

OTHER POLICIES OF THE STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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SECTION 13 – STATE UNIVERSITIES CIVIL SERVICE SYSTEM **VEHICLE USAGE POLICY**

13.1 PURPOSE

The state-owned vehicle (state vehicle) is provided for official business by the State Universities Civil Service System (University System).

13.2 VEHICLE COORDINATOR

Section 5040.600 of the Illinois Administrative Code states that every agency shall designate a Vehicle Coordinator. **The Vehicle Coordinator for the University System is Jenn Miles.**

The Vehicle Coordinator will ensure the following:

- 13.2.1 Ensure the University System has a Vehicle Usage Policy;
- 13.2.2 Communicate CMS and agency's vehicle fleet rules, regulations, and policies to employees of the University System; and to CMS to post on their website;
- 13.2.3 Track agency state vehicle inventory and location;
- 13.2.4 Oversee the University System vehicle logs and monitor and manage the efficiency utilization of agency vehicle;
- 13.2.5 Oversee the maintenance and repair of the state vehicle, including the annual inspection;
- 13.2.6 Ensure that employees who drive the state vehicle possess a valid State driver's license and have up-to-date auto insurance.
- 13.2.7 Approve requests for drivers to use the state vehicle, either written or verbal.
- 13.2.8 Shall maintain a daily vehicle log and mileage recording of the state vehicle.
- 13.2.9 Report all accidents to the appropriate personnel.

13.3 DRIVER'S RESPONSIBILITIES FOR STATE VEHICLE

Operation of the state vehicle is based on the employee's ability to meet the requirements and follow the procedures listed below:

- 13.3.1 Operate the State vehicle for conducting official business only;
- 13.3.2 Operate the state vehicle in a safe manner, conforming to traffic laws and road conditions, and policies of the University System;
- 13.3.3 Carry a valid State driver's license and provide a copy of the driver's license to the Vehicle Coordinator;

- 13.3.4 Ensure seat belt use for all occupants of the state vehicle;
- 13.3.5 Ensure no smoking in the state vehicle (Smoke-Free Illinois Act, PA 095-1107);
- 13.3.6 Do not consume or possess alcohol and/or illegal drugs while operating the state vehicle;
- 13.3.7 Do not operate the state vehicle under the influence of alcohol and/or drugs;
- 13.3.8 Exercise reasonable diligence at all times in the proper care, use, and operation of the state vehicle;
- 13.3.9 Be aware of security when parking or garaging the state vehicle;
- 13.3.10 Ensure that all receipts for credit card purchases of fuel, oil, repairs, or other related items are accurate and turned in to the Vehicle Coordinator;
- 13.3.11 Return keys to Vehicle Coordinator;
- 13.3.12 Record beginning and ending odometer readings in the Vehicle Mileage Book, record the purpose and location of the trip, and return the book to the Vehicle Coordinator;
- 13.3.13 Immediately report any involvement in an accident to the appropriate authorities (see Section 13.10 on Reporting an Accident.
- 13.3.14 Comply with the instructions concerning notification and repairs in the event of a breakdown or damage that prevents further operation of the state vehicle;
- 13.3.15 Driver assumes the responsibility for violations and fines incurred while operating the state vehicle, such as parking tickets, speeding violations, etc.; and
- 13.3.16 Driver must report to the Vehicle Coordinator immediately if their license becomes invalid, suspended, revoked, or lost.
- 13.3.17 Drivers should remember that public perception of State employees is important and influenced by how and where the public sees state vehicles used in public places. Drivers should not make incidental stops at places the public perceives as inappropriate. Examples of inappropriate locations are gaming and sports venues, liquor outlets, and other locations where it is unlikely state business or allowable incidental use is involved.

13.4 Personal Use is Forbidden

Personal use of the University System's state vehicle is prohibited and will not be tolerated. Commuting to and from home is prohibited. However, employees may use the University System state vehicle between their home and place of work if, for example, they are beginning or ending a trip at home due to the hour of arrival or departure. Unauthorized use of the University System state vehicle includes, but is not limited to:

- 13.4.1 Transportation for shopping, meals, entertainment, recreation, or vacation purposes unrelated to the performance of agency employment duties;
- 13.4.2 Transport of any person for any purpose unrelated to University System business; and
- 13.4.3 Transport of materials, equipment, supplies, tools, parcels, luggage, or other items unrelated to the performance of the University System business.

13.5 DRIVER'S RESPONSIBILITIES FOR USAGE OF PERSONAL VEHICLE

Operation of their personal vehicle is based on the employee's ability to meet the requirements and follow the procedures listed below:

- 13.5.1 Receive prior approval from either the Vehicle Coordinator, Executive Director, or Fiscal Officer before utilizing your personal vehicle for state business travel;
- 13.5.2 Safely operate your personal vehicle, conforming to traffic laws and road conditions, and policies of the university System;
- 13.5.3 Carry a valid State driver's license and up-to-date auto insurance card and provide a copy of driver's license to the Vehicle Coordinator;
- 13.5.4 New Illinois residents may drive with a valid out-of-state or valid foreign driver's license for 90 days, after which time the employee must obtain an Illinois license. (An international driver's license, accompanied by a valid foreign driver's license, is acceptable.) Employees who have not declared Illinois as their state of residence may drive on a valid out-of-state or foreign driver's license. The University System shall receive a copy of all current employees' driver's licenses to meet policy objectives. The University System reserves the right to review the driving records of all drivers of the state vehicle. Eligibility to operate the University System state vehicle, as defined in this policy, may be dependent upon a prospective driver's driving record.
- 13.5.5 Illinois statutes require any individual driving a private vehicle for state business to have insurance in the following minimum amounts, which are subject to change by the Illinois General Assembly:
 - \$25,000 bodily injury to or death of one person in any one accident;
 - \$50,000 bodily injury to or death of two or more persons in any one accident; or
 - \$20,000 for property damage.

If an accident occurs involving a private vehicle while it is being used for state business, the vehicle's insurance policy is the primary coverage source; therefore, the employee must ensure that the minimum required coverage is maintained. Liability amounts in excess of this primary coverage will be the responsibility of the State of Illinois.

- 13.5.6 Do not consume or possess alcohol and/or illegal drugs while operating your personal vehicle on state time;
- 13.5.7 Do not operate your personal vehicle while under the influence of alcohol and/or drugs on state time;

- 13.5.8 Be aware of security when parking or garaging your personal vehicle;
- 13.5.9 Immediately report any involvement in an accident to the appropriate authorities and Vehicle Coordinator (see Section 13.10 on Reporting an Accident).
- 13.5.10 Driver assumes the responsibility for violations and fines incurred while operating their personal vehicle on state time; and
- 13.5.11 Driver must report to the Vehicle Coordinator immediately if their license becomes invalid, suspended, revoked, or lost.
- 13.5.12 The state vehicle is to be driven only by licensed University System current full and part-time employees. *No non-state employee is allowed to ride in the state vehicle unless the Executive Director grants an exception in accordance with Section 44 Illinois Administrative Code, Section 5040.350, (44 Ill. Adm. Code 5040.350).*

13.6 AUTHORIZED USE

The University System's state vehicle shall be used only for official state business purposes in the best interests of the State. Some exceptions are:

- 13.6.1 Travel between places of business, places of temporary lodging, places to obtain meals, and/or other locations necessary to perform official business;
- 13.6.2 Travel to/from places to obtain emergency medical assistance or supplies;
- 13.6.3 Travel to and from a job-related assignments; or
- 13.6.4 Other times when approved by the Executive Director.

13.7 UNAUTHORIZED USE

The University System's state vehicle shall not be used for personal use unless on travel time.

13.8 EMPLOYEE TRAVEL

- 13.8.1 **All University System employees are required to use the state vehicle for official business travel.** It is the responsibility of University System employees to check the availability of the state vehicle for state business travel with the Vehicle Coordinator.
- 13.8.2 Prior approval must be granted by the Vehicle Coordinator or the management staff prior to a University System employee using their privately owned vehicle to conduct official state business. Liability insurance is provided only within the scope of the authorized travel. The primary driver is responsible for the vehicle while it is in their care. State of Illinois/University System coverage does not include uninsured or underinsured motorist protection or auto medical expenses incurred while operating a state vehicle, except on state business.

13.9 TRAVEL REIMBURSEMENT

An employee will be reimbursed in accordance with the Higher Education Travel Control Board Regulations for the use of a privately-owned vehicle as long as that employee has approval from the Vehicle Coordinator prior to the use of the vehicle, this approval can be in writing or verbal.

13.10 ACCIDENT REPORTING

Drivers of the University System's state vehicle must regard vehicle accidents with the same sense of responsibility as if the accident involved their own vehicle. Failure to report an accident promptly may result in the State of Illinois' refusal to defend the driver (i.e., the University System employee) in a lawsuit or to pay a judgment on behalf of the driver. The University System also has the right to suspend an individual driver, should they fail to report accidents promptly and completely.

In addition, the University System and its employees must comply with Section 5040.520 of the Illinois Administrative Code (44 Ill. Adm. Code 5040.520), which states that the:

13.10.1 The driver of any vehicle, whether the state vehicle or the personal vehicle, that is involved in an accident of any type while they are within the scope or course of their employment shall report the accident to the appropriate law enforcement agency, the CMS Risk Management Auto Liability Unit, and, to the Vehicle Coordinator.

13.10.2 The CMS Claim Intake Form shall be used for all automobile accidents. This form may be obtained from the Vehicle Coordinator or found in the glove compartment of the state vehicle.

13.10.3 The CMS Claim Intake Form shall be completed by the driver, as nearly as possible, in its entirety, including a clear description of the accident and the conditions surrounding the accident,

13.10.4 When possible, the driver shall obtain the name of the other party's insurance company and the insurance company's address and clearly enter them on the CMS Claim Intake Form in the indicated space

13.10.5 Copies of the CMS Claim Intake Form shall be retained by the University System.

13.10.6 In all cases in which there has been a personal injury as a result of a motor vehicle accident, or if there has been serious property damage, call the CMS Risk Management office (collect, if necessary) at 217/782-0202. A telephone call does not relieve the driver of the University System of the requirement of completing the CMS Claim Intake Form.

13.10.7 For accidents other than those described in 6 above, the Claim Intake Form shall be completed by the driver as soon as possible and submitted to the Vehicle Coordinator within 3 days following the accident. **If the driver is incapable of completing the report because of death or disability, the driver's supervisor shall complete the form.**

13.10.8 In all cases, the Vehicle Coordinator will submit the completed CMS Claim Intake Form to the CMS Auto Liability Unit no later than 7 calendar days following the accident or the driver and the agency risk forfeiture of coverage under the State's auto liability plan.

13.11 INDIVIDUALLY ASSIGNED VEHICLES

The University System's policy is that the state vehicle will not be individually assigned to an employee.

13.12 LOSS OF DRIVING PRIVILEGES

The following offenses, in accordance with Section 3100.500 of the Illinois Administrative Code (80 Ill. Adm. Code 3100.500), will result in suspension or termination of University System vehicle driving privileges, along with appropriate disciplinary action:

13.12.1 operating the state vehicle without a valid driver's license;

13.12.2 failure to report the suspension or revocation of their driver's license;

13.12.3 failure to obey University System policy about appropriate business use of the state vehicle and/or failure to obey State and Local traffic regulations;

13.12.4 operating the University System state vehicle for personal use; and,

13.12.5 failure to report a motor vehicle accident that involves bodily injury and/or the damage or destruction of University System property or the property of others.

13.13 FUELING VEHICLE

Two fuel cards are assigned to the state vehicle that enables the University System driver: a WEX card, which can be used to purchase fuel at any location that accepts credit cards, and a state garage credit card. The vehicle's fuel tank size restricts the amount of gas purchased.

13.13.1 The WEX credit card (black card) should be used for all fuel, except when purchasing fuel from a state garage. To use the WEX credit card, the corresponding PIN assigned to the state vehicle must be entered, along with the state vehicle's correct odometer reading. See the Auto Coordinator for the WEX PIN. Use of the fuel card to purchase fuel for any other vehicle is prohibited.

13.13.2 When the state vehicle is operated within a city served by a State Garage, that State Garage should furnish all oil, service, and repairs utilizing the State credit card.

13.13.3 All credit receipts must be given to the Vehicle Coordinator. The University System will reimburse necessary cash purchases (emergencies), if a receipt is submitted.

13.14 EMERGENCY ACTIONS

When the state vehicle is operated outside a city served by a State Garage or on any other occasion, and encounters an emergency, it is important to call the 800 number on the back of the State of Illinois credit card for information and instructions.

13.8 Insurance (State of Illinois Insurance)

The State of Illinois provides automobile liability protection to State employees and State agencies for liability incurred by current full-time and part-time employees operating the University System state vehicle in the course of their employment.

CMS is the State agency responsible for administering the State of Illinois Automobile Liability Self-Insurance Plan. The liability coverage provided by this plan extends to University System employees while operating a University System state vehicle, in accordance with the State of Illinois and University System policies and procedures. The CMS automobile liability plan is the primary coverage for the University System's state vehicle. The insurance protection provided by the plan applies in addition to any available automobile liability insurance an employee has on their own motor vehicle or other non-owned or rented motor vehicles. ***Neither the University System nor the State of Illinois will insure the driver who uses a state vehicle for unauthorized purposes.***

This policy provides general guidelines and specific circumstances under which protection is extended per Section 5040.350 of the Illinois Administrative Code (44 Ill. Adm. Code 5040.350) (Authorized Use of Vehicles - passengers). While the State of Illinois may accept liability to others harmed by a University System employee's negligence in operating a University System state vehicle, occupants of the University System state vehicle are not provided any medical payment coverage in the event they are themselves injured. The CMS Plan does not provide medical payment coverage. While acting within the scope of their employment, University System employees are covered by Workers' Compensation benefits if injured while a driver or an occupant of a University System state vehicle. That is why only State of Illinois employees must be allowed to travel in a state vehicle.

Any personal property belonging to the driver and/or occupants is the responsibility of those individuals. Neither the University System nor the State of Illinois provides any insurance coverage for personal property.