

**State of Illinois Department of Children and Family Services**  
**Vehicle Use Policy**  
**12/2/2019**

1. The agency maintains a fleet of vehicles for use by authorized state employees to conduct state business.
2. Drivers utilizing state vehicles must possess a valid driver's license appropriate for the vehicle being driven.
3. If travel is necessary, and if timeframes permit, staff should consider other travel options via the CMS Trip Cost Calculator, available at:  
<http://www2.illinois.gov/cms/agency/vehicles/Pages/TripCostCalculator.aspx>
4. Authorized use of a state vehicle is defined as:
  - 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.
    - 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.
  - Other functions within the scope of the criteria mentioned above.
5. Employees using state vehicles not in compliance with the section above shall be personally responsible for and assume any/all risk of personal injury to themselves and other parties and any damage to property of themselves and other parties.
6. Drivers are responsible for any citations or parking violations while using a state vehicle.
7. Commuting in an assigned vehicle is allowed when one of the conditions set forth in Section 5040.340 of Title 44 Illinois Administrative Code is met and the employee has complied with the certification requirements of Section 5/7-601 of the Illinois Vehicle Code (625 ILCS 5/7-601) and all applicable reporting

requirements of the Office of the Comptroller. Among the criteria outlined in this section:

- Vehicles can only be assigned to individual employees with the approval of the Director and CMS.
- Vehicles are assigned to State employees based on justification of use and only if the assignments are in the State's best interests. Among the criteria for justification are:
  - The employee's work assignment requires traveling to numerous locations over a considerable territory with infrequent stops at the employee's headquarters.
  - When the employee is regularly subject to special or emergency calls from his/her residence during non-duty hours.
- Assignment of a State vehicle to a State employee shall be based on an analysis of relevant factors, including, but not limited to, fuel costs, miles driven per year for State business and commuting purposes, and the need of the employee to respond to emergencies.
- Commuting miles should not exceed 30% of miles driven.
- Drivers must submit a certification of license and automotive liability insurance coverage annually during the period of July 1 through July 31 or within 30 days of any new assignment of vehicle.

8. Drivers must:

- Exercise reasonable diligence at all times in the proper care, use, and operation of vehicles, including visual inspections of vehicles prior to use.
- 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 standard operating practice dictated by CMS.
- Be aware of security when parking or garaging a vehicle.
- Ensure that vehicles are used for official and authorized trips only.
- Immediately report any involvement in accidents, breakdowns and mechanical issues to the agency's Vehicle Coordinator.
- 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.

- Provide copies of any moving or equipment violation citations received while operating a vehicle to their supervisor within five working days of receipt.
6. Regarding fuel purchases:
    - 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 so.
    - 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 appropriate for the vehicle being driven.
    - Use a self-service island unless physically unable to operate a self-service pump.
    - It is the driver's responsibility to verify that the service station accepts state credit cards before pumping fuel.
  7. All drivers must record all use of vehicles on trip logs, which are vehicle-specific and kept with the vehicle. Information to be recorded includes driver's name, date of travel, destination of trip and beginning/ending odometer readings.
  8. At the end of every month, drivers and/or their designate must send copies of all trip logs, sales receipts and other vehicle-related information generated during the month to the agency's Vehicle Coordinator.
  9. Drivers are required to coordinate vehicle repairs and maintenance issues with the agency's Vehicles Coordinator.
  10. Questions regarding this Vehicle Use Policy can be directed to the DCFS Vehicles Coordinator, Lawrence T. Schroeder, at [lawrence.t.schroeder@illinois.gov](mailto:lawrence.t.schroeder@illinois.gov).