

<b>Illinois</b> Department of <b>Corrections</b>	<b>ADMINISTRATIVE DIRECTIVE</b>		Number	01.02.106
			Page	1 of 10
			Effective	10/1/2013
Section	01	Administration and General Office		
Subsection	02	Administration, Organization, and Management		
Subject	106	Maintenance and Use of Vehicles		

**I. POLICY**

**A. Authority**

30 ILCS 617/, 625 ILCS 5/7-203, 601, and 602 and 730 ILCS 5/3-2-2

44 Ill. Adm. Code 5040

**B. Policy Statement**

The Department shall maintain vehicles on a regularly scheduled basis and assign vehicles for use in accordance with applicable Administrative Codes and Departmental directives, policies and procedures.

**II. PROCEDURE**

**A. Purpose**

The purpose of this directive is to establish a written procedure governing the responsibilities of staff for maintenance and use of vehicles.

**B. Applicability**

This directive is applicable to all offices, facilities and program sites within the Department.

**C. Facility Reviews**

A facility review of this directive shall be conducted at least annually.

**D. Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

**E. Definitions**

Emergency warning equipment - warning devices such as sirens, fixed or portable red and blue flashing lights, flashing grill lights or flashing headlights installed in Department vehicles.

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Fleet vehicles - vehicles designated for use by staff.

Vehicle Coordinator - an employee designated, in writing, by the Chief Administrative Officer to ensure that Department vehicles are maintained and assigned for use in accordance with Department directives, policies and procedures. For General Office, Field Services and Parole, this shall be the Fiscal Operations Fixed Assets and Property Control Section Vehicle Coordinator, hereafter referred to as the Statewide Vehicle Coordinator.

Vehicle Use Officer – an employee designated by the Director to monitor the use of State-owned vehicles.

**F. General Provisions**

1. Department vehicles shall be grouped into four categories. Vehicles that are:
  - a. **Individually assigned.**
  - b. Designated as **fleet** vehicles that may be assigned to staff for use on grounds or for over-the-road assignments or for both.
  - c. Designated for use only **on grounds** because of their type, age or condition.
  - d. Designated as **maintenance** vehicles and are generally used by the maintenance department on and off grounds.
  
2. All Department vehicles shall be registered with the Secretary of State. License plates specifically designed for State vehicles shall be issued, unless authorization is secured for the issuance of conventional plates prior to the vehicle delivery.
  - a. Conventional plates shall be issued only at the discretion of the Director and upon approval of the Director of the Department of Central Management Services (CMS).
  - b. The facility shall receive two copies of the validated registration card for each vehicle within its jurisdiction. One copy shall be maintained in the facility vehicle coordinator's file and one copy shall remain in the glove compartment of the vehicle. The original validated registration card shall be retained by the Statewide Vehicle Coordinator.
  
3. Department vehicles shall be:
  - a. Used only for official business or in the performance of an employee's assigned duties.
  - b. Operated only by authorized employees who possess a valid driver's license and have read and understand the Department procedures on the maintenance and use of vehicles. Employees who have been issued an individually assigned

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vehicle and employees who request to be reimbursed for driving a personal vehicle for State business shall carry the statutory minimum amount of liability insurance.

- c. Operated in compliance with Department policies and State and federal laws, including, but not limited to, those requiring the wearing of seat belts and the obeying of speed limits and parking laws; and those prohibiting the consumption of alcohol or drugs while driving or the operation of a vehicle while under the influence of drugs or alcohol; and those prohibiting smoking in State vehicles
- d. Locked when unattended.

**NOTE:** Failure to comply with the above procedures may result in disciplinary action in accordance with Administrative Directive 03.02.108. Additionally, in accordance with Administrative Directive 02.37.101, Travel Guidelines, moving or parking violations are the responsibility of the individual who received the violations; such expenses are not reimbursable.

- 4. Department vehicles used for transporting offenders on a routine basis shall have the State of Illinois seal and the Department of Corrections' decal affixed to the doors except:
  - a. Those assigned to transition centers that may maintain two vehicles without the seals and decals for the purpose of transporting offenders to employment sites or community programs;
  - b. Parole vehicles used for transporting offenders; and
  - c. Vehicles used to transport offenders and children in the Moms and Babies program who are on authorized day release.
- 5. Department vehicles that are routinely used for transporting offenders on writs or medical furloughs, excluding vehicles assigned to transition centers, work camps and Impact Incarceration Programs, shall have inoperable inside handles on the rear windows and rear doors.
- 6. Installation of emergency warning equipment in a Department vehicle shall be approved by the respective Deputy Director, Assistant Director or Director.
  - a. Emergency warning equipment shall only be used in the performance of assigned duties in the following circumstances:
    - (1) Responding to an escape or runaway where apprehension of the individual and the need to protect the public is imminent.
    - (2) Responding to an in-progress riot or hostage situation, major disturbance, natural disaster or any other similar situation.

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- (3) Conducting a vehicle stop to effect the arrest of or gain information on fugitives wanted by the Department.
- (4) Following an ambulance with an offender on an emergency medical furlough in order to maintain proper security.
- (5) In transportation settings, such as transporting offenders via convoys.

**NOTE:** Sirens shall be used when red and blue flashing lights are in operation.

- b. Misuse of emergency warning equipment shall result in referral for disciplinary action.
7. Staff shall **not** engage in high speed pursuits with Department vehicles without the approval of a Deputy Director, Chief or above. The Illinois State Police Emergency Radio Network (ISPERN) shall be used to communicate information regarding vehicle and suspect descriptions, route of travel, the reason the suspect is wanted and other information that may lead to the suspect's arrest.
8. A credit card shall be assigned to each individually assigned vehicle and to each fleet vehicle to purchase fuel, oil and required preventative maintenance service. The card shall be secured at all times.
- a. The credit card for a fleet vehicle shall be maintained and secured in the glove compartment of the vehicle or be issued to the driver at the start of the trip.
  - b. Fuel shall be purchased at approved fueling sites using a self-serve pump unless the driver is physically unable to operate a self-serve pump. The list of approved fueling sites may be obtained from the Statewide Vehicle Coordinator.
    - (1) The driver shall ensure that the fueling site accepts the State credit card before fueling for state travel.
    - (2) E-85 blend fuel shall be used in flex-fuel vehicles, whenever practical, in accordance with Executive Order 2004-7.
  - c. Mileage at the time of fill up and vehicle number shall be recorded on all credit card receipts.
9. A copy of the CMS Vehicle Guide shall be made available upon request to the Vehicle Coordinator. Additional copies may be obtained by submitting a written request to the Statewide Vehicle Coordinator.
10. A copy of Administrative Directive 02.75.149, Vehicle Accidents, shall be placed in a designated area of each vehicle.
11. Employees who use State vehicles for purposes other than official State business shall:

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- a. Be personally responsible for and assume the risk and liability of any injury or damage.
- b. Reimburse the Department for each fraction of a mile traveled during the unauthorized usage. The rate of reimbursement shall be at least equal to the amount reimbursed to State employees for the use of personal vehicles for State business.

**G. Requirements**

1. The Chief Administrative Officer of each facility shall assign, in writing, an employee to serve as the vehicle coordinator.
2. The vehicle coordinator shall ensure the provisions of this directive are implemented.
3. A complete list of all vehicles shall be maintained in accordance with Administrative Directive 02.75.145.
4. The Director shall appoint a Vehicle Use Officer to monitor the use of State-owned vehicles and to ensure a vehicle use policy specific to the agency is submitted to CMS Division of Vehicles in accordance with the State Vehicle Use Act.

**H. Individually Assigned Vehicles**

1. Reassignment of an individually assigned vehicle due to changes in personnel shall not require pre-approval.
2. Additional positions that require a vehicle to be individually assigned shall be subject to prior approval of the Director. To request an additional individual assignment:
  - a. The employee shall prepare a memorandum, signed by the Chief Administrator, addressed to the Chief Financial Officer. The memorandum shall include the position and justification for the individual assignment and shall be forwarded to the Statewide Vehicle Coordinator.
  - b. The Statewide Vehicle Coordinator shall obtain the approval of the appropriate Chief, Deputy Director or Assistant Director, where necessary, and the Director. The requesting Chief Administrator shall be notified of approval or disapproval.
3. Upon assignment of a vehicle, the employee shall receive the Individually Assigned Vehicle Usage Packet, including instructions. The following forms shall be completed by the employee and submitted to the Statewide Vehicle Coordinator and copies shall be retained in the facility Business Office:
  - a. Annual Commute Mileage Certification, DOC 0349, to be completed initially and between July 1<sup>st</sup> and July 31<sup>st</sup> annually.

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- b. Annual Individually Assigned Vehicle Tax Exemption Certification, DOC 0348, to be completed initially and between December 1<sup>st</sup> and December 31<sup>st</sup> annually.
- c. Annual Certification of License and Vehicle Liability Coverage, DOC 0068, to be completed initially and between July 1 and July 31 annually;
- d. Determination of Value for Individual Use of a State Vehicle, DOC 0346, to be completed initially and between December 1<sup>st</sup> and December 31<sup>st</sup> annually.
- e. Monthly Mileage Report, DOC 0350.
- f. Personally Assigned Equipment, DOC 0102.

**NOTE:** If an employee is assigned a new vehicle, regardless if the employee's name, title, duties or responsibilities have not changed, the employee shall submit a revised DOC 0102, DOC 0346, DOC 0348 and DOC 0349 at the time the new vehicle is assigned.

- 4. All employees who are assigned a vehicle that may be used in commuting to and from work may be subject to vehicle usage income, unless he or she qualifies for a law enforcement exemption in accordance with the Annual Individually Assigned Vehicle Tax Exemption.
- 5. If the DOC 0348 indicates that an employee may qualify for law enforcement exemption, the employee shall submit the DOC 0348 to his or her immediate supervisor.
  - a. The immediate supervisor shall review the DOC 0348 and:
    - (1) Upon approval, submit the DOC 0348 to the Statewide Vehicle Coordinator who shall forward to Legal Services for review. The Statewide Vehicle Coordinator shall provide written notification to the employee following the review by Legal Services if he or she is **not** approved for law enforcement exemption.
    - (2) If disapproved, advise the requesting employee that he or she does not meet criteria for exemption.
  - b. If the determination is made that the employee does not qualify for the law enforcement exemption, the employee shall complete and submit a revised DOC 0348 and a revised DOC 0346 indicating non-exempt status to the Statewide Vehicle Coordinator.

**NOTE:** Unless the requesting employee's name, title, duties or responsibilities change, annual legal reviews shall not be required.

- 6. Upon receipt of the DOC 0349, the Statewide Vehicle Coordinator shall forward the

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information provided to CMS Division of Vehicles.

7. The Business Office, or for General Office, Field Services and Parole the Statewide Vehicle Coordinator, shall:
  - a. Maintain a current list of:
    - (1) Vehicle assignments that are subject to vehicle usage income; and
    - (2) Those vehicle assignments that qualify for law enforcement exemption.
  - b. Distribute copies of the completed DOC 0346 as follows:
    - (1) The Payroll office for payroll deduction purposes;
    - (2) The employee; and
    - (3) The Business Office to be maintained on file.
  - c. Ensure that payroll staff is notified whenever:
    - (1) A vehicle assignment changes; or
    - (2) A vehicle assignment is rescinded.
8. The Statewide Vehicle Coordinator shall contact employees with individually assigned vehicles for the purpose of completing new annual forms included in the Individually Assigned Vehicle Usage Packet in accordance with paragraph II.H.3.

**I. Fleet Vehicles**

1. The Vehicle Coordinator shall:
  - a. Ensure a record, designating the assignment of each fleet vehicle to an employee and the purpose for which the vehicle is being assigned, is maintained.
  - b. Provide each employee assigned a Department fleet vehicle for off-grounds use with:
    - (1) A Vehicle Inspection Envelope, DOC 0347, that identifies the:
      - (a) Vehicle Number;
      - (b) License Plate number; and
      - (c) Make and model of the vehicle.
    - (2) A credit card, if applicable.

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2. The employee shall complete the:
  - a. DOC 0347 in accordance with the printed instructions; and
  - b. Vehicle Inspection, DOC 0172, if necessary, to note any deficiency in the operation or condition of the vehicle.
    - (1) Any deficiency that could endanger the safety of staff or offenders shall be reported as soon as possible to the vehicle coordinator. The vehicle shall not be used until the deficiency has been corrected.
    - (2) The DOC 0172 shall be documented with the date, time and signature of the employee making the report and shall include the date, time and signature of the employee receiving the report.
3. Upon returning the vehicle, the vehicle coordinator shall ensure the employee has returned the following items to the designated location:
  - a. The keys;
  - b. A completed DOC 0347, including all receipts for fuel, oil and any minor repairs;
  - c. The credit card(s), if issued; and
  - d. A completed DOC 0172, if appropriate.

**NOTE:** The vehicle coordinator shall ensure any deficiencies noted on the DOC 0172 are corrected. The corrections shall be documented by circling the check marks on the DOC 0347 and initialing same.
4. For fleet vehicles assigned for inner-perimeter patrol or other on-grounds use, each receiving employee shall record on the front of the DOC 0347: his or her name, date received, beginning and ending mileage and purpose for use of the vehicle. A DOC 0172 shall be completed if there were any deficiencies in operating condition or appearance.

**J. On-Grounds and Maintenance Vehicles**

1. A record shall be maintained designating the assignment of each on-grounds vehicle and the purpose of the vehicle assignment.
2. The employee returning the vehicle shall complete a DOC 0172 if there were any mechanical deficiencies noted in the operation of the vehicle.
3. Deficiencies noted on the DOC 0172 shall be corrected and documented in accordance with 02.75.145.



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**K. Maintenance of Vehicles**

1. Each vehicle, regardless of age or body condition, shall be mechanically maintained in full accordance with the manufacturer's recommendations in the owner's manual, CMS guidelines and in accordance with Department directives, policies and procedures.
  - a. All vehicles shall undergo the following general maintenance checks:
    - (1) Batteries shall be checked in accordance with the owner's manual or the manufacturer's instructions.
    - (2) Oil changes shall be performed according to CMS guidelines.
    - (3) Engines shall be cleaned once per year in accordance with the manufacturer's recommendations.
    - (4) Front-end alignment shall be performed as needed.
    - (5) Tires shall be rotated according to CMS guidelines.
  - b. All repairs, other than minor preventative maintenance, shall be approved by the CMS State Garage prior to work being performed.
2. Each vehicle shall be inspected by a CMS State Garage or authorized vendor on an annual basis, excluding those vehicles less than three years old or that have 25,000 miles or less.
3. The employee whom an individually assigned vehicle has been assigned shall ensure the vehicle is maintained in accordance with this directive.
4. The vehicle coordinator shall ensure all fleet, on-grounds and maintenance vehicles are maintained in accordance with this directive.
  - a. Each fleet vehicle shall be inspected on a monthly, quarterly or semi-annual basis as directed by the Chief Administrator. A DOC 0172 shall be used to document the inspection and note any deficiencies.
    - (1) The date of the inspection shall be recorded on the DOC 0172 and in the maintenance log.
    - (2) All noted deficiencies shall be corrected.
  - b. Fleet vehicles shall undergo additional maintenance as follows:
    - (1) Immediately upon discovery, body damage or rust shall be scheduled for repair in accordance with Administrative Directive 02.75.130.
    - (2) Each vehicle shall be cleaned as necessary. Cleaning shall include

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washing the exterior of the vehicle, wheel wells, wheels, tires, windows and cleaning of the interior of the vehicle.

**NOTE:** Maintenance vehicles shall be washed at least once per month, weather permitting.

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**Authorized by:**

*Original Authorized Copy on File*

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**S. A. Godinez**  
**Director**

Supersedes:

01.02.106 AD 5/1/2002

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And As Amended 7/1/2002

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			Effective	9/1/1995
Section	02	Fiscal and Business Management		
Subsection	75	Vehicles		
Subject	101	General Provisions		

I. **POLICY**

A. **Authority**

730 ILCS 5/3 2 2

B. **Policy Statement**

Vehicle acquisitions, dispositions, and the preparation of various reports and forms shall be processed in compliance with the directives in this subsection.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to provide written guidelines for the separation of duties regarding vehicle procedures and to define terms used throughout this subsection.

B. **Applicability**

This directive is applicable to all divisions within the Department.

C. **Internal Audits**

An internal audit of this directive may be conducted annually in accordance with the facility internal audit schedule.

D. **Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. **Definitions**

Chief Administrative Officer the warden, superintendent or administrator of an adult or juvenile facility or program; the supervisor of a community correctional center, PreStart zone, or Special Intensive Supervision Unit.

Inter agency transfers vehicles transferred out of this Department to state agencies other than to Department of Central Management Services (CMS) State surplus.

Internal transfers transfers within the same facility or same location code grouping.

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Intra agency transfers Department vehicles transferred between two Department facilities within different location code group numbers.

**F. Separation of Duties**

1. The Chief Administrative Officer shall designate one or more individuals to serve as:
  - a. The Vehicle Coordinator, who shall ensure vehicles are maintained and assigned for use in accordance with departmental directives, policies, and procedures.
  - b. The Clerical Control Officer, who shall: prepare and distribute vehicle documents on a timely basis; maintain the inventory tag number system; and assume duties concerning vehicles not specifically assigned to the Vehicle Coordinator or the Accounting Control Officer.
  - c. The Accounting Control Officer, who shall maintain vehicle records and book balances by detail code classification.
2. A listing of the names of each assigned officer and any changes of officers shall be maintained on a current basis by the facility.

**G. General Provisions**

1. The Chief Administrative Officer shall ensure all vehicles under his or her jurisdiction are maintained and shall ensure that the provisions of the State Property Control Act, as amended, and procedures issued by the Division of Finance and Administration, Procurement Section are adhered to by his or her respective staff.
2. All vehicle transactions shall be reported to the Procurement Section and approved by the Director.
3. Upon receipt of approved transaction documents, the facility Clerical Control Officer shall input vehicle transactions into the automated property control system.
4. The facility shall establish and implement internal procedures that ensure compliance with these directives.
5. The maintenance, use, and assignment of vehicles and issuance of license plates shall be in accordance with Administrative Directive 01.02.106.
6. Questions regarding vehicle procedures shall be directed to the Procurement Section.

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Authorized by:

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**Odie Washington**  
**Director**

Supersedes:

02.75.101 AD 6/1/1993

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			Effective	9/1/1995
Section	02	Fiscal and Business Management		
Subsection	75	Vehicles		
Subject	102	Request for Addition to the Fleet		

**I. POLICY**

**A. Authority**

730 ILCS 5/3 2 2

44 Ill. Adm. Code 5040

**B. Policy Statement**

Acquisitions of vehicles to increase the approved number in the fleet shall be subject to the prior approval of both the Director of this Department and the Director of the Department of Central Management Services.

**II. PROCEDURE**

**A. Purpose**

The purpose of this directive is to provide guidelines for obtaining approvals to increase the number of vehicles in the fleet.

**B. Applicability**

This directive is applicable to all divisions within the Department.

**C. Internal Audits**

An internal audit of this directive may be conducted annually in accordance with the facility internal audit schedule.

**D. Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

**E. General Provisions**

1. Approvals to increase the size of the current vehicle fleet shall be obtained in the following manner:

a. Generally, fleet increases shall be in conjunction with program expansions or population increases and the request shall be made as a part of the Department's budgetary process. Upon approval of the budget, the Division of Finance and

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Administration will develop the Department's annual vehicle plan and secure approvals of the appropriate Deputy Director and the Director for replacements and additions to the fleet.

b. If not previously approved in the Fiscal Year Budget Submission Vehicle Plan or if in conjunction with the acquisition of a surplus or donated vehicle, the Chief Administrative Officer shall use the following procedure to request an addition to the fleet.

(1) Prepare one memorandum addressed to the Deputy Director of the assigned division and to the Deputy Director of Division of Finance and Administration showing adequate justification for the increase to the fleet size; and

(2) Forward the memorandum to the Division of Finance and Administration, Procurement Section.

2. The Procurement Section shall:

a. Forward the request to the appropriate Deputy Directors, the Director, and the Director of the Department of Central Management Services (CMS) for approval; and

b. Notify the facility if the request is approved or denied.

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Authorized by:

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**Odie Washington**  
**Director**

Supersedes:

02.75.102

AD

6/1/1993

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Section	02	Fiscal and Business Management		
Subsection	75	Vehicles		
Subject	104	Receipt of Vehicles		

I. **POLICY**

A. **Authority**

730 ILCS 5/3 2 2

B. **Policy Statement**

Vehicles purchased new or acquired from surplus or donation shall be picked up at the appropriate location in accordance with the guidelines established in this directive.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish a written procedure for the physical acquisition and the reporting requirements for vehicles purchased new or acquired from surplus or donation.

B. **Applicability**

This directive is applicable to all divisions within the Department.

C. **Internal Audits**

An internal audit of this directive may be conducted annually in accordance with the facility internal audit schedule.

D. **Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. **General Provisions**

1. The Department of Central Management (CMS), Division of Vehicles (DOV) is responsible for the receipt and inspection of all vehicles whether new, surplus, or donated. Vehicles are not to be accepted at the local site prior to this receipt and inspection by CMS-DOV.
2. All vehicles used to transport inmates shall have State of Illinois seals and Department of Corrections (DOC) decals affixed prior to usage. Seals shall be purchased with the automotive credit card from the nearest State Garage. However, community correctional centers may maintain two vehicles without the seals or decals for the purpose of



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transporting residents to employment sites or community programs.

3. All vehicles shall have the inventory tag number attached by CMS prior to delivery to the facility.

**F. Requirements**

1. Upon notification that a vehicle is ready for pick up, the Division of Finance and Administration, Procurement Section shall contact the receiving facility Business Office by telephone and confirm the following information:
    - a. The description of the vehicle including the year, make, model, and serial number.
    - b. The account number which shall be used for vehicle expenses.
    - c. The type of license plates required.
      - (1) If the vehicle is a replacement, the number of the license plates to be transferred to the newly acquired vehicle shall be verified.
      - (2) If the vehicle is increasing the fleet size, the type of license plates requested for the vehicle; State plates or standard plates shall be verified.
    - d. The description and condition of the vehicle being replaced and whether the old vehicle is a trade in or a turn in vehicle, if applicable.
    - e. The location and time the vehicle is to be picked up.
  2. The facility shall send two staff persons with the approved turn in or trade in vehicle to the designated location at the scheduled time. (Refer to Administrative Directive 02.75.115.)
  3. The Procurement Section shall:
    - a. Obtain the vehicle registration, license plates, and the credit card for the new vehicle;
    - b. Direct the facility staff to the proper location to complete the physical acquisition of the vehicle; and
    - c. Furnish the facility staff with all appropriate documents that are to be returned to the facility.
  4. Upon return to the facility, the Receiving Officer shall complete a Store Receiving Report, DC 7163 1, and shall forward a copy to the facility Clerical Control Officer, who shall input the transaction into the automated property control system.
  5. For new purchases, the CMS-DOV will forward the Invoice Voucher (C 13) for the vehicle to the Procurement Section. The Procurement Section shall send the C 13 to the facility Business Office.
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Section	02	Fiscal and Business Administration		
Subsection	75	Vehicles		
Subject	105	Acquisition of State or Federal Surplus or Donated Vehicles		

**I. POLICY**

**A. Authority**

730 ILCS 5/3 2 2

**B. Policy Statement**

Vehicles purchased new or acquired from surplus or donation shall be picked up at the appropriate location in accordance with the guidelines established in this directive.

**II. PROCEDURE**

**A. Purpose**

The purpose of this directive is to establish a written procedure for the physical acquisition and the reporting requirements for vehicles purchased new or acquired from surplus or donation.

**B. Applicability**

This directive is applicable to all divisions within the Department.

**C. Internal Audits**

An internal audit of this directive may be conducted annually in accordance with the facility internal audit schedule.

**D. Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

**E. General Provisions**

1. The Department of Central Management (CMS), Division of Vehicles (DOV) is responsible for the receipt and inspection of all vehicles whether new, surplus, or donated. Vehicles are not to be accepted at the local site prior to this receipt and inspection by CMS-DOV.
2. All vehicles used to transport inmates shall have State of Illinois seals and Department of Corrections (DOC) decals affixed prior to usage. Seals shall be purchased with the automotive credit card from the nearest State Garage. However, community correctional centers may maintain two vehicles without the seals or decals for the purpose of

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transporting residents to employment sites or community programs.

3. All vehicles shall have the inventory tag number attached by CMS prior to delivery to the facility.

**F. Requirements**

1. Upon notification that a vehicle is ready for pick up, the Division of Finance and Administration, Procurement Section shall contact the receiving facility Business Office by telephone and confirm the following information:
    - a. The description of the vehicle including the year, make, model, and serial number.
    - b. The account number which shall be used for vehicle expenses.
    - c. The type of license plates required.
      - (1) If the vehicle is a replacement, the number of the license plates to be transferred to the newly acquired vehicle shall be verified.
      - (2) If the vehicle is increasing the fleet size, the type of license plates requested for the vehicle; State plates or standard plates shall be verified.
    - d. The description and condition of the vehicle being replaced and whether the old vehicle is a trade in or a turn in vehicle, if applicable.
    - e. The location and time the vehicle is to be picked up.
  2. The facility shall send two staff persons with the approved turn in or trade in vehicle to the designated location at the scheduled time. (Refer to Administrative Directive 02.75.115.)
  3. The Procurement Section shall:
    - a. Obtain the vehicle registration, license plates, and the credit card for the new vehicle;
    - b. Direct the facility staff to the proper location to complete the physical acquisition of the vehicle; and
    - c. Furnish the facility staff with all appropriate documents that are to be returned to the facility.
  4. Upon return to the facility, the Receiving Officer shall complete a Store Receiving Report, DC 7163 1, and shall forward a copy to the facility Clerical Control Officer, who shall input the transaction into the automated property control system.
  5. For new purchases, the CMS-DOV will forward the Invoice Voucher (C 13) for the vehicle to the Procurement Section. The Procurement Section shall send the C 13 to the facility Business Office.
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			Effective	9/1/1995
Section	02	Fiscal and Business Management		
Subsection	75	Vehicles		
Subject	115	Disposition of Vehicles		

**I. POLICY**

**A. Authority**

730 ILCS 5/3 2 2

44 Ill. Adm. Code 5010

**B. Policy Statement**

Vehicles within the Department fleet shall be disposed of in accordance with this directive.

**II. PROCEDURE**

**A. Purpose**

The purpose of this directive is to establish a uniform method for the disposal of operable and inoperable vehicles and the removal of vehicles from the inventory records.

**B. Applicability**

This directive is applicable to all divisions within the Department.

**C. Internal Audits**

An internal audit of this directive may be conducted annually in accordance with the facility internal audit schedule.

**D. Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

**E. Definition**

Inoperable vehicle a vehicle that is not running, or has been wrecked, or is in need of repairs for which the cost exceeds the value of the vehicle.

**F. General Provisions**

1. All vehicle transactions shall be subject to prior approval of the Chief Administrative Officer and both the Director of the Department of Corrections (DOC) and the Director of the Department of Central Management Services (CMS).

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2. The following is a list of transaction titles and definitions for vehicles no longer needed by the facility:
  - a. Trade in vehicle to be traded to a private vendor for credit toward a replacement vehicle. Trade-ins shall not be approved when the new purchase is a vehicle on State contract.
  - b. Turn in vehicle to be replaced which will be turned in to CMS Surplus Warehouse as State surplus.
  - c. Inter agency transfer vehicle transferred out of DOC to a state agency other than to CMS as State surplus.
  - d. Intra agency transfer vehicle transferred within DOC between two facilities within different location code group numbers.
  - e. On-site sale - CMS will approve and conduct on-site public sales on a limited basis. On-site sales shall be approved by CMS on the On-Site Disposal of Wrecked/Inoperable Vehicle form, IL 401-1270, which shall be prepared only by the Division of Finance and Administration, Procurement Section when all other disposal methods have been exhausted.
3. All vehicle transactions shall be subject to applicable Property Control directives located in Section 02.70 of the Administrative Directives Manual.
4. All vehicle transactions involving the preparation of a Request for Change of Status of Equipment, DC 441, or an Equipment Transfer Permit, DC 230, shall detail, by tag number and description, the radio or telecommunications equipment which will be transferred with the vehicle.
5. Prior to the disposal of any vehicle, a DC 441 shall be prepared by the facility Clerical Control Officer and approved by the appropriate individuals. (Refer to Administrative Directive 02.70.150.)
6. A vehicle to be turned in, transferred, or traded in shall remain the responsibility of the facility until accepted by the receiving agency. A vehicle to be sold on site shall remain the responsibility of the facility until the vehicle is claimed by the successful bidder or removed from State property by CMS personnel.

**G. Requirements**

Upon approval of the Department's Fiscal Year Vehicle Plan or upon request from the Chief Administrative Officer to transfer or otherwise dispose of vehicles, disposition shall be as follows:

1. Turn in or Trade in (Operable or Inoperable)
  - a. Upon notification or receipt of the new or surplus vehicle, operable turn in vehicles shall be taken to the location designated by the Procurement Section. Inoperable vehicles shall be turned in to the State Surplus Warehouse location designated by CMS or sold on site. All State of Illinois and DOC decals and seals

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shall be removed from vehicles prior to turn in or on site sale.

- b. To turn in or trade in an operable vehicle the Responsible Officer at the facility shall present the following items to the Procurement Section.
  - (1) An odometer mileage statement. The odometer reading and signature line shall be completed by the facility driver when he or she reports to the CMS surplus property location.
  - (2) A set of keys.
  - (3) The credit card assigned to the vehicle being replaced.
  - (4) For vehicles being turned in to CMS, the approved DC 441 shall be submitted along with the items listed in Paragraphs II.G.1.b.(1), (2), and (3). (Refer to Administrative Directive 02.70.150 for instructions on completing a DC 441.)
- c. To turn in or trade in an inoperable vehicle, the Responsible Officer at the facility shall present to the CMS surplus property personnel the same items as for an operable vehicle. The license plates from the old vehicle shall be forwarded to the Procurement Section:
  - (1) If an inoperable vehicle is sold on site, prior approval shall be obtained from the DOC Director and the CMS State Surplus Manager. The approval process shall be coordinated through the Office Procurement Section (see Administrative Directive 02.70.117 regarding on site sales).
  - (2) An inoperable vehicle shall not be used for parts.

**NOTE:** If a retired vehicle is inoperable and must be towed to the current surplus vehicle storage area, all cost incurred by the CMS Division of Vehicles for this service will be billed to the facility surrendering the vehicle.

2. On Site Sale

- a. Upon request from the Chief Administrative Officer to dispose of an inoperable vehicle, the Clerical Control Officer shall:
  - (1) Contact the Procurement Section and provide a description of the defect, age, and mileage of the vehicle. The Procurement Section may direct that estimates of repairs be obtained depending on the age and condition of the vehicle.
  - (2) Prepare a DC 441 and indicate "On Site Sale" as outlined in Administrative Directive 02.70.150. The vehicle mileage and a description of the defect shall be included in the description column.
  - (3) Retain a copy of the IL 401-1270 in the property control suspense file



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until approval is received.

- (4) Submit the DC 441 and the IL 401 1270 and a repair estimate, where applicable, to the Procurement Section for appropriate approvals.
  - b. The Procurement Section shall notify the facility of the approval or disapproval.
  - c. Upon receipt of the approved DC 441 and a copy of the approved IL 401-1270, the facility Clerical Control Officer shall input the transaction into the automated property control system.
  - d. The CMS Property Control Division will:
    - (1) Notify the Procurement Section of the name of the vendor awarded the contract for the disposal of the vehicle; or
    - (2) Remove the vehicle from location.
  - e. Upon award to the successful bidder, the facility Vehicle Coordinator shall coordinate arrangements with the successful bidder to remove the vehicle from State property and shall ensure all State material i.e., credit cards, license plates, seals, and decals etc. are removed from the vehicle. Credit cards and license plates shall be returned to the Procurement Section.
  - f. The contract vendor must present the following when picking up the vehicle:
    - (1) Award letter issued by CMS;
    - (2) Vehicle title; and
    - (3) Positive identification.
  - g. The Vehicle Coordinator shall add a receipt statement to the CMS Award Letter. The receipt statement shall read as follows:

"The undersigned has received the above listed vehicle on (date) from (facility)."

(signature)
  - h. The facility Vehicle Coordinator shall copy the signed Award Letter and the Title, release the vehicle, and forward all the copied documents to the facility Clerical Control Officer.
  - i. If the vehicle is being removed from site by CMS personnel, the Vehicle Coordinator shall require identification and documentation, including a copy of the approved IL 401-1270 from such personnel.
3. Transfers
  - a. Inter agency vehicle transfers shall be subject to approval of both the DOC

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Director and the CMS Director. Transactions shall be recorded on a DC 441 form and processed in accordance with Administrative Directive 02.70.115.

- b. Intra agency transfers shall be subject to approval of the DOC Director. Transactions shall be recorded on a DC 441 and processed in accordance with Administrative Directive 02.70.115.
- c. Internal transfers shall be recorded on a DC 230, prepared in compliance with Administrative Directive 02.70.115, and shall be subject to approval of the Chief Administrative Officer.

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Authorized by:

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**Odie Washington**  
**Director**

Supersedes:

02.75.115

AD

6/1/1993

<b>Illinois</b> Department of <b>Corrections</b>	<i>ADMINISTRATIVE DIRECTIVE</i>		Number	02.75.130
			Page	1 of 2
			Effective	9/1/1995
Section	02	Fiscal and Business Management		
Subsection	75	Vehicles		
Subject	130	Vehicle Maintenance, Repairs, and Use of Vehicle Credit Cards		

**I. POLICY**

**A. Authority**

730 ILCS 5/3 2 2

**B. Policy Statement**

All maintenance and repairs to State vehicles shall be performed at a Department of Central Management Services (CMS) State Garage facility, unless other arrangements are authorized by CMS.

**II. PROCEDURE**

**A. Purpose**

The purpose of this directive is to establish a written procedure governing the responsibility of staff regarding the maintenance of and repairs to this Agency's vehicles.

**B. Applicability**

This directive is applicable to all divisions within the Department.

**C. Internal Audits**

An internal audit of this directive may be conducted annually in accordance with the facility internal audit schedule.

**D. General Provisions**

1. Repairs, maintenance, or services to State vehicles shall be obtained in the following manner:
  - a. Through use of the vehicle credit card, within the limits stipulated on the back of the card; and
  - b. By an outside vendor authorized by CMS to provide repairs and maintenance; or
  - c. At a State Garage facility.
2. Minor outside repairs may be charged to the vehicle credit card, but shall be limited to the terms and conditions as stated on the card. Non automotive items, such as food, shall not be charged to the vehicle credit card.

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3. In all other cases, including emergencies during working hours, the local State Garage or the Central State Garage in Springfield shall be contacted. State Garage personnel will indicate whether the services will be performed by them or by an approved outside sublet vendor.
4. In case of an emergency during non working hours where charges exceed the amount stipulated on the back of the vehicle credit card, authorization shall be obtained by contacting the Central State Garage at 217/785 2776, 24 hours a day. (The phone number for the Central State Garage along with appropriate instructions is printed on the back of all State of Illinois vehicle credit cards.)
  - a. A message recorder is manned by the Emergency Management Agency (formerly the Emergency Services Disaster Agency) for the Central State Garage. If the CMS recorder is engaged, the driver shall leave a message at the sound of the "beep," including his name, department, facility, office telephone number, nature, and estimated cost of repairs.
  - b. A State Garage representative will contact the driver on the next working day to authorize the repairs and to provide a CMS authorization number.
  - c. If the State Garage personnel fails to contact the driver, the driver shall follow up on obtaining authorization.
5. The CMS authorization number shall be noted on all Invoice Vouchers, C 13, processed for outside repairs.
6. No payment for repair work shall be approved if prior authorization was not obtained. The CMS Division of Vehicles will process unapproved charges for payment through the State Garage Revolving Fund and will assess a service charge to the facility based on the same scale as current sublet repair service charges.

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Authorized by:

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**Odie Washington**  
**Director**

Supersedes:

02.75.130

AD

6/1/1993

<b>Illinois</b> Department of <b>Corrections</b>	<b>ADMINISTRATIVE DIRECTIVE</b>		Number	02.75.145
			Page	1 of 2
			Effective	6/1/2013
Section	02	Fiscal and Business Management		
Subsection	75	Vehicles		
Subject	145	Monthly Automotive Cost Report		

**I. POLICY**

**A. Authority**

730 ILCS 5/3 2 2

**B. Policy Statement**

The Department shall maintain an accurate accounting of each vehicle, regardless of the condition or use, to document the monthly total vehicle usage cost.

**II. PROCEDURE**

**A. Purpose**

The purpose of this procedure is to establish a uniform method of reporting data on the monthly maintenance cost and usage of State vehicles.

**B. Applicability**

This directive is applicable to all facilities, offices and program sites within the Department; and to all youth centers, offices and program sites within the Department of Juvenile Justice as provided by and within the scope and parameters set forth in the Interagency Shared Services Agreement.

**C. Facility Reviews**

A facility review of this directive shall be conducted annually in accordance with the facility review schedule.

**D. Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

**E. Definitions**

RTA Fleet Management Software (RTA) – software package that accurately tracks usage cost, fuel consumption and preventative maintenance schedules for Department vehicles.

**F. Requirements**

1. The Chief Administrator shall designate an employee to maintain accurate vehicle usage data by entering all applicable fuel, maintenance and repair costs into RTA.

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2. The employee shall:
  - a. Accumulate all charge tickets and work orders from the beginning of the month to the end of the month for each vehicle. This shall include charges for vehicle body and mechanical repairs, fuel, oil, tires, batteries, parts, labor, etc.
  - b. Separate the charge tickets and work orders by vehicle equipment number.
  - c. Enter the monthly purchases and mileage data into RTA as detailed in the RTA User's Manual. All entries shall be reviewed for accuracy.  
  
**NOTE:** If there are no purchases or work orders for a vehicle during the month, the updated mileage shall be entered accordingly.
  - d. Enter fuel and work order transactions into RTA by the last working day of the month following the reporting month. Vehicle usage information or reports shall be available as requested by the Statewide Vehicle Coordinator.
3. If charge tickets or work orders are received after the input period for the month, they shall be accumulated and entered with the entries for the following month.

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Authorized by:



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S. A. Godinez  
Director

Supersedes:

02.75.145

AD

9/1/1995

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Section	02	Fiscal and Business Management		
Subsection	75	Vehicles		
Subject	149	Vehicle Accidents		

**I. POLICY**

**A. Authority**

625 ILCS 5/

730 ILCS 5/3 2 2

**B. Policy Statement**

The Department shall promptly report accidents involving State owned vehicles or privately owned, rented or leased vehicles used while on State business in accordance with this directive.

**II. PROCEDURE**

**A. Purpose**

The purpose of this directive is to establish a written procedure governing the responsibility of staff for the prompt reporting of vehicle accidents.

**B. Applicability**

This directive is applicable to all facilities, offices and program sites within the Department; and to all youth centers, offices and program sites with the Department of Juvenile Justice as provided by and within the scope and parameters set forth in the Interagency Shared Services Agreement.

**C. Facility Reviews**

A facility review of this directive shall be conducted annually in accordance with the facility internal audit schedule.

**D. Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

**E. General Provisions**

1. Every accident involving any vehicle operated in the conduct of State business shall be promptly reported regardless of lack of injury or property damage.
2. The following material shall be kept in the glove compartment or other designated area of all State owned or leased vehicles:

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- a. A copy of this directive;
  - b. At least two Illinois Motorist Reports (SR-1); and
  - c. At least two copies of the Auto Liability Cover Letter, IL 401-1579.
3. The Claims Administrator for the State of Illinois, designated by the Department of Central Management Services (CMS), will administer the State Auto Liability Plan and issue the Risk Management Auto Liability Procedures Manual.
  4. The Chief Administrative Officer shall appoint a Vehicle Accident Coordinator.
    - a. The facility Vehicle Accident Coordinator shall:
      - (1) Ensure compliance with this Administrative Directive and the guidelines established in the Risk Management Auto Liability Procedures Manual;
      - (2) Ensure all employees who are authorized to use vehicles for State business are aware of the provisions of the High Risk Drivers Law, effective May 24, 1988; and
      - (3) Maintain a supply of required forms and provide assistance to employees in completing the required forms.
    - b. The facility shall maintain and provide the Fiscal Services Vehicle Unit with a current listing of the name of the Vehicle Accident Coordinator.

**F. Requirements**

1. When an employee is involved in an accident while driving a Department vehicle or while driving a privately owned, rented or leased vehicle on State business, the employee shall:
  - a. Stop immediately and shall not:
    - (1) Admit liability or accept responsibility; or
    - (2) Discuss the accident except with the police.
  - b. Notify the nearest law enforcement agency and request emergency medical services, if necessary.
  - c. Obtain names, addresses and telephone numbers of the following:
    - (1) Driver(s) of other vehicle(s) involved;
    - (2) Injured persons;
    - (3) Witnesses, including passengers of all involved vehicles; and
    - (4) Insurance companies of all involved vehicles.



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- d. Immediately notify the facility Vehicle Accident Coordinator, or if the accident occurred after normal office hours, notify the facility Vehicle Accident Coordinator at the beginning of the next working day.
- e. Immediately notify the CMS Risk Management Division at (800) 442-1300 when a vehicle is involved in an accident and bodily injury or death to other parties or serious property damage or loss has occurred.
- f. Complete the SR-1 provided by the responding law enforcement agency per the instructions on the form. If an SR-1 was not provided, a blank form shall be completed including the bar code number on the original SR-1 that shall be obtained by contacting the law enforcement agency. Questions shall be directed to the facility Vehicle Accident Coordinator.

- (1) The nature and extent of all damages and injuries shall be clearly and completely stated. Whenever a doctor's statement of injuries or a garage estimate of the cost of repairs is immediately available, this information shall be given; otherwise the employee's own careful estimate shall be given.
- (2) For the purpose of this report, a motor bus, bicycle or animal drawn vehicle shall be recorded as a vehicle and a person on skates, coaster wagon, sled, etc. shall be classified as a pedestrian. The type of conveyance and its exact location in the street or on the roadway shall be described.
- (3) If the accident involved a fixed object, the object, its exact location and whether it was protected by flags, signs or lights shall be described fully.
- (4) A second SR-1 or a sheet of paper the same size shall be used to report additional vehicles, injured persons, witnesses, names of hospitals, investigating officers or any other specific information that may aid in an investigation. Copies of accident reports prepared by local law enforcement agencies may be attached, but do not take the place of the SR-1.

**NOTE:** If a vehicle accident occurs on correctional center grounds or on private property and the law enforcement agency chooses not to make a report, a blank SR-1 shall be obtained from the vehicle packet or Vehicle Accident Coordinator and completed in accordance with the above.

- g. Complete the IL 401-1579 per the instructions on the form. Questions shall be directed to the facility Vehicle Accident Coordinator.

**NOTE:** The Department or facility 5 digit number (426XX) shall be recorded in the upper right side of the IL 401-1579. Staff of transition centers, School District, the Office of Adult Education and Vocational Services and Correctional Industries shall assign the property inventory system's location function code to the facility code.

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- h. Submit an incident report documenting the event to his or her immediate supervisor.
  - i. Forward the original completed and signed SR-1, incident report and IL 401-1579, and any other appropriate documentation, to the facility Vehicle Accident Coordinator within three calendar days of the accident.
  - j. If, after the initial IL 401-1579 has been filed, the employee obtains additional or corrected information, the employee should contact the facility Vehicle Accident Coordinator to complete the Auto Liability Transmittal Sheet, IL 401-1580.
    - (1) Updated or corrected information, the accident date, the State driver's name and social security number and the claimant's name shall be indicated on the IL 401-1580.
    - (2) Information previously provided on the IL 401-1579 need not be repeated.
    - (3) Upon completion, the original IL 401-1580 shall be forwarded to the facility Vehicle Accident Coordinator.
    - (4) The Vehicle Accident Coordinator shall forward the completed IL 401-1580 to the Fiscal Services Vehicle Unit, CMS Risk Management and the Illinois Department of Transportation, as required.
2. Upon receipt of the IL 401-1579 and the SR-1 from the driver, the facility Vehicle Accident Coordinator shall submit the appropriate reports within seven calendar days following the accident.
- a. If damages exceed \$500 or if there are personal injuries, a copy of the IL 401-1579, the signed SR-1 and, if filed, the IL 401-1580 shall be forwarded to the:  

Department of Transportation  
Crash Records Section  
1340 North 9<sup>th</sup> Street  
Springfield, Illinois 62766-0001
  - b. For all accidents, a copy of the signed SR-1, the original IL 401-1579, incident report and, if filed, the original IL 401-1580 shall be forwarded to the:  

Department of Central Management Services  
Risk Management Division  
Auto Liability Section  
801 South 7<sup>th</sup> Street  
Springfield, Illinois 62706
  - c. A copy of the IL 401-1579, the SR-1, the IL 401-1580, if filed, and, if appropriate, an incident report shall be forwarded to the Fiscal Services Vehicle Unit:

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Department of Corrections  
Fiscal Services Vehicle Unit  
1301 Concordia Court  
PO Box 19277  
Springfield, Illinois 62794-9277

- d. A copy of all completed reports and forms shall be retained in the facility pending file.
- e. The Fiscal Services Vehicle Unit shall be notified upon receipt of a property release or applicable insurance documents from any party involved in the accident. Releases shall be approved by CMS Division of Vehicles and shall not be executed without prior approval from the Fiscal Services Vehicle Unit.
- f. Copies of all subrogation letters sent to the other party or parties shall be submitted to the Fiscal Services Vehicle Unit. If no response is received within 30 days of a second request, a memorandum shall be submitted to the Fiscal Services Vehicle Unit.
- g. Copies of all summonses, liens and complaints regarding the accident shall be promptly submitted to the CMS Risk Management Division and the Fiscal Services Vehicle Unit. The CMS Risk Management Division shall be responsible for contact with the Department's legal counsel and the Attorney General's Office as required.

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Authorized by:

  
S. A. Godinez  
Director

Supersedes:

02.75.149

AD

4/1/1999