

(Revised May 2002)

ILLINOIS HISTORIC PRESERVATION AGENCY

VEHICLE USE POLICY

These policies and procedures apply to all agency vehicles maintained by the Central Office in Springfield.

Check Out/Check In Procedures:

The Administrative Services Division will be responsible for maintaining inventory and vehicle records. Vehicles must be reserved through the Administrative Services Division. This includes in-town trips.

A Vehicle Request Form must be completed for use of a state vehicle. All information on the form must be completed prior to receiving any vehicle. Each form must include the written approval of the appropriate Division Manager prior to vehicle use. Vehicle Request Forms are available from the employee's supervisor or the Administrative Services Division.

The Vehicle Request Form and gas tickets are to be turned in to the Administrative Services Division at the end of each trip.

Keys and control cards must be signed for upon checking out a vehicle and must be returned in person by close of business the next day. **INTER-OFFICE MAILING OF KEYS IS NOT ACCEPTABLE.** In the event the control card becomes lost or stolen the employee that was assigned the control card will be responsible for a \$25.00 replacement fee. (Replacement fee is subject to change as set by National Garages).

Fuel/Maintenance Procedures:

Vehicles must be filled with gas upon returning from a trip. Employees should also ensure that the oil is checked whenever gas is purchased. When purchasing gas, employees should make certain that the number of gallons, and the price per gallon, are listed on the ticket by the service station attendant.

All costs (State garage or private vendor incurred for the operation of the agency-owned vehicle; gasoline, oil, parts, labor, etc.) shall be charged to the official Vehicle Equipment Credit Card assigned to the vehicle, except where an emergency situation requires payment by a means other than the official credit card or where use of the credit card is not feasible. All gasoline, repairs, or other charges shall be promptly reported by the employee to Administrative Services Division. Vehicle Equipment Credit Cards will be kept in the glove compartment of the individual auto for purchases related to that vehicle by an employee. Unauthorized use of the credit card makes the user subject to discipline and/or prosecution.

If there is a state-owned garage or state-owned service station within a ten (10) mile radius the driver should make every attempt to purchase gas at this source. If a state-owned garage or state-owned service station is not conveniently located an appropriately located privately operated station with a self-service island shall be the source of purchase. Except that this shall not apply where:

- 1) the vehicles may require services such as oil, air, or water check, which must be performed by a station attendant.
- 2) the driver of the vehicle is physically unable to operate a self-service pump
- 3) the privately operated station with a self-service gasoline island does not accept the official State Vehicle Credit Card.

Employees are responsible for returning all vehicles free of debris.

Routine maintenance will be handled by the Administrative Services Division.

Vehicle Use:

All drivers of state-owned or leased vehicles must possess a valid driver's license appropriate for the vehicle being driven. Vehicles equipped for specific purposes should generally be reserved for those purposes unless all other vehicles are in use.

Vehicles should be locked at all times when unattended.

Vehicles are to be used for official agency business only and shall not be used for the transportation of the State employee between that employee's office and the employee's home, unless one or more of the following conditions are met:

- 1) When the employee using the vehicle has a travel assignment that begins or ends at the employee's home.
- 2) When the employee using the vehicle must begin or end a travel assignment outside normal State working hours.
- 3) When it is in the best interest of the State and approved by the employee's agency head.

State-owned vehicles, assigned or non-assigned, shall not be used for transportation to restaurants, shopping centers, etc. unless the transportation is related to the performance of State duties, or otherwise incident to the employee's duties. Any employee who utilizes a state vehicle for personal use:

- 1) shall pay to the State for each mile or fractional mile of personal use the amount which the State reimburses employees for official travel.
- 2) does so solely at the risk of the employee and any personal injury or property damage to the employee, to state property, or to the person or property of others is the personal responsibility of the employee;
- 3) may be subject to disciplinary action up to and including discharge. Factors which would mitigate against discipline include:
 - the personal use was unavoidable, due to an emergency;
 - the personal use was of a brief duration and incident to the employee's duties;
 - the personal use was for a purpose that could not have been accomplished outside normal business hours;
 - the personal use did not result in the employee's departure from the route that would otherwise have been taken to perform business duties.

Use of Personal Vehicles on State Business:

When available, employees should use state vehicles before using a privately owned vehicle for official Agency or State business. In specific instances for specific travel requirements where a state-owned vehicle is not available or where it is otherwise in the best interest of the State, the agency head or his/her designate may authorize an employee to use the employee's personal vehicle on State business.

Any employee who uses a privately owned vehicle for Agency travel must certify that they are licensed and carry insurance coverage by signing a "Statement – Use of Private Vehicles On State Business" form. This form is mailed each year to IHPA agency staff. (See sample on page 71a and 71b)

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 appropriate Travel Control Board.

Accidents/Emergency Repairs:

Information regarding procedures for accidents, automotive breakdowns, emergency repairs and authorizations will be maintained in the glove compartment of the vehicle.

Tickets:

The driver of a state-owned or leased vehicle is responsible for all citations for moving or parking violations. Citations received due to mechanical defect are the responsibility of IHPA. A copy of all moving or equipment violations citations received from a law enforcement agency for state-owned leased vehicles shall be sent to Administrative Services within 5 working days of receipt. Administrative services will analyze the citations and alert the IHPA Director if it appears that a vehicle is not being operated in accordance with this Part or if a particular driver appears to be an unacceptable risk for purposes of the State's Motor Vehicle Liability Plan

Possession and Consumption of Alcohol or Drugs in State Vehicles and in Private Vehicles Being Used at State Expense: See Executive Order Number 3 (1999) on page 72, and Executive Order Number 4 (1992) on pages 73 through 77.

Violation of Vehicle Use Policy:

Any employee who purposely violates any of the procedures contained in this policy will have their vehicle use privileges revoked as well as being subject to progressive disciplinary action ranging from an oral warning up to and including discharge.