

VEHICLES

State-owned vehicles are available to agency employees for authorized use in the performance of travel duties related to the completion of state business. The Administrative Services Division issues the standard operating procedures to employees regarding the use of state-owned vehicles.

Employees requesting to use privately owned vehicles at state expense are required to obtain prior approval from their division manager. Reimbursement for travel on official state business will be made in accordance with this manual and the rules and policies of the Travel Guide for Illinois State Employees.

Employees, who use their privately owned vehicles on agency business, whether or not they seek reimbursement for mileage, are required to complete a "Certification of License and Automobile Liability Coverage" form. The form must be filed within 90 days after beginning employment with SRS and annually by July 30th. The SRS travel coordinator distributes blank forms for completion.

This policy applies to all state owned vehicles.

- A. No state owned vehicle shall be used for the transportation of the state employee between that employee's office and the employee's home, unless one or more of the following conditions are met.
 1. When the employee using the vehicle has a travel assignment that begins or ends at the employee's home.
 2. When the employee using the vehicle must begin or end a travel assignment outside normal state working hours.
 3. When it is in the best interest of the state and approved by the employee's State Retirement Systems Executive Secretary.
- B. Authorized Use. 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, 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 state business;
 - b) consultants or contractors working on behalf of the state;
 - c) commercial firm representatives working with the state;
 - d) others as authorized in writing by the State Retirement Systems Executive Secretary;
 4. Transport of materials, equipment, supplies, tools, parcels, luggage, or other items necessary or required to perform official duties;
 5. Operation of a state vehicle by a state contractor when required to meet the needs of a state contract and when authorized in writing by the State Retirement Systems Executive Secretary;
 6. Operation of a state vehicle when on a travel-related assignment (including, but not limited to, pickup and return of a vehicle and necessary commuting);

7. Commuting in an assigned vehicle when one of the conditions set forth in this part is met and the employee has complied with:
 - a) The certification requirements of Section 7-601 of the [Illinois Vehicle Code \[625 ILCS 5/7-601\]](#); and
 - b) All applicable reporting requirements of the Office of the Comptroller;
8. Operation of a specially equipped vehicle where a state official or employee is required to have constant access to the equipment in the vehicle (for purposes of the Section, "specially equipped vehicle" means a vehicle equipped with communications equipment regularly used to transmit over a network of the Emergency Management Agency); and
9. Any other use when for public purposes and in the best interests of the state, and authorized in writing by the State Retirement Systems Executive Secretary.

C. Unauthorized use of a state owned vehicle includes, but is not limited to:

1. Transportation for shopping, meals, entertainment, recreation or vacation purposes unrelated to the performance of official state business;
2. Transport of any person for any purpose unrelated to official state business;
3. Operation of a vehicle beyond the vehicle's rated capability;
4. Transport of materials, equipment, supplies, tools, parcels, luggage, or other items unrelated to the performance of official State business;
5. Transport of hazardous or dangerous materials such as acids, explosives, weapons, ammunition, or highly flammable materials unless authorized in writing by an State Retirement Systems Executive Secretary or in an emergency;
6. Transport of items or equipment that may constitute an obstruction of safe driving or hazard to pedestrians or other vehicles; and
7. Any use in violation of applicable statute, rule, or executive order.

D. Any employee who utilizes a state vehicle for personal use:

1. Shall pay to the state for each mile or fractional mile of personal use the amount which the state reimburses employees for official travel ([See 80 Ill. Adm. Code 3000.300\(f\)\(2\)](#));
2. Does so solely at the risk of the employee and any personal injury or property damage to the employee, to state property, or to the person or property of others is the personal responsibility of the employee;

May be subject to disciplinary action up to and including discharge. Factors which would mitigate against discipline include:

- a) The personal use was unavoidable, due to an emergency;
- b) The personal use was of a brief duration and incidental to the employee's duties;

- c) The personal use was for a purpose that could not have been accomplished outside normal business hours;
- d) The personal use did not result in the employee's departure from the route that would otherwise have been taken to perform business duties.

Employees using a vehicle on state business must have a valid driver's license. Employees using private vehicles on state business must have insurance coverage in an amount not less than that required by law.

All employees who drive on SRS business must have a signed Certification of License and Automobile Insurance on file with the System before operating a vehicle on state business.

Drivers of SRS owned pool vehicles are required to complete the daily vehicle use log found in each motor pool vehicle. The daily vehicle use log shall include the vehicle equipment number, license number, date of the trip, driver's name, beginning mileage, ending mileage and purpose of the trip.