

# DCEO STATE VEHICLE USE POLICY

## **Introduction and Purpose:**

This manual includes guidelines and policies for state vehicles that the Illinois Department of Commerce & Economic Opportunity (DCEO) employees use when conducting official State of Illinois business on behalf of the Department. Sources for this information are in accordance with the 44 Ill. Admin. Code 5040; and the Illinois Vehicle Code (625 ILCS 5/7-601).

This manual is maintained and updated by Management Operations (MO) and is available for all employees to reference on the DCEO portal under: Resource Center; Travel; DCEO VEHICLE USE POLICY. All employees who utilize state vehicles must make every effort to comply with these policies contained herein and posted on the Portal.

In addition, a copy of this Policy will accompany all state vehicles operated by the Department located in each glove compartment.

## **Effective Date:**

The guidelines and procedures contained in this manual are effective upon issue and remain effective until rescinded.

Any violations of this policy may result in discipline up to and including discharge.

Questions regarding policies and procedures contained in this manual can be addressed by contacting the Management Operations Bureau of DCEO, Vehicle Use Officer at 217-785-3160.

## **VEHICLE USE OFFICER**

DCEO appoints the Vehicle Use Officer within the Bureau of Management Operations. The Vehicle Use Officer (VUO) is the primary liaison with CMS in all matters relating to vehicles, including but not limited to, acquisition, operation, maintenance, and administration of the Department motor pool vehicles.

## **I. STATE VEHICLE USE**

### **DRIVER REQUIREMENTS**

Drivers must verify proper authorization to utilize a vehicle including a valid license, permit, privilege, or endorsement appropriate for type of vehicle they are required to operate and in accordance with applicable State of Illinois law.

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

#### **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.
- Refrain from smoking in state owned or leased vehicles (Smoke Free 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, 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 gasoline powered vehicles with E85, whenever possible.
- Immediately report any involvement in accidents to appropriate authorities (see Accident / Breakdown Report Procedures).
- Comply with instructions concerning notification and repairs in the event of a breakdown or damage which prevents further operation of the vehicle (see Accident / Breakdown Report Procedures).
- Assume total responsibility for traffic violations and fines incurred while operating a vehicle and provide copies of citations received immediately to the VUO.
- Ensure that all receipts for credit card purchases of fuel, washes, or other related items are turned-in to Management Operations Mailroom staff or VUO.

#### **AUTHORIZED USE:**

DCEO vehicles shall only be used for public purposes and in the best interests of the Dept. 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;

- Transportation of State Property;
- 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;
- 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);
- Any other use when for public purposes and in the best interests of the state, and authorized in writing by an agency head.

**UNAUTHORIZED USE:**

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

- Transportation for shopping, meals, and 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; and/or,
- Transport of items or equipment which may constitute an obstruction of safe driving or hazard to pedestrians or other vehicles.

Any employee using a state vehicle in a manner contrary to the rules set forth in this Manual 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 Dept. and third parties.

In the event of any violation of this section, the DCEO agency head may:

1. Institute corrective action, which may include discipline, up to and including discharge; and
2. Shall require and verify the user has paid the state for each mile or fractional mile of unauthorized use. Payment to the Dept. 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)).

## II. SAFETY AND SECURITY AWARENESS

**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 and/or request GPS unit
  - 3) Travel only on main roads.

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

## III. CREDIT CARDS

A CMS state vehicle credit card and a WEX Fleet Card are assigned to each vehicle. The CMS card is utilized for fuel purchases and repairs performed at any CMS garage and fueling sites. The WEX Fleet Card is utilized for outside purchases for the following: fuel, washes, lube, oil and filter; windshield wiper replacements/ fluid; light bulbs/headlights; also included is emergency towing and tire repair. (All other repairs and maintenance require prior CMS approval obtained through VUO).

DCEO dollar limits on the WEX credit card purchases of operational items from private sources per Period (24 hours), 7 days per week, are as follows:

Allowable Products	Dollars per Transaction	Transactions per Period	Dollars per Period
	Limit	Limit	Limit
<b>Total Fuel</b>	\$150	4	\$300
<b>Parts &amp; Service</b>	\$100	2	\$100
<b>Quick Lube</b>	\$100	2	\$100
<b>Oil &amp; Fluids</b>	\$100	2	\$100
<b>Roadside</b>	\$100	2	\$100
<b>General MDSE</b>	\$10	2	\$10

**Lost, stolen or damaged fleet cards are to be reported immediately to the Vehicle Use Officer.**

*The use of a state vehicle credit card to purchase any item not directly related to the operation of the vehicle for which it is assigned is prohibited. Any employee involved in any unauthorized use of a CMS or WEX fleet credit cards may be subject to discipline or criminal prosecution, or both.*

## IV. Scheduled Inspection and Maintenance

All DCEO vehicles are inspected by CMS once per year. All standard maintenance is in accordance with the schedules provided by CMS including lube, oil and filter changes along with tire rotations.

All maintenance and repairs to DCEO vehicles are performed at CMS garages with the following exceptions:

- CMS garage is unable to perform the needed service or performed more economically elsewhere
- CMS garage is remote from vehicle needing repair
- Repairs are needed in an emergency situation

### **Authorization:**

Authorization except in an emergency must precede any repairs. No automotive repair work will be authorized for direct payment unless prior authorization has been obtained from CMS.

Private repair facilities under contract to CMS are listed annually in the CMS Division of Vehicles Statewide Guide to Repair Services and should be used as the primary alternative to CMS' garages. Location of nearest private garage may be obtained from this Manual located in each vehicle glove compartment; or by contacting the VUO.

## V. ACCIDENT REPORT PROCEDURES

The State of Illinois provides liability coverage for drivers and vehicles; including rental and leased by the state. This coverage is extended only to drivers utilizing a vehicle in an authorized manner.

DCEO is required to report any accident involving one of its vehicles to the CMS Risk Management/Auto Liability. Therefore, the driver of the vehicle (or his supervisor) MUST report an accident immediately, in accordance with the following:

- A. Upon accident, as soon as possible and no later than 1 business day from the time of the accident, the driver must notify his supervisor and the DCEO VUO or Management Operations at (217) 785-3160. *If the accident occurs on a weekend or holiday, you may notify VUO on the next DCEO workday.*
- B. Illinois Form SR-1 (Illinois Motorist Report). The driver must complete and submit this Form to VUO within 48 hours of the accident. The report should be completed in its entirety and include a clear description of the conditions surrounding the accident. The Form SR-1 are kept in the glove compartment of each vehicle, but can also be obtained from law enforcement on the scene.
- C. Police Report – If the accident involved another vehicle and/or took place on public property, a police report is required. Forward the police report with the Form SR-1 within 48 hours of the accident to VUO. (Police reports do not replace the Form SR-1).
- D. If a ticket/citation was issued resultant from the accident, please attach a copy to the Form SR-1.
- E. Estimates of Repairs to the DCEO vehicle will be processed by the VUO in accordance with the rules and regulations set forth by CMS/Div. of Vehicles.
- F. A Driver must phone CMS Risk Management, 1-800-442-1300, directly about any accident in which:
  - 1) There is a serious injury to an occupant of any vehicle involved in the accident;
  - 2) There is substantial property damage to a vehicle other than the state vehicle;  
or,
  - 3) A death occurs as a result of the accident.

*Reporting the accident by telephone does not eliminate the Driver's responsibilities for providing Form SR-1, and all other relevant documentation in the time frames previously outlined to the DCEO Vehicle Use Officer (VUO).*

The DCEO VUO will process the accident reports in accordance with CMS Risk Management/Auto Liability directives and will maintain an accident file.

**Note:**

If an employee has an accident while driving a personal vehicle, they should notify their Supervisor and their own insurance company. Employees must maintain vehicle liability insurance in an amount equal to at least the minimum amount required by law.

The State of Illinois liability coverage does not cover non-state employees in a state vehicle involved in an accident.

## **VI. BREAKDOWN REPORT PROCEDURES**

**In case of vehicle breakdown during normal business hours (7:30A – 4:00P) immediately notify:**

1. The nearest state garage, listed in the back of this Manual.
2. In addition, please notify VUO at (217) 785-3160

**After normal business hours call:**

1. 217-782-7860 or 1-800-782-7860 (numbers listed on back of CMS credit card)

## **VII. Assignment to Individuals**

Pursuant to Section(s) 5040.110, 5040.230, 5040.270, 5040.300, 5040.340, 5040.350 and 5040.360 of the Illinois Administrative Code, a state vehicle can be assigned to an individual only when authorized in writing by the DCEO Director. Assignments must be justified and economically in the state's best interest.

In addition, assignments are subject to several requirements such as taxable fringe benefits, daily driver logs, and specific insurance coverage.