

ILLINOIS DEPARTMENT OF NATURAL RESOURCES

Policy and Procedure Manual

Chapter 7 **Travel/State Vehicles**
Section 7-1 **Vehicles - Department-Owned-Leased/Personal**

POLICY: The Department will maintain a fleet of Department-owned or leased vehicles to be used by employees for business purpose. If available, and on an as needed basis, vehicles may be assigned to either an individual or to a location facility. These vehicles will be used only in the conduct of Department business or as required in the event of public emergency. Any use necessarily assumes a public purpose and employees shall use vehicles so as to avoid any misuse or the appearance of misuse.

Vehicles will be operated in accordance with all applicable State and local laws and regulations.

Personal vehicles may be used for agency business, and expenses reimbursed for such purpose, only with the prior approval of the employee's supervisor or in an unusual or emergency situation in which a clear need and advantage to the agency can be subsequently demonstrated.

Each employee who operates a Department vehicle or a personal vehicle at Department expense shall have a valid driver's or operator's license or permit as required by law, including any endorsement required for operation of such vehicle.

Any exception to this policy must receive prior written approval of the Director.

New Policy Date: _____

Revision Date: February 22, 2002

Special Instructions: January 24, 2000 replaced 7/1/97 version which replaced MC9224-E dated March 19, 1990 and MC1016 dated March 11, 1996

ILLINOIS DEPARTMENT OF NATURAL RESOURCES

Policy and Procedure Manual

Chapter 7 **Travel/State Vehicles**
Section 7-1 **Vehicles - Department-Owned-Leased/Personal**

PROCEDURE:

I. Vehicle Coordinator

The Vehicle Coordinator of the Division of Administrative Support is responsible for coordinating the acquisition, disposal and maintenance of Department vehicles. The Vehicle Coordinator maintains an inventory of vehicles and acquires all the licenses, titles and credit cards for these vehicles. Approved acquisition requests for new vehicles shall be forwarded to the Vehicle Coordinator for submittal to the Department of Central Management Services. The Vehicle Coordinator is also responsible for processing the necessary forms required when an accident occurs in a Department vehicle.

Office Directors who have vehicles assigned to his/her respective office shall designate an employee(s) to serve as a "Unit Vehicle Manager." Employees who are assigned as a Unit Vehicle Manager shall work with the Vehicle Coordinator to coordinate activities related to the vehicles assigned to his/her office/division.

II. Use of a Department Vehicle

A. State Vehicle Regulations

The use of State vehicles is governed by regulations issued by the Department of Central Management Services (CMS), 44 Ill. Adm. Code 5040.

B. Official State Business Only

Department vehicles are to be used for official business only and are not to be used for the transportation of the employee between the employee's office and home, unless the employee has a vehicle assigned to him/her, is using the vehicle for a travel assignment that

Chapter 7
Section 7-1

begins or ends at the employee's home, the employee must begin or end a travel assignment outside the normal working hours or it is approved by the Director, or his/her designee.

The State of Illinois does not provide liability coverage to a driver operating a State vehicle outside the scope of his/her employment.

C. Loss of Driving Privilege

An employee using a Department vehicle must possess a valid driver's license. An employee shall immediately notify his/her supervisor if their license, permit, privilege or endorsement becomes invalid, suspended, revoked or lost. It is the responsibility of the supervisor to notify the Vehicle Coordinator.

D. Permissible Drivers

No person other than a State employee shall drive a Department vehicle unless in the case of an emergency, extraordinary circumstance, or authorized by the Director or his/her designee in writing.

E. Traffic Citations/Parking Violations

Compliance with all traffic laws is required at all times. Any citation or fine received for traffic or parking violations is the responsibility of the driver. In accordance with CMS regulations, a copy of all moving or equipment violation citations received by an employee while operating a Department vehicle shall be forwarded to the employee's supervisor immediately. The supervisor will forward a copy of the citation to the Vehicle Coordinator who will provide this information to CMS. CMS will evaluate the citation and notify the applicable Office Director if the particular employee appears to be an unacceptable risk for purposes of the *State of Illinois Self-Insured Motor Vehicle Liability Plan*.

F. Seatbelts

All occupants of a Department vehicle equipped with seatbelts are required to wear seat belts.

G. Purchases/Repairs

Purchases of fuel, oil, and related items for the operation of a Department vehicle will be made from a State-owned facility whenever possible. Ethanol enhanced fuel should be used when available. Gasoline, oil, oil changes/lubrications, washing, towing and tire repair not to exceed \$50.00 for cars and trucks under 7500 gross vehicle weight (GVW) and \$200.00 for trucks over 7500 GVW may be charged on a State credit card. Emergency repair purchases are permitted up to a maximum of \$50.00 for cars and light trucks without additional authorization and \$100.00 for all other vehicles. If the emergency repair is expected to exceed the established limits, the employee must call the CMS Division of Vehicles for approval at either 1-800-782-7860 (if traveling in-state) or 217-782-7860 (if traveling out-of-state).

H. Credit Card

The Vehicle Coordinator will issue a State of Illinois credit card for each vehicle which will be kept in the vehicle glove compartment. The credit card may be used for the purchases mentioned in “G” above. The Unit Vehicle Manager of each Office of the Department shall inform employees who drive vehicles assigned to his/her location/facility of the procedure to follow regarding credit card receipts. The Unit Vehicle Manager shall insure that the receipts are reconciled to vendor invoices on a timely basis.

I. Passengers

Passengers in a Department vehicle are limited to State employees, volunteers working on a Department project, others on Department business, official guests, individuals to whom the Department wishes to extend a courtesy or assist in an emergency situation, or others as may be approved by the Director or his/her designee.

The State of Illinois Self-Insured Motor Vehicle Liability Plan only provides voluntary medical insurance coverage to passengers in Department vehicles who are State of Illinois employees.

J. Insurance Card

Since the State of Illinois is exempt from the requirements of the mandatory insurance law, it is not necessary for Department employees to produce an insurance card in the case of an accident or if stopped by the police for a potential violation of the Illinois Motor Code.

III. Department Vehicles - Assignment to Individuals

- A.** Assignment of Department vehicles to individuals must be approved in writing by the Director or his/her documented designee. Vehicle assignments will be made in compliance with the criteria established in 44 Ill. Adm. Code 5040, which states:

The assignment of vehicles to individuals is to be made only if one or more of the following conditions are met:

The vehicle is specially equipped to perform law enforcement services and the law enforcement employee is on call 24 hours a day.

The employee's work assignment requires traveling to numerous locations over a considerable territory with infrequent stops at the employee's headquarters as defined in the regulations concerning State employee travel.

When the employee is a State official confirmed by the State Senate or acting in the capacity of such a State official.

When the employee is regularly subject to special or emergency calls from his/her residence during non-duty hours.

The Office of Administration and Fiscal Management will be advised of all assignments and any changes thereto.

- B.** Employees who have been assigned a vehicle are afforded commuting privileges between their residence and their official headquarters for bona fide non-compensatory operational reasons. Employees that have possession and use of a Department vehicle

Chapter 7
Section 7-1

temporarily for storage, security, availability for next day travel or other bona fide non-compensatory operational reason are afforded commuting privileges between their residence and official headquarters. Except for those individuals employed prior to January 28, 1982, the commuting distance between the employee's residence and official headquarters shall not exceed a 30-mile straight line map radius, unless approved by the Director in writing prior to such use.

- C.** Vehicles may only be used for commuting purposes if the vehicle has been assigned to an individual. Employees with assigned vehicles must report the number of commuting use days to the Office of Fiscal Management in accordance with the procedures found in the *Department's Policy and Procedure Manual, Chapter 7, Section 7-2, Personal Use of State Vehicles - Employee Fringe Benefit*.
- D.** It is the responsibility of the individual who is assigned a Department vehicle to ensure that the vehicle is maintained and periodically inspected for safety and maintains records of same.
- E.** Employees who are assigned a Department vehicle must provide certification to the Travel Coordinator in the Office of Fiscal Management during the period of July 1 through July 31 of each calendar year, or within 30 days of any new assignment of a vehicle that the employee has a valid driver's license and liability insurance coverage extending to the employee when the assigned vehicle is used for other than official State business or a bond filed with the Secretary of State as proof of financial responsibility. (See Forms Section of this manual.) Sworn Law Enforcement Officers operating a police vehicle are exempt from the requirements of this provision.
- F.** An employee's authorization to use the assigned vehicle shall automatically be rescinded upon the revocation or suspension of the license required to drive the vehicle, the cancellation or termination for any reason of the automobile liability insurance coverage or termination of the bond filed with the Secretary of State.
- G.** Individuals who have been assigned a vehicle shall complete and sign the *Commuting with State Vehicle Report* at the end of each quarter and forward this form to the Office of Fiscal Management no later than the 10th day of the following month. Failure to forward this form to the Office of Fiscal Management may result in the employee being assessed for all the work days in the month for tax purposes. *Sworn*

Law Enforcement Officers operating a police vehicle are exempt from the requirement of this provision.

IV. Springfield Motor Pool

- A.** All Department vehicles located in Springfield, except those that are personally assigned vehicles or exempt in writing by the Director, are maintained in the Springfield Motor Pool. The Department's Springfield Motor Pool is administered by the Vehicle Coordinator and staff at the DNR Service Center. The vehicles are housed at the DNR Service Center. Hours of the DNR Service Center will be posted at the facility. An employee may also contact the Vehicle Coordinator to verify the hours. Employees who are provided a vehicle from the Springfield Motor Pool will be given a key that operates the vehicle, along with a key to the entrance of the DNR Service Center for access to the Center before and after hours.
- B.** To ensure the availability of a vehicle from the Springfield Motor Pool, reservations should be made 24 hours in advance of travel. Reservations may be made by contacting the Vehicle Coordinator and providing the information required on the *Motor Pool Trip Ticket* ("*Trip Ticket*") (See Forms Section of this manual) such as the type of vehicle required or any special equipment that is needed, the amount of time that the vehicle will be utilized and the destination and purpose of the trip.
- C.** When the employee picks up the vehicle at the DNR Service Center, the employee will receive a *Trip Ticket* with the required information completed on the ticket, including the starting mileage of the vehicle. The employee should check the headlights, taillights, and determine whether the wiper blades are functional. The employee should also ensure that the gas tank is filled and the credit card is in the glove box of the vehicle. The employee is required to indicate on the *Trip Ticket* prior to departure whether the condition of the vehicle is "O.K." or note any defects in the condition of the vehicle on the *Trip Ticket* and sign for the receipt of the vehicle. A copy of the *Trip Ticket* will remain with the vehicle until the vehicle is returned.
- B.** Motor Pool vehicles shall be returned as soon as possible after an employee's assignment is completed. All vehicles shall be returned with a full fuel tank, and all trash and personal items removed. When the employee returns to the DNR Service Center, the employee must

Chapter 7
Section 7-1

indicate on the *Trip Ticket* the ending mileage and give the completed *Trip Ticket* along with fuel receipts and keys to the DNR Service Center staff.

- E.** If the employee returns to the DNR Service Center after hours, the employee will leave the completed Trip Ticket, fuel receipts and the keys to the automobile in the DropBox located at the entrance of the DNR Service Center.
- F.** If an employee wishes to depart prior to the opening hours of the DNR Service Center, special arrangements must be made with the Vehicle Coordinator. The employee with the approval of his/her supervisor and the Vehicle Coordinator may take the vehicle home. In this instance, the vehicle must be kept in a secure area as not to be damaged and, if possible ,shall not be parked on the street.
- G.** If an employee requires the use of a Springfield Motor Pool vehicle for more than seven (7) consecutive work days, written approval from the respective Office Director must be submitted to the Vehicle Coordinator one week in advance of the trip.
- H.** If after reserving a vehicle for travel, plans are changed and the vehicle is no longer needed, the DNR Service Staff shall be notified so that the vehicle may be utilized by another employee.
- I.** Employees may request a non-smoking vehicle when the vehicle request is made.

V. Department Vehicles - Assignment to Locations/Facilities

- A.** Use of vehicles assigned to Department locations/facilities shall be as directed by the location/facility supervisor.
- B.** Vehicles so assigned shall not be used for individuals for off-site commuting purposes. Taking a vehicle home for travel away from his/her work location the next day is not considered a commuting purpose.
- C.** Overnight parking and/or storage of vehicles will be at a location provided by the Department. The location/facility supervisor will provide direction and guidance on such locations.

Chapter 7
Section 7-1

- D.** The Office Director, or his/her designee, responsible for a location/facility where vehicles are assigned shall ensure that vehicles assigned to the location/facility have scheduled maintenance and periodic safety inspections. An annual maintenance log shall be maintained on these vehicles by the applicable Unit Vehicle Manager. This log shall include documentation regarding maintenance and safety inspections, as well as the amount of miles traveled in the vehicle for that particular year.

VI. Requests for Increasing the Fleet

- A.** When new programs are implemented, new employees hired and/or the need for travel on a continual basis is identified and the current vehicle assignment is not sufficient to effectively provide the transportation required, a Division Manager may request through the chain of command the addition of a vehicle to his/her assigned fleet or a vehicle assigned to an individual.
- B.** This request must be in writing on the *Addition to Fleet Request Form* (see Forms Section of this Manual) and approved by the applicable Office Director and the Director. Once the Director has approved this addition, the form will be forwarded to the Vehicle Coordinator who will process this request through CMS.

VII. Restricted Driving Permits

In some instances the Office of the Secretary of State may be issuing Restricted Driving Permits (RDP) to Department employees. In some instances the RDP may be conditioned upon the use of a Breath Alcohol Ignition Interlock Device (BAIID), which would be installed on a state-owned motor vehicle normally operated by the Department employee. This device will be installed and maintained at the expense of the employee.

The employee with this RDP is not to drive any other state-owned motor vehicle, except the vehicle equipped with the BAIID unit. No employee shall inflict damage, or in any way tamper with or attempt to use the BAIID to enable an impaired driver to operate the vehicle.

VIII. Personal Vehicles

When a Department vehicle is not available, an emergency situation exists or when it is in the best interest of the Department, an employee may use his/her

Chapter 7
Section 7-1

personnel vehicle for State business. An employee must acquire prior approval from the applicable supervisor to use his/her personal vehicle, unless it is an emergency situation. In this instance, the supervisor must be notified as soon as practicable. Any compensation to an employee for use of a personal vehicle on State business shall be in accordance with the Travel Regulations promulgated by the Travel Control Board. Employees using their personal vehicles for Department business must certify to the Travel Coordinator (Office of Fiscal Management) annually that they have insurance for such vehicles, as required by the Illinois Travel Regulations.

ILLINOIS DEPARTMENT OF NATURAL RESOURCES

Policy and Procedure Manual

Chapter 7 Travel/Vehicles

Section 7-2 Personal Use of State Vehicles - Employee Fringe Benefit

POLICY: Federal Internal Revenue Service rules require employers to treat the fair market value of employees' personal use of company vehicles as a fringe benefit, includable in gross income, subject to Social Security, Medicare, unemployment taxes and withholding for Federal income tax. It is the policy of the Department to effectively and efficiently comply with duly prescribed Federal rules pertaining to employee fringe benefits accruing through the use of a State vehicle.

Employees shall follow the procedures for reporting personal use of a State vehicle in accordance with the procedures in the Procedures Section of this policy.

New Policy Date: _____

Revision Date: July 1, 1997

Special Instructions: Replaces MC9224-1 dated February 23, 1995

ILLINOIS DEPARTMENT OF NATURAL RESOURCES

Policy and Procedure Manual

Chapter 7 Travel/Vehicles

Section 7-2 Personal Use of State Vehicles - Employee Fringe Benefit

PROCEDURE:

I. Reporting Procedure for Personal Use of State Vehicles

- A. In January of each year the Office of Fiscal Management will provide each division manager with a form to list all employees in their division who have been assigned vehicles for their use. This information must be returned to the Office of Fiscal Management by the first of February of each year.
- B. The Office of Fiscal Management will develop and maintain a composite list of all employees with personally assigned vehicles.
- C. Quarterly, the Office of Fiscal Management will provide each employee who has been assigned a vehicle with a *Commuting with State Vehicle Report Form* (See Forms Section of this manual). This form is to be completed in its entirety and returned to the Office of Fiscal Management by the due date printed on the form.
- D. The information on the form is to be provided from vehicle records maintained by the employee. It is the employee's responsibility to maintain his/her personal travel and commuting records to document such personal use with the assigned vehicle.
- E. If the form is not returned by the due date, the Department will estimate and report the employee's fair market value of commuting for the preceding period using the Commuting Valuation Rule at the maximum number of days commuting that could occur during the preceding quarter. Transactions to revise either the calculation of the amount of fringe benefits or payroll inputs will not be performed.
- F. The original copy of the *Commuting with State Vehicle Report* form will be sent to the Payroll Section for their use in adding the Fair Market Value of the employee's vehicle to the employee's taxable

Chapter 7
Section 7-2

gross income quarterly. Deductions will be made for Federal and State Income Tax, as well as for FICA and Retirement, as required by law. The Office of Fiscal Management will retain a copy of the report form for their files.

- G. Department provided vehicles which are of a type not likely to be used for personal use are exempt from income inclusion rules and are therefore exempt from reporting rules. These include:
1. Clearly marked police cars, fire vehicles and officially unmarked law enforcement vehicles operated by Department law enforcement officers.
 2. Delivery trucks with seating only for the driver or only for driver plus a folding jump seat.
 3. Flat bed trucks.
 4. Dump trucks.
 5. Qualified specialized utility repair trucks.

II. Definitions

- A. Workday - Any day worked, as recorded on the employee's Time and Attendance Record, as governed by the *Timekeepers Handbook*. Any fraction of the day worked will be considered as one (1) day worked.
- B. Commuting Distance - One way travel distance from the employee's residence to his/her assigned work station.
- C. Commute - Travel from the employee's residence to his/her assigned work station or from the work station to the place of residence.
- D. De minimis personal use - Insignificant or too small to be concerned with. Example - stopping for a personal errand between headquarters and the employee's home; stopping for lunch.
- E. Personally assigned vehicle - A vehicle assigned to an individual employee for his/her use only. This does not include vehicles assigned to a site or pool vehicles.

III. Methods of Computing

There are two methods from which an employee may choose for computing and reporting the Fair Market Value of commuting with their State vehicle. They may choose the formula which best suits their situation, providing they can meet the requirements. However, once a method is selected, it must remain for the entire reporting year. Employees cannot change the reporting method within a reporting year.

A. Commuting Valuation Rule

If employees use the Commuting Valuation Rule, they must meet the following conditions:

1. The vehicle is owned or leased by their employer and is provided to one or more employees for use in connection with their employer's trade or business and is used in that business;
2. Their employer, for bona fide noncompensatory business reasons, requires them to commute to or from work in this vehicle;
3. Under their employer's written policy statement, they or any individual whose use would be taxable to them, cannot use the vehicle for personal purposes, other than for commuting or de minimus personal use;
4. Except for minimal personal use, the employee (or any individual whose use would be taxable to the employee) does not use the vehicle for any personal purpose other than commuting; and
5. The employee includes in his/her gross income the commuting value determined by their employer to the extent that they do not reimburse their employer for the commuting use. Commuting value is determined under the rules discussed under Taxable Value of Vehicle in the Vehicle Provided by Employer section of commuting rules.

The current rate when applying the above rule is determined by the Internal Revenue Service. The Office of Fiscal Management will provide these figures with the mailing of the 1st quarterly report of each year.

B. Cents-Per-Mile Valuation Rule

The value of the vehicle must be less than the value established by the Internal Revenue Service. The Office of Fiscal Management will provide these figures with the mailing of the 1st quarterly report of each year.

Instructions for filling out the reports will be included with the report form.

Chapter 7
Section 7-3

An employee should submit these forms to his/her supervisor at least four (4) weeks in advance of travel. Office Directors are responsible for ensuring that the applicable forms for employees under their supervision are submitted to the respective Deputy Director within the required timeframe.

B. Out-of-State Travel

All out-of-state travel must be approved in advance. The *Request for Travel* form should be completed and submitted (3) weeks in advance of travel by the employee for approval as follows:

**Required Approvals = Immediate Supervisor
Division Manager + Office
Director + Deputy Director +
Director**

A *Governor's Office Approval* form should also be completed and submitted three (3) weeks in advance of travel if the cost of the travel is \$1,000 or more per traveler, except where travel expenses are funded by an external organization or contractor, there are five (5) or more employees of the Department traveling and the traveler(s) are requesting approval for a trip to Alaska, Hawaii, or a U.S. territory, regardless of the expense or source of funding.

C. Out-of-Country Travel

A *Request for Travel* form, *Governor's Office Approval* form and letter from the Director of the Department to the Director of Central Management Services (CMS) indicating dates of travel, purpose and source of funding, must be completed and submitted six (6) weeks in advance of travel for any and all travel outside the continental US regardless of expense or source of funding.

**Required Approvals = Division Manager + Office Director
+ Deputy Director + Director +
Director of Central Management
Services**

III. Reimbursement

A. Mileage for Privately Owned Vehicle (POV)

Reimbursement for use of a POV shall be calculated as the most direct route. An employee whose travel does not include travel through headquarters shall be reimbursed for all mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage.

*** Travel through Headquarters is defined as :**

any travel through the corporate city limits of the employee's designated headquarters, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.

Mileage for trips within an employee's headquarters that are necessary to carry out normal position-related activities shall not be reimbursable.

B. Travel Voucher(s)

All Travel Vouchers, including direct bill payments for transportation and lodging, must contain the specific purpose of travel for each trip. The statement, "to carry out duties of (position title)" is not sufficient.

When a travel voucher contains direct billed amounts, it should be processed through normal channels and not be paid by petty cash.

C. Conferences/Working Lunches

Meal expenses for employees that are being paid directly by the Department require written advance approval by a Deputy Director. A copy of this approval shall accompany the voucher and these expenses will be charged to the appropriation line, "contractual services."

D. Meal Allowances

Employees on travel status that does not include overnight lodging

Chapter 7
Section 7-3

and is less than 18 or more continuous hours are eligible for meal allowances. These allowances are only available for breakfast and/or dinner and do not include lunch. The employee must be in travel status and assigned to work hours other than standard works hours and the employee begins travel status two or more consecutive hours before the assigned work hours and/or works two or more consecutive hours after the ending time of the assigned work hours. To receive payment for meal allowances, the employee must request the allowance(s) on a properly prepared, submitted and approved Travel Voucher. The following definitions are provided as guidance:

- | | | |
|---------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Travel Status | - | An employee shall be considered on travel status while away from headquarters on authorized state business. Travel status shall begin when an employee leaves headquarters or, if reporting directly to destination, from residence or other location. Travel status shall conclude when an employee returns to headquarters or, if reporting directly from original destination, to residence or other location at the completion of authorized State Business. |
| Assigned | - | Those hours designated for an employee to work on any given day by appropriate supervisory or management staff. |
| Standard | - | As defined in the Department's Work Rules Policy, Chapter 3, Section 3D-1, including those work hours available for flexible work schedules pursuant to the Flexible Work Schedules Policy, Chapter 3, Section 3B-3. |

IV. Government Credit Cards

The Department encourages the use of Government Credit Cards in accordance with the agreement negotiated by the Governor's Travel Control Board.

Chapter 7
Section 7-3

An employee who direct bills State travel expenses at least four (4) times per year should be issued a Government Credit Card.

The Government Credit Card may only be used for business-related travel expenses, specifically transportation, lodging, meals, and other expenses considered reimbursable under this policy or under the rules of the Travel Regulation Council (80 Ill. Adm. Code 3000, Subparts C, D, E and F).

Reimbursements to the employee for charges paid for with the Government Credit Card may not exceed the amounts specified in the Reimbursement Schedule found in the rules of the Travel Regulation Council.

The Office of Administration will be responsible for monitoring the Government Credit Card system to ensure compliance with the rules of the Council and the terms of the agreement. Employees shall not misuse or abuse the Government Credit Card.

To apply for a Government Credit Card contact the Office of Administration.