

State of Illinois

Department of Central Management Services

Division of Vehicles

VEHICLE GUIDE

This guide is provided as a convenient and quick reference for drivers. Detailed rules and regulations concerning the acquisition, administration, operation and maintenance of vehicles are set forth in 44 Ill. Admin. Code 5040.100 et seq. and other pertinent rules and regulations (the “Rules”). In the event of any conflict between the rules and this guide, the rules govern.

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This guide supersedes the Vehicle Operator’s Manual dated 3/92.

STATE OF ILLINOIS

VEHICLE GUIDE

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IN CASE OF VEHICLE BREAKDOWN DURING BUSINESS HOURS

(7:30 a.m. - 4:00 p.m. Monday - Friday)

Call the nearest state garage, listed at the end of this guide.

AFTER NORMAL BUSINESS HOURS

Refer to Page 3

For emergency assistance after business hours in Illinois call 1-800-782-7860; outside Illinois 217-782-7860. This information is also printed on the back of the blue and white CMS credit card.

TO REPORT VEHICLE ACCIDENTS – RISK MANAGEMENT

Refer to Page 4

Call (800)442-1300; (opt. #4) or (217) 782-0202

Immediately contact your agency Vehicle Coordinator to provide details of the accident.

Driver's failure to report a motor vehicle accident within three days risks coverage. See Page 4.

THE VEHICLE COORDINATOR/VEHICLE USE OFFICER

Each agency utilizing vehicles appoints a Vehicle Coordinator and a Vehicle Use Officer. The Vehicle Coordinator/Vehicle Use Officer is the primary liaison with CMS in all matters relating to vehicles, including but not limited to, acquisition, operation, maintenance, and administration of vehicles. They are also the point of contact when citizen complaints are received about drivers.

Drivers should become familiar with their agency Vehicle Coordinator/Vehicle Use Officer.

Coordinators/Officers are responsible within their agency for maintaining inventory and cost information on their fleet as well as monitoring vehicle safety and efficiency. Coordinators/Officers provide oversight on vehicle issues and develop and implement vehicle policies within their agency, and provide CMS/DOV information needed to maintain fleet operations as a whole.

Please contact your agency Vehicle Coordinator/Vehicle Use Officer for specific information on vehicle issues.

I. STATE VEHICLE USE

DRIVER REQUIREMENTS

All supervisory personnel, Vehicle Coordinators and Vehicle Use Officers are responsible for taking reasonable action to verify that drivers are properly authorized to operate vehicles and have a valid license, permit, privilege, or endorsement appropriate for the type of vehicle they are required to operate. Individuals who are authorized by their agency head are allowed to operate vehicles. Drivers must maintain a valid driver's license or appropriate permit for the vehicle being used.

Drivers are responsible to:

- Exercise reasonable diligence at all times in the proper care, use, and operation of vehicles.
- Drive safely; obey all traffic laws; and practice road courtesy.
- Wear seat belts as provided in each vehicle and require all passengers to wear seat belts, except as otherwise required by law.
- Refrain from smoking in state owned or leased vehicles (Public Act 95-0017).
- Refrain from consuming or possessing alcohol and illegal drugs while operating a vehicle.
- Refrain from operating a vehicle under the influence of alcohol and drugs.
- Maintain vehicles in a safe operating condition and carefully secure any cargo.
- Purchase fuel, oil, and repair and maintenance services in accordance with this manual and the rules.
- Be aware of security when parking or garaging a vehicle.
- Ensure that vehicles are used for official and authorized trips only.
- Fuel E-85 powered vehicles with ethanol, whenever possible.
- Immediately report any involvement in accidents to appropriate authorities (*see Accident Report Procedures, Page 8*).
- Comply with instructions concerning notification and repairs in the event of a breakdown or damage which prevents further operation of the vehicle.
- Assume responsibility for violations and fines incurred while operating a vehicle.
- 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.***
- Provide copies of any moving or equipment violation citations received while operating a vehicle to your supervisor within five working days of receipt.

NOTE: Under certain circumstances reimbursement for fines, and/or provision of legal counsel may be available. Contact your Vehicle Coordinator for further information.

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

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

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:

- travel between places of state business, places of temporary lodging, places to obtain meals, and/or other locations necessary to perform official duties;
- travel to/from places to obtain emergency medical assistance or supplies;
- transport of:
 - other state officers or employees who are on official state business;
 - consultants or contractors working on behalf of the state;
 - commercial firm representatives working with the state;
 - wards of the state;
 - residents of state facilities or institutions; and
 - others as authorized in writing by an agency head;

AUTHORIZED USE Continued:

- transport of materials, equipment, supplies, tools, parcels, luggage, or other items necessary or required to perform official duties;
- operation of state vehicle by a state contractor when required to meet the needs of a state contract and when authorized in writing by an agency head;
- operation of a state vehicle when on a travel-related assignment (including, but not limited to, pick-up and return of a vehicle and necessary commuting);
- *commuting in an assigned vehicle when one of the conditions set forth in Section 5040.340 of this part is met and the employee has complied with:
 - the certification requirements of Section 7-601 of the Illinois Vehicle Code (625 ILCS 5/7-601); and
 - all applicable reporting requirements of the Office of the Comptroller;
- 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 this section, "specially-equipped vehicle" means a vehicle equipped with communications equipment regularly used to transmit over a network of the Emergency Management Agency); and
- any other use when for public purposes and in the best interests of the state, and authorized in writing by an agency head.

*Such use of a vehicle can be classified as a taxable fringe benefit (see Comptroller's Bulletins 3-85 and 5-85).

Drivers are required to report to their supervisor if their license or permit becomes invalid, suspended, revoked or lost.

The Federal Omnibus Act of 1991 applies to drivers of state-owned vehicles that are required to possess a CDL license as a condition of their employment.

UNAUTHORIZED USE:

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

- transportation for shopping, meals, entertainment, recreation or vacation purposes unrelated to the performance of official state business;
- transport of any person for any purpose unrelated to official state business;
- operation of a vehicle beyond the vehicle's rated capability;
- transport of materials, equipment, supplies, tools, parcels, luggage, or other items unrelated to the performance of official state business;
- transport of hazardous or dangerous materials such as acids, explosives, weapons, ammunition, or highly flammable materials unless authorized in writing by an agency head or in an emergency;
- transport of items or equipment which may constitute an obstruction of safe driving or hazard to pedestrians or other vehicles; and
- any use in violation of applicable law, rule, or executive order.

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:

- personal injury to such employee and to third parties; and
- damage to the property of the employee, the state and third parties.

Agencies are responsible for establishing written policies and procedures to ensure all vehicle use is in accordance with this section. In the event of a violation of this section, the user's agency head:

- is responsible for instituting corrective action, which may include discipline, up to and including discharge; and
- 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 (see 80 Ill. Adm. Code 3000.300(f)(2)).

Agencies may establish policies consistent with or more restrictive than the rules set forth in this section.

II. SAFETY AND SECURITY

Drivers are responsible for:

- Ensuring that vehicles are in good operating condition.
- Ensuring that vehicles are inspected by DOV a minimum of once a year.
- Performing a visual inspection before operating a vehicle.

For increased safety and security:

- Always park in well-lighted areas and lock the doors.
- Have keys in hand when approaching a vehicle.
- Avoid stopping in isolated places.
- Plan trips in advance.
- When traveling to unfamiliar locations:
 - (1) Leave detailed itinerary with office/family.
 - (2) Carry maps with routes clearly marked.
 - (3) Travel only on main roads.
- 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.

SECURITY - Ensure that vehicles, keys and vehicle credit cards are properly secured to prevent damage and/or theft.

STORAGE - 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.

SUPPLIES AND EQUIPMENT - Store state-owned supplies and equipment which must be left in a vehicle in an inconspicuous and secure area of the vehicle.

III. REPAIRS, FUEL AND MAINTENANCE

If repairs are needed **during regular business hours** (weekdays 7:30 a.m. to 4:00 p.m.), contact the nearest state garage (*listing in back of book*).

During non-business hours, if **emergency** mechanical assistance is required and the driver is unable to contact the nearest state garage to have the repairs performed, proceed with repairs. Bill payment can be processed as follows:

- Driver contacts the nearest state garage the next business day and is given a purchase order for the repair.
- Charge services to the state credit card (*see page 4*).
- 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.

FUEL, OIL, AND OTHER PURCHASES

- (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.
- (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.
- (3) It is the driver's responsibility to verify that the service station accepts state credit cards before pumping fuel.

CREDIT CARDS

Per JCAR Section 5040.540, CMS Fleet Cards are utilized for fuel purchases and repairs performed at CMS garage and fueling sites. CMS Fleet Cards or CMS approved Vendor Fleet Cards are utilized for outside purchases of full tanks of fuel. Repairs and maintenance require prior CMS approval. Exceptions to this requirement are minor repairs and services, including lube, oil and filter; windshield wiper replacements; light bulbs and headlights; and vehicle washes. Additionally, emergency towing and/or emergency tire repair are approved purchases. Other emergency repairs require approval by CMS the next business day.

CMS may, from time to time, establish limits on CMS and Vendor Fleet Card purchases based on criteria including tank capacity, historic and anticipated needs, and market rates for fuel and service. Exceptions may be granted on a case-by-case basis for reasons including extraordinary operating needs, extraordinary economic circumstances and emergency use. Vendor fleet card credit card limits are maintained by CMS and entered into the vendor fleet card system using card profiles. The profile used for passenger cars and light duty trucks is called Custom Control.

Purchase of fuel not to exceed:

- \$150 per transaction, 4 transactions per day, \$300 limit per day for cars/trucks (7499 GVW and under).
- \$400 per transaction, 8 transactions per day, \$1,600 limit per day for trucks (7500 GVW and over).

Purchase of oil, oil changes/lubrications, washing, towing and tire repair not to exceed:

- \$200 per transaction, 2 transactions per day, \$250 limit per day for cars/trucks (7499 GVW and under).
- \$500 per transaction, 2 transactions per day, \$500 limit per day for trucks (7500 GVW and over).

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 your Vehicle Coordinator/Vehicle Use Officer.

To obtain, change the information on, or replace a credit card, request your Vehicle Coordinator/Vehicle Use Officer to notify DOV at CMS.DOV.LicenseAndTitle@illinois.gov or call (217) 782-2536 ext. 219.

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.

IV. VEHICLE ACCIDENT REPORTING AND INSURANCE

ACCIDENT REPORT PROCEDURES

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.

1. Call 911 to notify Law Enforcement of the accident and request medical assistance for injured persons if necessary.
2. Remain silent on the issue of who is at fault.
3. Do not assist with injured persons beyond calling for professional medical assistance.
4. Contact your agency Auto Liability Coordinator immediately.
If the accident results in severe injury, death or substantial property damage; contact CMS Risk Management (800)442-1300; (opt. #4) or (217) 782-0202 immediately
5. Contact your agency Vehicle Coordinator and your supervisor immediately to report the accident.
6. Obtain the accident report: SR-1 "Motorist Report of Illinois Vehicles Accident" from Law Enforcement officer or find one located in vehicle glove compartment.

The SR-1 needs to be completed and submitted to agency Vehicle Coordinator within three (3) calendar days from the date of accident.

The Auto Liability cover letter attached to the SR-1 is to be completed by your Auto Liability Coordinator. The completed SR-1 should be distributed as follows:

Original: Department of Transportation - Traffic Safety
1340 North 9th Street
Springfield, Illinois 62702

First Copy: Risk Management Division - Auto Liability Section
801 South 7th Street, Franklin Complex 6th Floor
Springfield, Illinois 62706

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 Auto Liability Coordinator.

Third Copy: Department of Central Management Services
Division of Vehicles
200 East Ash Street
Springfield, Illinois 62704
Attn.: CMS Auto Liability Coordinator, or

Email the third copy to Kevin.Behl@illinois.gov

Third copy when vehicle is leased or rented from CMS

ADDITIONAL NOTES:

- (1) Do not enter into a settlement or sign a release unless you have received authorization from Risk Management.
- (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.
- (3) If a rental vehicle is involved in an accident, complete 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.
- (4) Report all accidents to your Auto Liability Coordinator to be certain a report is submitted to Risk Management.

INSURANCE COVERAGE

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.

Public Act 91-0661 requires certain drivers to maintain personal automobile liability insurance with coverage extended to the use of state-owned, rented and leased vehicles when not on official state business.

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.

V. RESPONSIBILITY FOR FEES AND CHARGES

Per Illinois Compiled Statutes 405/67.16, state agencies are charged for fuel, lease, rental, repair, maintenance, and administration of vehicles by Central Management Services, Division of Vehicles. Rates are cost-based.

TRAFFIC OR PARKING VIOLATIONS

State employee drivers are solely responsible to pay for moving or non-moving violation fines; past due fines and any associated fees including toll violations. DOV will not be responsible for payment of these fees. For further information please use the link provided for [JCAR](#) rules.

MAINTENANCE REQUIREMENTS

Annual Inspections:

Agencies shall have vehicles inspected by DCMS at least once per year. For this purpose, Central Management Services provides an Annual Inspection for vehicles up to and including 8,000 lbs. Gross Vehicle Weight Rate (GVWR).

Current and previous model year vehicles up to 2 years old or 24,000 miles are exempt from the annual inspection requirement. Annual inspection is applicable beginning at 2 years or 24,000 miles whichever comes first on a new vehicle.

Exceptions:

IDOT and ISP:

IDOT will continue to use A, B, C, and D maintenance schedule.

ISP will continue to use maintenance schedule 1 through 7.

Oil Change Intervals:

Central Management Services, Division of Vehicles (DOV) continues to review fleet maintenance requirements and recommendations as a cost saving step and because of the extended life cycles of lubricants and technology. There is also a mandate for state vehicles to utilize re-refined oil which is available at state garages.

The standard lube, oil and filter change interval for passenger fleet vehicles is:

- 10 years and older passenger vehicles every 3,000 miles or 12 months, whichever comes first.
- 9 years and newer passenger vehicles every 5,000 miles or 12 months, whichever comes first.
- Tire rotation on all passenger vehicles every other oil change.

This same standard applies to vehicles with on-board oil change indicator systems which are reliable as long as they are reset at each oil change.

Garage authorization and emergency repairs:

For repairs during state garage business hours of 7:30 a.m. to 4 p.m., (except for Elgin, Hillsboro and Paris, see garage hours below), contact the nearest State Garage for repairs and assistance.

For emergency repairs after hours, such as tire repair/replacement, towing, belt replacement, water pump, etc., if a vendor can be located to perform the repairs, please do so. (Individual agencies may have additional requirements).

It is the drivers/vehicle coordinator responsibility to contact the nearest state garage to obtain an authorization number on the next business day. If you need further assistance then you can call the numbers on the back of the state credit card 1-800-782-7860 in Illinois; (217) 782-7860 outside Illinois, someone will be paged to assist you. Routine maintenance is not considered an emergency.

To request an authorization for sublet repairs on cars and light trucks, you must contact the nearest state garage for prior approval. The supervisor will then determine if the repair will be performed at a CMS garage or an outside vendor.

Please be prepared to provide the following information to the CMS State Garage or emergency after hours contact person:

- 1) Vehicle location
- 2) Blue/White state credit card information
- 3) Mileage
- 4) Nature of problem

5) Year, make, model, color of the vehicle& license plate.

CMS – DIVISION OF VEHICLES – ADMINISTRATIVE OFFICE

c/o Central Garage, 200 East Ash Street, Springfield, IL 62704

Phone: 217/782-2536, Ext. 227 Fax: 217/524-1847

Hours of Operation: 8:00 a.m. – 4:30 p.m.

CMS - MAJOR STATE GARAGES –

Hours of operations are generally 7:30 a.m. - 4:00 p.m., except for

Elgin garage 7:15 a.m. – 3:45 p.m.

Hillsboro garage 6:30 a.m. – 3:00 p.m.

Paris garage 7:00 a.m. – 3:30 p.m.

NORTHERN REGIONAL MANAGER

c/o James R. Thompson Center, 100 West Randolph Suite 3-320, Chicago, IL 60601

Phone: 312/814-2873 Fax: 312/814-3343

DIXON STATE GARAGE #22

Shop Supervisor
817 DEPOT AVENUE
DIXON, IL 61021-3500
815/284-1594 OR 815/284-3049
Fax 815/284-4550
No Fuel

ELGIN STATE GARAGE #21

Shop Supervisor
595 SOUTH STATE STREET
ELGIN, IL 60123-7603
847/931-2473
Fax 847/931-2477
Gasohol & Diesel

OTTAWA STATE GARAGE #23

Shop Supervisor
1620 PORTER STREET
OTTAWA, IL 61350-1600
815/434-8400 OR 815/434-8432
Fax 815/434-8478
Gasohol & Diesel

PEORIA STATE GARAGE #25

Shop Supervisor
6510 WEST U.S. HIGHWAY 150
EDWARDS, IL 61528-9727
309/693-5162
Fax 309/693-5123
Gasohol & Diesel

STATEVILLE STATE GARAGE #06

Shop Supervisor
20025 Division Street
Crest Hill, IL 60435
815/727-7590 OR 815/727-7591
Fax 815/727-7588
No Fuel

SUBURBAN NORTH GARAGE #49

Shop Supervisor
9511 HARRISON STREET
DES PLAINES, IL 60016-1566
847/294-4152, 4153
Fax 847/294-4154
No Fuel

WATSEKA STATE GARAGE #24

Shop Supervisor
111 YOUNT AVENUE
WATSEKA, IL 60970-1272
815/432-3266
Fax 815/432-6756
Gasohol & Diesel

SOUTHERN REGIONAL MANAGER

c/o Murray Developmental Center, 1535 W McCord, Centralia, IL 62801-5805
Phone: 618/532-0848 Fax: 618/532-8171

CARBONDALE STATE GARAGE #32

Shop Supervisor
P.O. BOX 100/2801 W. MURPHYSBORO
CARBONDALE, IL 62903-0100
618/351-5346 OR 217/782-4554
Fax 618/549-1804
Gasohol

CENTRAL STATE GARAGE #20

Shop Supervisor
200 EAST ASH STREET
SPRINGFIELD, IL 62704-4793
217/782-4684, 4685, 4686
Fax 217/558-4479
Gasohol & E85 (Ethanol)

COLLINSVILLE STATE GARAGE #31

Shop Supervisor
1104 EASTPORT PLAZA DRIVE
COLLINSVILLE, IL 62234-6102
618/346-5190 OR 618/346-5192
Fax 618/346-5193
Gasohol & Diesel

EFFINGHAM STATE GARAGE #29

Shop Supervisor
P.O. BOX 587/400 W. WABASH
EFFINGHAM, IL 62401-0587
217/342-8296 OR 217/782-6801
Fax 217/342-9578
Gasohol

HILLSBORO STATE GARAGE #42

Shop Supervisor
C/O GRAHAM CORRECTIONAL CENTER
P.O. BOX 499/RTE. 185 SOUTH
HILLSBORO, IL 62049-0499
217/532-6811
Gasohol & Diesel

PARIS STATE GARAGE #27

Shop Supervisor
P.O. BOX 1028/RTE. 133 WEST
PARIS, IL 61944-1028
217/463-4215 OR 217/782-3693
Fax 217/466-5907
Gasohol & Diesel

State of Illinois E85 Fueling Sites:

IL CENTRAL MANAGEMENT SERVICES

Division of Vehicles' Central Garage
200 E. Ash Street
Springfield, IL 62704
217/782-4684, ext 239
7:30 a.m. – 4:00 p.m.

Web link for E85 Retail Fueling Sites:

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

For additional information on rentals please refer to “A Travel Guide for State of Illinois Employees.”