

Illinois Department of Public Health

VEHICLE POLICY

The Illinois Department of Public Health's Vehicle Policy adheres to all rules and regulations set forth in 44 Ill. Admin. Code 5040.100 et seq. and other rules established by Central Management Services Division of Vehicles.

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Vehicle Policy

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I. STATE VEHICLE USE

Any person driving a state owned vehicle must provide verification of valid driver's license, endorsement for appropriate vehicle type and proof of basic liability insurance coverage. Individuals must be authorized by Agency Head in order to have a vehicle personally assigned to them. All drivers must maintain a valid driver's license while vehicle is being used and must notify vehicle coordinator immediately if privileges are revoked or suspended.

AUTHORIZED USE:

State owned vehicles shall only be used for official state business and in the best interest of the state. When performing duties on behalf of the state, authorized uses include:

- Travel between places of state business, places of temporary lodging, places to obtain meals, and/or other locations necessary to perform official duties;
- Travel to/from places to obtain emergency medical assistance or supplies;
- Transport of: other state officers or employees who are on official state business, consultants or contractors working on behalf of the state; commercial firm representatives working with the state; and others authorized in writing by agency head;
- Transport of materials, equipment, supplies, tools, parcels, luggage, or other items necessary or required to perform official duties;
- Operation of a 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 in a travel-related assignment (including but not limited to, pick-up and return of vehicle and necessary commuting);
- *Commuting in an assigned vehicle when one of the conditions set forth in Section 5040.340 of this part is met and the employee has complied with:
 - The certification requirements of section 7-601 of the Illinois Vehicle Code (625 ILCS 5/7-601); and
 - all applicable reporting requirements of the Office of the Comptroller.
- Operation of a specially-equipped vehicle where a state official or employee is required to have constant access to the equipment in the vehicle (for purposes of this section, "specially –equipped vehicle" means a vehicle equipped with communications equipment regularly used to transmit over a network of the Emergency Management Agency); and
- Any other use when for public purposes and in the best interests of the state, and authorized in writing by an agency head.

*Such use of a vehicle can be classified as a taxable fringe benefit. (See Section II – Driver Requirements)

UNAUTHORIZED USE:

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

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

Any employee or official using a state vehicle in a manner contrary to the rules set forth in this section shall be personally responsible for and assume the risk of :

- Personal injury to such employee and to third parties; and
- Damage to the property of the employee, the state and third parties.

Drivers in violation of this section are subject to:

- Agency head instituting corrective action, which may include discipline, up to and including discharge; and
- Shall require and verify the driver has paid the state for each mile or fractional mile of unauthorized use. (Payment to the state shall be equal to the amount reimbursed to the state employees for the use of personal vehicles (see 80 Ill. Adm. Code 3000.300(f)(2)).

II. DRIVER REQUIREMENTS

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

Drivers are responsible to/for:

- Exercise reasonable diligence at all times in the proper care, use and operation of vehicles.
- Drive safely; obey all traffic laws; and practice road courtesy;
- Wear seat belts as provided in each vehicles and require all passengers to wear seat belts, except as otherwise required by law;
- There is no smoking in state vehicles (Public Act 95-0017);
- Consuming or possessing alcohol and illegal drugs while operating a vehicle is prohibited;
- Operating a vehicle under the influence of alcohol and drugs is prohibited;
- Maintain vehicles in a safe operating condition and carefully secure any cargo;
- Purchase fuel, oil and repair maintenance services in accordance with this policy and the rules;
- Be aware of security when parking or garaging a vehicle;
- Ensure that vehicles are used for official and authorized trips only;
- Fuel gasoline powered vehicles with E-85; whenever possible;
- Immediately report any involvement in accidents to appropriate authorities (See Accident Reporting Procedures – Section IV);
- Comply with instructions concerning notification and repairs in the event of a breakdown or damage which prevents further operation of the vehicle;
- Assume responsibility for violations and fines incurred while operation a vehicle;
- Ensure that all receipts for credit card purchases of fuel, oil, repairs or other related items are accurate and state the current vehicle mileage reading and if applicable, the hour reading;
- Provide copies of any moving or equipment violation citations received while operating a vehicle to your supervisor within five working days of receipt.

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

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

III. PERSONALLY ASSIGNED VEHICLES / COMMUTING

Any vehicle personally assigned to an employee or as a take home vehicle, must be approved in writing by the Agency Head. Vehicles assigned to employees are personally assigned vehicles. If the individual assigned to the vehicle drives the vehicle from their home to their working headquarters or work location, the vehicle is then considered a “take home” vehicle. The drive from the employee’s home to their working headquarters or work location is commuting mileage and the drive from their working headquarters or work location to their home is commuting mileage. Employees must record all days the state vehicle is driven for commuting purposes and report it to the agency Payroll Division on the 10th of the month following the usage. A form can be obtained from the Payroll Division or the Vehicle Coordinator. No employee should be assigned to a state vehicle solely for the purpose of commuting. Any employee who at the end of a 12 month period exceeds more than 30% of the vehicles total mileage as commuting mileage must submit a justification to the Agency Head for review.

Vehicles approved as “take home” vehicles may not be used for personal use while the vehicle is at the employee’s residence. All driver requirements within this policy must be followed and any driver in violation of these rules is subject to corrective action.

Commuting Rule

Under this rule, you determine the value of a vehicle you provide to an employee for commuting use by multiplying each one-way commute (that is, from home to work or from work to home) by \$1.50. If more than one employee commutes in the vehicle, this value applies to each employee. This amount will be included in the employee's wages for tax purposes.

MILEAGE REPORTING

Any employee who drives a state vehicle whether personally assigned or pooled must record the mileage of daily use. Each business stop must be recorded and the mileage of the trip/s must be kept from beginning to end. All mileage should be recorded on a monthly mileage report and submitted to the Vehicle Coordinator no later than 30 days from the previous month. A blank mileage form can be obtained from the Vehicle Coordinator.

VEHICLE COORINATOR CONTACT INFORMATION

The Vehicle Coordinator is Dawn Shimkus. She can be reached via email at dawn.shimkus@illinois.gov or at 217/785-4291, mailing address: 535 West Jefferson, Springfield, IL 62761.

IV. REPAIR / FUEL / MAINTENANCE / CREDIT CARDS

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

During non-business hours, if **emergency** mechanical assistance is required and the driver is able to locate a vendor from the Division of Vehicles Directory of Sublet Vendors to have the repairs performed, proceed with repairs. Bill payment can be processed as follows:

- Driver contacts the nearest state garage the next business day and is given a purchase order for the repair;
- Charge services to the state credit card (see credit card section);
- Driver can pay out-of-pocket and be reimbursed as travel expense. Division of Vehicles will provide an approval stamp on the reimbursement voucher to expedite processing.

If you need assistance obtaining a vendor to perform emergency repairs or other vehicle assistance after business hours, call the number on the back of the state credit card (blue and white card): 800/782-7860 in Illinois and out-of-state 217/782-7860.

FUEL, OIL AND OTHER PURCHASES

- (1) Drivers are encouraged to make fuel purchases at state garages when efficient. However, drivers are not expected to substantially deviate from their route to do this.
- (2) If a state garage or service station is not available, make purchases of fuel, oil and related items from the most economical source. Use E-85 and gasohol when available and as applicable to each vehicle's needs. Use a self-service island unless you are physically unable to operate a self-service pump.
- (3) It is the driver's responsibility to verify that the service station accepts state credit cards before pumping fuel.

CREDIT CARDS

A state vehicle credit card and Fleet Card are assigned to each vehicle. Dollar limits on credit card purchases of operational items from private sources are as follows:

Fuel tanks of fuel, purchase of oil, oil changes/lubrications, washing, towing and tire repair not to exceed:

- \$50 for cars/trucks (7499 GVW and under) and

- \$200 for trucks (7500 GVW and over).
- Minor **emergency** mechanical repairs are not to exceed \$50 (cars and trucks one ton and under) and \$100 (all other vehicles) may be charged without prior approval.

The use of state vehicle credit card to purchase personal items not directly related to the vehicle is prohibited.

V. VEHICLE ACCIDENT REPORTING / INSURANCE

Please follow these procedures in case of any accident involving a vehicle, or any vehicle rented or leased while on official state business. Contact CMS Risk Management at 217/782-0202 for additional information.

- (1) Notify police and get accident report.
- (2) Remain silent on the issue of who is at fault.
- (3) Do not assist with injured persons beyond calling for professional medical assistance.
- (4) Telephone the Vehicle Coordinator immediately to report the details of the accident. (217/785-4291)
- (5) Telephone Division of Vehicles to report the details of the accident (when vehicle is leased and/or rented from DOV). During regular business hours call 217/782-256 ext. 217. After business hours call 217/782-7860.
- (6) Immediately fill out Illinois Form SR-1 "Motorist Report of Illinois Vehicles Accident." The Auto Liability cover letter attached to the SR-1 is to be completed with as much information as the driver can provide. The SR-1 form is provided:
 - (A) In the glove compartment of each vehicle;
 - (B) By the state trooper investigating the accident;
 - (C) From the Vehicle Coordinator.
- (7) If the accident involves severe injury, death or substantial property damage, contact Risk Management immediately at 800/442-1300 (then depress #4) or 217/782-0202. Also notify your Vehicle Coordinator.

The SR-1 along with the Uniform Cover Letter is to be submitted to the Vehicle Coordinator no later than seven calendar days following the accident. As outlined by the state's insurance plan, the driver risks forfeiture of coverage for failure to properly and timely report a motor vehicle accident within seven days.

ADDITIONAL NOTES:

- Do not enter into a settlement or sign a release unless you have received authorization from the Vehicle Coordinator or Risk Management.

- If a privately –owned vehicle is involved in an accident, complete the Form SR-1 using the operator’s personal insurance information and noting that the vehicle is privately owned. The operator should also contact his/her auto insurance company and the Vehicle Coordinator.
- If a rental vehicle is involved in an accident, complete the SR-1, and advise the rental company’s insurance carrier. The operator should report the accident to the rental company’s insurance carrier and Vehicle Coordinator.
- Report all accidents to the Vehicle Coordinator to be certain a report is submitted to Risk Management.

INSURANCE COVERAGE

The State of Illinois provides liability coverage for drivers and vehicles. This coverage is extended only to drivers utilizing a vehicle in an authorized manner. In the event a driver causes injury or damage to persons or property while using a vehicle or causing a vehicle to be used in an unauthorized manner, the driver may be held personally responsible for such injury or damage.

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

Any person driving his/her own vehicle or a privately leased or rented vehicle while on state business is required to maintain vehicle liability insurance on such private vehicle in an amount equal to at least the minimum amount required by law.

VI. SAFETY / SECURITY/ TRAFFIC & SAFETY VIOLATIONS

Drivers are responsible for:

- Ensuring that vehicles are in good operating condition.
- Ensuring that vehicles are inspected by Department of Vehicles a minimum of once a year. (Annual Vehicle Inspection)
- Performing a visual inspection before operating a vehicle.

For increased safety and security:

- Always park in well-lighted areas and lock the doors.
- Have keys in hand when approaching a vehicle.
- Avoid stopping in isolated areas.
- Plan trips in advance.
- When traveling to unfamiliar locations:
 - (1) Leave detailed itinerary with office/family.
 - (2) Carry maps with routes clearly marked.
 - (3) Travel only on main roads.
- If someone bumps you from behind, do not get out of the car if you are at all suspicious. Motion the other driver to follow you to a safe and well lit area.

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

STORAGE – When not in use, store vehicles on state property, and if possible, within a secure area. Maintain control over vehicle keys and credit cards in a manner to prevent unauthorized access.

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

TRAFFIC OR PARKING VIOLATIONS

Citations for moving or parking violations are solely the responsibility of the operator of the state-owned, rented or leased vehicle.

VII. STATE GARAGES

CMS MAJOR STATE GARAGES BY REGION AND FUEL TYPE

Hours of Operations are generally 7:30 a.m. – 4:00 p.m. 5 days a week

CENTRAL REGION

CENTRAL STATE GARAGE #20

200 EAST ASH STREET
SPRINGFIELD, IL 62704-4793
217/782-4684, 4685, 4686
Gasohol and E85 (Ethanol)

CHAMPAIGN STATE GARAGE #28

P.O. BOX 1577/201 EISNER ROAD
CHAMPAIGN, IL 61820-9998
217/278-3456
Gasohol and Diesel

LINCOLN AVENUE GARAGE #04

650 NORTH LINCOLN AVENUE
SPRINGFIELD, IL 62702-3697
217/782-6028
Gasohol and Diesel, IDOT Truck Service

PARIS STATE GARAGE #27

P.O. BOX 1028/RTE. 133 WEST
PARIS, IL 61944-1028
217/463-4215 OR 217/782-3693

SOUTHERN REGION

CARBONDALE STATE GARAGE #32

P.O. BOX 100/2801 w. MURPHYSBORO
CARBONDALE, IL 62903-0100
618/351-5346 OR 217/782-4554
Gasohol

COLLINSVILLE STATE GARAGE # 31

1104 EASTPORT PLAZA DRIVE
COLLINSVILLE, IL 62234-6102
618/346-5190 OR 618/346-5192
Gasohol and Diesel

EFFINGHAM STATE GARAGE #29

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

FAIRFIELD STATE GARAGE #30

ROUTE #4, 117 HIGHLAND AVE.
FAIRFIELD, IL 62837-1841
618/842-2526

Gasohol and Diesel

Gasohol and Diesel

HILLSBORO STATE GARAGE #42
C/O GRAHAM CORRECTIONAL CENTER
P.O. BOX 499/RTE. 185 SOUTH
HILLSBORO, IL 62049-0499
217/532-6811
Gasohol and Diesel

CMS MAJOR STATE GARAGES BY REGION AND FUEL TYPE (Continued)

NORTHERN REGION

CHICAGO NORTHSIDE GARAGE #09

7075 FOREST PRESERVE DRIVE
CHICAGO, IL 60634-1332
773/736-5290 OR 773/736-5291

ELGIN STATE GARAGE #21

595 SOUTH STATE STREET
ELGIN, IL 60123-7603
847/931-2473
Gasohol and Diesel

SUBURBAN NORTH GARAGE #49

9511 HARRISON STREET
DES PLAINES, IL 60016-1566
847/294-4152, 4153
NO FUEL

WATSEKA STATE GARAGE #24

111 YOUNT AVENUE
WATSEKA, IL 60970-1272
815/432-3266
Gasohol and Diesel

NORTHWEST REGION

DIXON STATE GARAGE #22

817 DEPOT AVENUE
DIXON, IL 61021-3500
815/284-1594 OR 815/284-3049

MONMOUTH STATE GARAGE #26

710 180TH AVENUE
STATE HIGHWAY BUILDING
MONMOUTH, IL 61462-9373
Gasohol and Diesel

OTTAWA STATE GARAGE #23

1620 PORTER STREET
OTTAWA, IL 61350-1600
815/434-8400 OR 815/434-8432
Gasohol and Diesel

PEORIA STATE GARAGE #25

6510 WEST U.S. HIGHWAY 150
EDWARDS, IL 61528-9727
309/693-5162
Gasohol and Diesel

IL CENTRAL MANAGEMENT SERVICES

DIVISION OF VEHICLES' CENTRAL GARAGE
200 EAST ASH STREET
SPRINGFIELD, IL 62704
217/782-4684 EXT.239
7:30 a.m. – 4:00 p.m.

IL DEPARTMENT OF TRANSPORTATION

LANDSCAPE SITE
1200 WEST AUGUSTA
CHICAGO, IL 60622
773/486-1957
7:30 a.m. – 3:30 p.m.

Web link for E85 Retail Fueling Sites:

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