

ILETSB Vehicle Use Policy:

- A. **Authorized use:** State owned vehicles shall be used for public purposes and in the best interest of the Board. Authorized uses include travel between places of business, places of temporary lodging, places to obtain meals and/or other locations necessary to perform official Board duties. An employee of the Board shall be designated the “Vehicle Coordinator” and shall be responsible for completing all administrative tasks related to the use of state vehicles. Vehicles may also be used for medical emergencies or to obtain medical supplies so long as notice of this use is provided to the vehicle coordinator as soon as practicable.
- B. **Driver’s Responsibilities:** All operators of state owned motor vehicles are responsible for the following:
- Possessing a valid state driver’s license
 - Ensuring that vehicles are used for official and authorized purposes
 - Assuming responsibility for violations and fines incurred while operating a vehicle
 - Exercising reasonable diligence at all times in the proper care, use, and operation of vehicles
 - Drive safely, obey traffic laws, and practice road courtesy
 - Wear safety belts and require all passengers to wear safety belts
 - Refrain from consuming or possessing alcohol or illegal drugs while operating a vehicle and refrain from operating a vehicle while under the influence of drugs or alcohol
 - Maintain vehicles in a safe operating condition and carefully secure any cargo
 - Maintain a daily vehicle use log recording mileage readings

C. **Vehicle Maintenance:** All maintenance and repairs to state vehicles should be performed at a Department of Central management Services garage. In the event of an emergency in which the vehicle requires immediate repair and is not near the CMS garage, the vehicle coordinator may authorize repairs from a private vendor and must report these repairs to CMS at the earliest possible time.

D. **Off-duty Use:** State owned vehicles should not be used for personal transportation unless the transportation is related to the performance of state duties or is otherwise incident to the employee's duties. The use of a state vehicle by any employee for personal use is prohibited and is grounds for disciplinary action, unless prior approval is granted by the Board or Director. Any state vehicle should not be used for transportation of employees between their office and home unless one or more of the following conditions are met:

1. The employee using the vehicle has a travel assignment that begins or ends at the employee's home;
2. The employee must begin or end a travel assignment outside of normal state working hours; or
3. It is in the best interest of the Board and approved by the Director.

E. **Personal Responsibilities:** Any employee using a state vehicle in a manner contrary to the rules set forth in this section does so solely at the risk of the employee and shall be personally responsible for and assume the risk of:

- Personal injury to such employee and to third parties
- Damage to the property of the employee, the state, and third parties, and
- Paying 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.