibility for violations and fines incurred while operating a government owned/leased vehicle;
- 3.2.15 When returning from travel, be considerate of the next person using the vehicle and fill the gas tank.
- 3.2.16 Ensure that all receipts for credit card purchases of fuel, oil, repairs, or other related items are accurate and state the current vehicle mileage reading, and if applicable, the hour reading. ***Outside fuel receipts do not always provide an area for recording mileage. In situations such as this, the driver should record the mileage in available space on the fuel receipt.***
- 3.2.17 Provide copies of any moving or equipment violation citations received while operating a vehicle to your Division Manager and/or Vehicle Coordinator within five working days of receipt.

Smoke Free Illinois Act, PA 095-1107, effective 1/1/2008, prohibits smoking in public places, places of employment, and governmental vehicles.

#### **4.0 Authorized Use**

Drivers must use vehicles with the best interests of the state in mind. The following are appropriate times to use a state vehicle:

- 4.1 Travel between places of state business, places of temporary lodging, places to obtain meals, and/or other locations necessary to perform official duties;
- 4.2 Travel to/from places to obtain emergency medical assistance or supplies;
- 4.3 Transport of materials, equipment, supplies, tools, parcels, luggage or other items necessary or required to perform official duties;
- 4.4 Traveling to and from a job related assignment;
- 4.5 Any other use when authorized in writing by your Division Manager.

Drivers are required to report to their Division Manager and/or Vehicle Coordinator if their license becomes invalid, suspended, revoked or lost, **IMMEDIATELY.**

## **5.0 Unauthorized Use**

- 5.1 Unauthorized use of a state-owned vehicle includes, but is not limited to:
  - 5.1.1 Transportation for shopping, meals, entertainment, recreation or vacation purposes unrelated to the performance of official state business;
  - 5.1.2 Transport of any person for any purpose unrelated to official state business;
  - 5.1.3 Operation of a vehicle beyond the vehicle's rated capability;
  - 5.1.4 Transport of materials, equipment, supplies, tools, parcels, luggage, or other items unrelated to the performance of official state business;
  - 5.1.5 Transport of items or equipment which may constitute an obstruction of safe driving or hazard to pedestrians or other vehicles;
  - 5.1.6 Any use in violation of applicable law, rule, or executive order.
- 5.2 Any employee or official using a state vehicle in a manner contrary to the rules set forth in this section shall be personally responsible for and assume the risk of:
  - 5.2.1 Personal injury to such employee and to third parties;
  - 5.2.2 Damage to the property of the employee, the state and third parties.
- 5.3 In the event of a violation of this section, the agency head:
  - 5.3.1 Is responsible for instituting corrective action, which may include discipline, up to and including discharge and;
  - 5.3.2 Shall require and verify the user has paid the state for each mile or fractional mile of unauthorized use. Payment to the state shall be equal to the amount reimbursed to state employees for the use of personal vehicles.

## **6.0 Safety and Security**

- 6.1 Vehicle Coordinator is responsible for:
  - 6.1.1 Ensuring that vehicles are in good operating condition;
  - 6.1.2 Ensuring that vehicles are inspected by Division of Vehicles (DOV) a minimum of once a year.
- 6.2 For increased safety and security, drivers should:

- 6.2.1 Always park in well-lighted areas and lock the doors;
- 6.2.2 Have keys in hand when approaching a vehicle;
- 6.2.3 Avoid stopping in isolated places;
- 6.2.4 Plan trips in advance;
- 6.2.5 Leave detailed itinerary with office/family;
- 6.2.6 Carry maps with routes clearly marked;
- 6.2.7 Travel only on main roads as much as possible;
- 6.2.8 If someone bumps you from behind, do not get out of the car if you are at all suspicious. Motion the other driver to follow you to a police station;
- 6.2.9 Ensure that vehicles, keys and vehicle credit cards are properly secured to prevent damage and/or theft;
- 6.2.10 When not in use, store vehicles on state property, and if possible, within a secure area. Maintain control over vehicle keys and credit card in a manner to prevent unauthorized access;
- 6.2.11 Store state-owned supplies and equipment which must be left in a vehicle in an inconspicuous and secure area of the vehicle.

## **7.0 Repairs, Fuel and Maintenance**

- 7.1 If repairs are needed **during regular business hours** (weekdays 7:30 a.m. to 4:00 p.m.), contact the nearest state garage (**listing on last pages of this policy**).
- 7.2 **During non-business hours**, if **emergency** mechanical assistance is required and the driver is able to locate a vendor from the DOV Director of Sublet Vendors to have the repairs performed, proceed with repairs. Bill payment can be processed as follows:
  - 7.2.1 Driver contacts the nearest state garage the next business day and is given a purchase order for the repair;
  - 7.2.2 Charge services to the state credit card (see page 5);
  - 7.2.3 Driver can pay out-of-pocket and be reimbursed through his/her agency as a travel expense. DOV will provide an approval stamp on the reimbursement voucher to expedite processing.

If you need assistance obtaining a vendor to perform emergency repairs or other vehicle assistance after business hours, call the number on the back of the state credit card: 1-800-782-7860 in Illinois, out-of-state, 217-782-7860.

### 7.3 Fuel, Oil and other purchases

- 7.3.1 Drivers are encouraged to make fuel purchases at state garages when efficient. However, drivers are not expected to substantially deviate from their route to do this;
- 7.3.2 If a state garage or service station is not available, make purchases of fuel, oil, and related items from the most economical source. Use E85 and gasohol when available and as applicable to each vehicle's needs. Use a self-service island unless you are physically unable to operate a self-service pump;
- 7.3.3 It is the drivers' responsibility to verify that the service station accepts state credit cards before pumping fuel.

### 7.4 Credit Cards

A state vehicle credit card and Fleet Card are assigned to each vehicle. Dollar limits on credit card purchases of operational items from private sources are as follows:

- 7.4.1 Full tanks of fuel. Purchase of oil, oil changes/lubrications, washing, towing and tire repair not to exceed \$50 for cars/trucks (7499 GVW and under) and \$200 for trucks (7500 GVW and over);
- 7.4.2 For most agencies, minor **emergency** mechanical repairs are not to exceed \$50 (cars and trucks one ton and under) and \$100 (all other vehicles) may be charged without prior approval.

**For information on your particular agency's purchasing limits, contact you Vehicle Coordinator.**

To obtain, change the information on, or replace a state credit card, request your Vehicle Coordinator notify DOV at (217) 782-2536, ext. 220.

**The use of a state vehicle credit card to purchase personal items, or any item not directly related to the repair and operation of a vehicle is prohibited.**

## 8.0 Vehicle Accident Reporting

- 8.1 Please follow these procedures in case of any accident involving a vehicle, or any vehicle rented or leased while on official state business. Contact CMS Risk Management at 217-782-0202 for additional information.
- 8.1.1 Stop Immediately;
  - 8.1.2 Take whatever steps necessary to prevent another accident;
  - 8.1.3 Notify police and get an accident report;
  - 8.1.4 Remain silent on the issue of who is at fault;
  - 8.1.5 Do not assist with injured persons beyond calling for professional medical assistance;
  - 8.1.6 Telephone your Division Manager and/or Vehicle Coordinator immediately to report the details of the accident;
  - 8.1.7 Immediately fill out Illinois Form SR-1 "Motorist Report of Illinois Vehicles Accident." The Auto Liability cover letter attached to the SR-1 is to be completed by your Vehicle Coordinator. The SR-1 form is provided:
    - 8.1.7.1 In the glove compartment of each vehicle
    - 8.1.7.2 By the police officer investigating the accident
    - 8.1.7.3 From your Vehicle Coordinator
  - 8.1.8 The completed SR-1 should be distributed as follows:

**Original:** IL Department of Transportation  
Safety Responsibility Section  
3215 Executive Park Drive  
Springfield, IL 62794-9484

**First Copy:** CMS Risk Management Division  
Auto Liability Section  
201 East Madison  
Springfield, IL 62494-9208

The SR-1 along with the Uniform Cover Letter is to be submitted to Risk Management no later than seven calendar days following the accident. (Notify Risk Management of **all** claims.) As outlined by the state's insurance plan, the driver risks forfeiture of coverage for failure to properly and timely report a motor vehicle accident within seven days.

**Second Copy:** Your Vehicle Coordinator  
900 South Spring Street  
Springfield, IL 62704

**Third Copy:** Department of Central Management Services  
Division of Vehicles  
200 East Ash Street  
Springfield, IL 62704  
Attn: Division Manager

## 8.2 Additional Notes

- 8.2.1 Do not enter into a settlement or sign a release unless you have received authorization from Risk Management;
- 8.2.2 If a privately-owned vehicle is involved in an accident, complete the Form SR-1 using the operator's personal insurance information and noting that the vehicle is privately owned. The operator should also contact his/her personal auto insurance company and Risk Management;
- 8.2.3 If a rental vehicle is involved in an accident, complete the Form SR-1, and advise the rental company's insurance carrier. The operator should report the accident to the rental company's insurance carrier, DOV and Risk Management;
- 8.2.4 Report all accidents to your Vehicle Coordinator to be certain a report is submitted to Risk Management;
- 8.2.5 Submit all reports and data to you Vehicle Coordinator within one working day;
- 8.2.6 If the vehicle is unsafe to operate, have it towed to the nearest garage or service station;
- 8.2.7 If you are injured in the accident, to the extent that you cannot perform your duties, have the police notify your Division Manager and/or Vehicle Coordinator, who will assume your responsibilities for reporting the accident.

## 9.0 Insurance Coverage

- 9.1 The State of Illinois provides liability coverage for drivers and vehicles. This coverage is extended only to drivers utilizing a vehicle in an authorized manner. In the event a driver causes injury or damage to persons or property while using a vehicle or causing a vehicle to be used in an unauthorized manner, the driver may be held personally responsible for such injury or damage;
- 9.2 Any person driving his/her own vehicle or a privately leased or rented vehicle while on state business is required to maintain vehicle liability insurance on such private vehicle in an amount equal to at least the minimum amount required by law;



- 9.3 A copy of the most current insurance information is required to be on file with the Vehicle Coordinator for those persons driving his/her own vehicle or a leased or rented vehicle while on state business. Driver will be required to maintain vehicle liability insurance on such vehicle in an amount equal to at least the minimum amount required by law.

## **10.0 Responsibility for Fees and Charges**

- 10.1 Per Illinois Compiled Statues 405/67.16, state agencies are charged for fuel, lease, rental, repair, maintenance, and administration of vehicles by Central Management Services, DOV. Rates are cost based;
- 10.2 Citations for moving or parking violations are solely the responsibility of the operator of the state-owned, rented or leased vehicle.

**CMS MAJOR STATE GARAGES BY REGION  
AND FUEL TYPE INFORMATION**

**Hours of Operations are generally 7:30 a.m. – 4:00 p.m. 5 days a week**

<b>CENTRAL REGION</b>	<b>SOUTHERN REGION</b>
<b>CENTRAL STATE GARAGE #20</b>	<b>CARBONDALE STATE GARAGE #32</b>
200 East Ash Street	P.O. Box 100/2801 W Murphysboro
Springfield, IL 62704-4793	Carbondale, IL 62903-0100
217/782-4684, 4685, 4686	618/351-5346 or 217-782-4554
Gasohol and E85 (Ethanol)	Gasohol
<b>CHAMPAIGN STATE GARAGE #28</b>	<b>COLLINSVILLE STATE GARAGE #31</b>
P.O. Box 1577/201 Eisner Road	1104 Eastport Plaza Drive
Champaign, IL 61820-9998	Collinsville, IL 62234-6102
217/278-3456	618/346-5190 OR 618/346-5192
Gasohol and Diesel	Gasohol and Diesel
<b>LINCOLN AVENUE GARAGE #04</b>	<b>EFFINGHAM STATE GARAGE #29</b>
650 North Lincoln Avenue	P.O. Box 587/400 W. Wabash
Springfield, IL 62702-3697	Effingham, IL 62401-0587
217/782-6028	217/342-8296 OR 217/782-6801
Gasohol and Diesel IDOT Truck Service	Gasohol
<b>PARIS STATE GARAGE #27</b>	<b>FAIRFIELD STATE GARAGE #30</b>
P.O. Box 1028/Rte 133 West	Route #4/117 Highland Avenue
Paris, IL 61944-1028	Fairfield, IL 62837-1841
217/463-4215 OR 217/782-3693	618/842-2526
Gasohol and Diesel	Gasohol & Diesel
	<b>HILLSBORO STATE GARAGE #42</b>
	C/O Graham Correctional Center
	P.O. Box 499/Rte 185 South
	Hillsboro, IL 62049-0499
	217/532-6811
	Gasohol and Diesel

**CMS MAJOR STATE GARAGES BY REGION (Continued)  
AND FUEL TYPE INFORMATION**

Hours of Operations are generally 7:30 a.m. – 4:00 p.m. 5 days a week

<b>NORTHERN REGION</b>	<b>NORTHWEST REGION</b>
Chicago North Side Garage #09	Dixon State Garage #22
7075 Forest Preserve Drive	817 Depot Avenue
Chicago, IL 60634-1332	Dixon, IL 61021-3500
773/736-5290 OR 773/736-5291	815/284-1594 OR 815/284-3049
No Fuel	Gasohol and Diesel
<b>ELGIN STATE GARAGE #21</b>	<b>MONMOUTH STATE GARAGE #26</b>
595 South State Street	710 180 <sup>th</sup> Avenue
Elgin, IL 60123-7603	State Hwy Building
847/931-2473	Monmouth, IL 61462-9373
Gasohol and Diesel	309/734-6306
	Gasohol and Diesel
<b>SUBURBAN NORTH GARAGE #49</b>	<b>OTTAWA STATE GARAGE #23</b>
9511 Harrison Street	1620 Porter Street
Des Plaines, IL 60016-1566	Ottawa, IL 61350-1600
847/294-4152, 4153	815/434-8400 OR 815/434-8432
No Fuel	Gasohol and Diesel
<b>WATSEKA STATE GARAGE #24</b>	<b>PEORIA STATE GARAGE #25</b>
111 Yount Avenue	6510 West U.S. Highway 150
Watseka, IL 60970-1272	Edwards, IL 61528-9727
815/432-3266	309/693-5162
Gasohol and Diesel	Gasohol and Diesel

**STATE OF ILLINOIS E85 FUELING SITES**

<b>IL CENTRAL MANMAGEMENT SERVICES</b>	<b>IL DEPARTMENT OF TRANSPORTATION</b>
Division of Vehicles' central Garage	Landscape Site
200 E. Ash Street	1200 W. Augusta
Springfield, IL 62704	Chicago, IL 60622
217/782-4684, ext 239	773/486-1957
7:30 a.m. – 4:00 p.m.	7:30 a.m. – 3:30 p.m.

Web link for E85 Retail Fueling Sites:

<http://www.illinoisgreenfleets.org/stations>