



State of Illinois
Illinois Department of Transportation



Illinois Department
of Transportation

VEHICLE OPERATOR'S MANUAL

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Office of Finance & Administration
Illinois Department of Transportation

Springfield, Illinois
May 24, 2016

**IMPORTANT TELEPHONE NUMBERS
IN CASE OF AN ACCIDENT OR
VEHICLE BREAKDOWN, CALL:**

Central Office Personnel

Working Hours

Vehicle Coordinator(217) 782-0804

Bureau of Claims (Accidents Only).....(217) 782-6263

After Working Hours

Emergency Management Agency..... 1-800-782-7860

District Personnel

Working Hours_____

....._____

After Working Hours....._____

or

Emergency Management Agency..... 1-800-782-7860

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DOCUMENT CONTROL AND REVISION HISTORY

The Vehicle Operator's Manual is reviewed during use for adequacy and updated by the Bureau of Business Services, as necessary. Changes to this manual are approved by the Director of Finance & Administration. Interim changes are communicated in the form of "Vehicle Operator's Update" memorandums from the Bureau of Business Services to directors, deputy directors and central bureau chiefs, who are responsible for communicating changes to personnel under their direction. "Vehicle Operator's Update" memorandums are distributed via hard copy and are available electronically on the Policy & Research Center Library site on InsideIDOT. Archived versions of this manual are available to examine in the Policy & Research Center Library, Room 320 of the Hanley Building.

Electronic

Portable Document Format (PDF) has been selected as the primary distribution format, and the official version of the manual is available on the Policy & Research Center Library site on InsideIDOT.

Hard Copy

An informative card will be placed in each department passenger vehicle's glove compartment that will contain emergency procedures, garage contacts and driver responsibilities.

Revision History

<u>Revision Date</u>	<u>Description</u>	<u>Approval</u>
May 24, 2016	<p>Amended Hard Copy section in "Document Control and Revision History" to allow for the placement of an information card in the glove compartment rather than a hard copy of the manual. Section 1-1, E (10) Amended language which banned the use of cell phone or any other electronic communication devices. Such devices can now be used by employees in accordance with state law (625 ILCS5/12-610.1 & 610.2).</p> <p>Section 1-1, E (13) Added reference and link to Vehicle Assignment Procedures for information regarding submission schedules of receipts.</p> <p>Section 1-1, E (14) Added the responsibility of completing and submitting vehicle usage logs and included reference and link to vehicle assignment procedures.</p> <p>Section 1-2, B (2) Amount of minimum insurance has changed for bodily injury (\$25,000/\$50,000) and property damage (\$25,000).</p> <p>Section 1-2, B (2) Amount of minimum insurance has changed for bodily injury (\$25,000/\$50,000) and property damage (\$25,000).</p>	Jeff Heck

Revision Date	Description	Approval
May 24, 2016, continued	<p data-bbox="448 239 1211 310">Section 1-4, A Amended documents to record use of motor pool vehicles.</p> <p data-bbox="448 338 1227 743">Section 1-4, B Added link to Vehicle Assignment Procedures for information on types of vehicle assignment and the documentation required for each. In the IAV section, added Deputy Director to those who can approve an IAV while acting as the Secretary's designee. The link to JCAR 5040.540 Assignment to individuals which includes reasons an IAV can be assigned paragraph was added referencing the Illinois Vehicle Code requirement for liability insurance certification for IAVs via the PM 2374. This paragraph was pulled verbatim from Personnel Policy Manual (Chapter 14-5 C). Additional information has been provided in the paragraph relating to commuting.</p> <p data-bbox="448 770 1211 835">Section 1-4, B Added definition of a Regular Work Location (RWL) and a commute.</p> <p data-bbox="448 863 1170 936">Section 2-3, B (5) Added that the SR 1 form would be in each vehicles glove compartment.</p>	

CHAPTER 1 VEHICLE USE

The use of state vehicles and privately owned vehicles utilized by the Illinois Department of Transportation (IDOT) to conduct official state business is governed by Departmental Order 11-01: Motor Pool Administration Program and this manual.

1-1 STATE VEHICLE USE

The term "vehicle," unless the context otherwise requires, means any form of motorized transportation, including but not limited to cars, trucks, motorcycles, boats, and aircraft, or any special motorized equipment capable of but not designed or used primarily for the transportation of persons or property.

- A. Authority.** State vehicles are authorized for use only in the performance of essential travel duties related to the completion of official state business. When in doubt, the decision must be based on whether the vehicle's use will serve the best interest of the state.
- B. Authorized Use.** The following details authorized use of state vehicles:
- (1) Travel between headquarters where the state vehicle is dispatched and the place where the official state business is performed.
 - (2) When on official travel status, use between the place of state business and the place of temporary lodging.
 - (3) When on official travel status and not within reasonable walking distance, use between lodging and work location and:
 - places to obtain meals located reasonably nearby lodging and/or work location;
 - places to obtain medical assistance, including drug stores; and
 - similar places required to sustain the health, welfare, or continued efficient performance of the driver.
 - (4) Transport of state employees, other government officials, or guests of the state when they are on official state business.
 - (5) Transport of consultants, contractors, or commercial firm representatives when such transport is in the best interest of the state.
 - (6) Transport of materials, supplies, parcels, luggage, or other items belonging to or serving the best interest of the state.
 - (7) Transport of any person or item in an emergency situation, or when pursuant to an employee's assigned job duties.
 - (8) Travel between the place of dispatch or place of performance of state business to a personal residence when specifically authorized by the proper IDOT authority and in the best interest of the state.

C. Unauthorized Use. Unauthorized use of state vehicles may result in immediate disciplinary action, up to and including discharge. Discipline may also include suspension of all privileges to operate state vehicles. **State employees may not be covered by liability insurance when engaging in unauthorized use of state vehicles.** Following are examples of unauthorized uses of state vehicles:

- (1) Use for personal purposes other than those, which have been specified in "Authorized Use" of this Chapter.
- (2) Travel or tasks beyond the vehicle's rated capability or capacity as defined in the vehicle's owner's manual.
- (3) Transport of families, friends, associates, or other persons when such transport is not in the best interest of the state.
- (4) Transport of hitchhikers.
- (5) Transport of cargo that has no relation to the performance of official state business.
- (6) Transport of hazardous materials, acids, explosives, weapons, ammunition, or highly flammable material, except by specific authorization or in an emergency situation. (See Departmental Order 11-04: Transportation of Gasohol, Gasoline, E-85 and Diesel Fuel for fuel transportation policies.)
- (7) Transport of items or equipment projecting from the side, front, or rear of the vehicle in a way which constitutes an obstruction to safe driving, a hazard to pedestrians, or to other vehicles.
- (8) Transport of other employees not on official state business, from headquarters to restaurants, cafes, drugstores, or other places, which are not in the service of state business.
- (9) Travel to entertainment and recreation events, for vacation purposes, or any travel not in the service of state business.
- (10) Extending the length of time the operator possesses the vehicle beyond what is needed to complete the official purpose of the trip.

D. Driver Requirements. Drivers of state vehicles must be state employees who have been authorized to operate a state vehicle. Persons other than state employees are prohibited from operating a state vehicle unless prior written approval has been granted by the Secretary of Transportation.

Employees must meet the following conditions in order to operate a state vehicle:

- (1) **Must be at least 18 years of age** and possess a valid driver's or operator's license which is legal and appropriate for the class of vehicle to be operated. An employee who has previously certified to being licensed must immediately notify their supervisor if the employee's driver's license is revoked, suspended, lost or invalid (*see Personnel Policies Manual Chapter 14*).

- (2) Employees in positions requiring a commercial driver's license shall be subject to all federal laws and regulations governing such license.
- (3) If an employee has any restrictions on his/her driver's license he/she will operate vehicles or equipment in compliance with those restrictions as required by *Chapter 14: Vehicle Operation and Licensure of the Personnel Policies Manual*.
- (4) Employees of the department may be given the opportunity by their supervisor to attend the department's Defensive Driving Course, if available.

E. Driver Responsibilities. Drivers of state vehicles are responsible for proper vehicle use and care. IDOT drivers must:

- (1) Properly wear the provided safety belt(s) and require all passengers wear safety belts (*see Employee Safety Code 3.2, 3.3*). (NOTE: An employee may be exempted from this requirement due to a medical disability, provided the employee presents to his/her supervisor a physician's statement certifying such disability prevents safety belt use.)
- (2) Operate state vehicles in a safe, courteous, responsible and economical manner at all times (*see Employee Safety Code 3.1*). Disregard of traffic laws, unsafe driving, or abuse of vehicles is prohibited.
- (3) Obey all applicable federal, state, and department rules and policies pertaining to alcohol and drug transportation and consumption (*see Personnel Policies Manual Chapter 13*).
- (4) Ensure the vehicle is in safe operating condition and carefully secure any cargo (*see Employee Safety Code 3.0, 8.7, 8.8*).
- (5) Ensure compliance with the [Smoke Free Illinois Act](#), which prohibits smoking in all state-owned vehicles and facilities, including buildings and vehicles owned, leased, or operated by the state or state subcontract (*see Personnel Policies Manual 10-3 S.*).
- (6) Ensure security when parking or garaging the vehicle (*see Employee Safety Code 3.14*).
- (7) Ensure the vehicle is used for official and authorized trips only.
- (8) All accidents, when the vehicle use is in the course and scope of employment, must be reported through the appropriate police agency as well as to the employee's supervisor. A copy of the police report and any additional exchange information provided by the investigating police agency shall be forwarded to the Office of Chief Counsel, Bureau of Claims, within 24 hours of the occurrence of the mishap. Failure to promptly report a vehicle accident is cause for the claim to be denied, and the employee can be held personally liable for all costs associated with the accident (*see Personnel Policies Manual 14-5 B*).
- (9) Comply with IDOT policies concerning notification and repairs in the event of a breakdown or damage which prevents further operation of the vehicle (*see Employee Safety Code 3.4*).

- (10) Employees shall obey all laws and ordinances of the state of Illinois regarding the statewide ban on the use of cell phones and other electronic communication devices while driving, as set forth in [625 ILCS 5/12-610.1](#) and [12-610.2](#). The employer recognizes the statutory exceptions to this prohibition. Examples of these exceptions include but are not limited to the following: operators of emergency vehicles while performing his/her official duties; a driver using an electronic communications device for the sole purpose of reporting an emergency situation and continued communication with emergency personnel during the emergency situation; a driver using an electronic communication device in hands-free or voice-operated mode, which may include the use of a headset; or a driver using two-way or citizens band radio services.
 - (11) Gas powered vehicles are to use the lowest grade ethanol blended fuel (gasohol). If the vehicle is an "alternative fuel vehicle", E-85 (85% ethanol) is to be used whenever possible.
 - (12) Purchase fuel, oil and all other automotive services at state garages and service stations. Purchases may be made from private sources provided the nearest open state-owned facility is unreasonably far (e.g. 10 miles), the time required to access the facility is unreasonable, or an emergency situation arises.
 - (13) Ensure all receipts for credit card purchases of fuel, oil, repairs or other related items are accurate and state the vehicle equipment number, current vehicle mileage (or hour) reading, quantity purchased, total purchase price and driver's signature. All receipts are to be submitted to the appropriate vehicle coordinator. (see Vehicle Assignment Procedures)
 - (14) Complete and submit forms documenting vehicle usage to the appropriate vehicle coordinator (see Vehicle Assignment Procedures).
 - (15) Assume responsibility for payment of fines and court costs related to any and all citations received for moving violations or illegal parking. The department may reimburse employees for citations related to vehicle equipment violations if it is determined the employee is not at fault.
 - (16) Provide copies of any moving or equipment violation citations received while operating a state vehicle to their supervisor within five working days of receipt.
- F. Idling Policy.** It is the policy of IDOT to prohibit idling for more than 5 minutes for all gasoline or diesel fueled motor vehicles at any location, unless conditions warrant an exception.

Conditions that would warrant an exception to this policy include:

- (1) to complete a function of the vehicle (e.g. concrete agitation or for hydraulic power to a crane or fuel pump);
- (2) for servicing, testing or maintenance;
- (3) to regenerate exhaust filters which require the engine to be idled periodically to burn off solids collected in the filter or other service related functions;

- (4) for safety reasons;
- (5) to warm a vehicle up to operating temperatures, as specified by the equipment manufacturer; or
- (6) when a vehicle is used in a work zone or an operation where motion may be required as part of a moving operation.

1-2 PRIVATE VEHICLE USE

- A. Authority.** IDOT Directors and Regional Engineers may authorize the use of a private vehicle to conduct state business when a state vehicle is not available or when use of a private vehicle is in the best interest of the state.
- B. Driver Requirements.** Prior to use of a private vehicle for state business, *the driver* must meet the following requirements:
- (1) Possess a valid driver's or operator's license, which is appropriate for the class of vehicle to be operated (*see Personnel Policies Manual Chapter 14*).
 - (2) Individuals using private vehicles must possess the appropriate amount of liability insurance in accordance with state law. Minimum amounts of insurance coverage are currently as follows (*see Personnel Policies Manual 19-6*):
 - Bodily Injury - \$25,000/\$50,000
 - Property Damage - \$20,000
 - (3) An employee who has previously filed the certification must immediately notify their supervisor if their driver's license is revoked, suspended, lost or invalid, or if they fail to have the appropriate auto liability coverage in the form of insurance or bond. (See form PM ES 2330: Certification of License and Automotive Liability Coverage) (*see Personnel Policies Manual 19-6*)
 - (4) Meet all requirements for private vehicle use as stated in *Chapter 19: Travel Regulations of the Personnel Policies Manual*.
- C. Driver Responsibilities.** Employees using private vehicles to conduct state business must:
- (1) Properly wear the provided safety belt(s) and require that all passengers wear safety belts (*see Employee Safety Code 3.3*).

NOTE: An employee may be exempted from this requirement due to a medical disability, provided the employee presents to his/her supervisor a physician's statement certifying such disability prevents safety belt use.
 - (2) Drive in a safe and courteous manner obeying all traffic laws (*see Employee Safety Code 3.1*).
 - (3) Obey all state rules and policies pertaining to alcohol and drug transportation and consumption (*see Employee Safety Code*).

- (4) Be personally responsible for all property damage and personal injury expense sustained as a result of the private vehicle use. The liability insurance coverage under the state plan shall be excess coverage for all employee-owned, other non-owned or rented vehicles. In the event there is no insurance on employee-owned or a non-owned vehicle at the time of accident, the employee will be responsible for the statutory minimum damages, as referenced in Section 1-2 B (2), before the state plan will provide coverage.
- (5) Be responsible for the payment of fines and court costs related to any and all citations received for moving violations, equipment violations, or illegal parking.
- (6) Provide copies of any moving or equipment violation citations, received while operating a private vehicle at state expense, to their supervisor within five working days of receipt.

D. Mileage Reimbursement. Director or Regional Engineer prior approval (via PM 3405: Travel Pre-Approval or PM 3405b: Blanket Travel Pre-Approval) is required for any compensation to an employee for use of a personal vehicle at state expense. Reimbursement rates shall be in accordance with the state travel regulations established by the Travel Control Board.

1-3 TRANSPORTATION, POSSESSION OR CONSUMPTION OF ALCOHOL/DRUGS

- A. Policy.** Possession of alcoholic beverages or addicting and/or illegal drugs on department property, including in state vehicles, department sites or on state time is prohibited (*see Personnel Policies Manual 10-3*). Noncompliance with this policy will result in disciplinary action, up to and including discharge. Noncompliance may also result in an employee assuming personal responsibility for all property damage and bodily injury costs that occur during vehicle use.
- (1) The possession or consumption of alcoholic beverages while operating a state vehicle is prohibited. Any employee who possesses or consumes alcohol while operating a state vehicle shall be subject to discipline, up to and including discharge (*see Personnel Policies Manual 13-4*).
 - (2) Transportation of open alcoholic beverages or consumption of alcoholic beverages, in a private vehicle being operated at state expense is prohibited. Any employee who violates this prohibition shall be subject to discipline, up to and including discharge.
 - (3) The illegal possession or consumption of a drug or drugs while operating a state vehicle or a private vehicle at state expense is prohibited. Any employee who violates this prohibition shall be subject to discipline, up to and including discharge.
 - (4) Operating a state vehicle, or a private vehicle at state expense, while one's operating abilities are impaired by the use of alcohol, other illegal drug or drugs, or a combination thereof is prohibited. Any employee who violates this prohibition shall be subject to discipline, up to and including discharge.
 - (5) Any employee convicted of a violation of section 11-501 of the Illinois Vehicle Code, [625 ILCS 5/11-501](#), or section 45/5-16 of the Boat Registration and Safety

Act, [625 ILCS 45/5-16](#), or a violation of a similar statute or ordinance of another governmental entity, for operating a vehicle under the influence of alcohol, another drug or drugs or both, shall be discharged from employment if the violation occurred during operation of a state vehicle or operation of a private vehicle at state expense.

- (6) Any employee who takes a test that discloses either that the alcohol concentration in the employee's breath was 0.02 or greater, or that the employee had used an unlawful drug or drugs, shall be subject to discipline, up to and including discharge from employment. This also includes tests administered at the direction of a law enforcement officer as a result of an arrest arising out of the employee's operation of a state vehicle or a private vehicle operated at state expense.
- (7) Any employee whose driver's or operator's license is suspended pursuant to section 5/11-501.1 of the Illinois Vehicle Code, [625 ILCS 5/11-501.1](#), or pursuant to a similar statute or ordinance of another governmental entity, for refusal to submit to a test or tests for the purpose of determining the content of alcohol, other drug or combination thereof in such employee's blood shall be subject to discipline, up to and including discharge from employment, if the refusal occurred in connection with the employee's arrest arising out of the operation of a state vehicle or a private vehicle operated at state expense.

B. Post-Accident Alcohol and Drug Testing. Employees driving a state vehicle or private vehicle at state expense involved in an accident in which a ticket is issued, and either a vehicle is towed, or an injury occurs, will be tested as soon as possible after the accident. If the accident involves a fatality, the employee will automatically be tested (*see Personnel Policies Manual 13-3 C*).

1-4 VEHICLE UTILIZATION AND ASSIGNMENT

A. Policy. It is the policy of the department to utilize state vehicles in the most effective and economic fashion. To this end, employee travel needs are to be satisfied using motor pool vehicles whenever possible. (Departmental Order 11-01: Motor Pool Administration Program provides guidelines for the establishment and operation of IDOT Motor Pools.) Usage of motor pool vehicles shall be recorded on an Electronic Vehicle Trip Ticket (VTT), a BoBS 3710: Motor Vehicle Trip Ticket, if necessary, or BoBS 3708: Multiple Driver Log Sheet. The completed documents will be retained by the Motor Pool Administrator. (see Vehicle Assignment Procedures).

The use or assignment of a state vehicle does not include approval to drive the vehicle home. The state is not responsible for providing transportation to and from an employee's home, except as authorized by the proper department authority and when it serves the interest of the state.

When a vehicle is driven to an employee's home overnight, the vehicle shall be parked off the street if possible.

- B. Assignment.** For information on the different type of vehicle assignments, the documentation required to track usage for each, and the deadlines for submission, see the Vehicle Assignment Procedures.

Individually Assigned Vehicle (IAV)

An IAV is a vehicle assigned to an individual, in accordance with Joint Committee on Administrative Rules ([JCAR](#)) [Section 5040.340](#) and Governor's Office Policy on IAVs, on an ongoing basis and includes take home privileges.

The individual assignment of state vehicles may be authorized by the Secretary of Transportation or a Director, Deputy Director or Regional Engineer acting as the Secretary's authorized designee. A BoBS 3707: Personal Vehicle Assignment Request must be completed at the time of any new assignment, termination or change of assignment (including driver information) and submitted to CMS/Division of Vehicles (DoV) within 30 days of a change of assignment status. (see Vehicle Assignment Procedures).

Any change in status of the employee's license is to be immediately reported to the Vehicle Coordinator or Motor Pool Administrator by the employee to whom the vehicle is permanently assigned.

If an employee with an IAV is on leave for an extended period, or an employee's job duties are temporarily altered eliminating the need for an assigned vehicle, the assigned vehicle should be returned to the motor pool for other uses.

Per the Illinois Vehicle Code, 625 ILCS 5/7-601 any employee who is assigned a specific vehicle owned or leased by the State of Illinois on an ongoing basis shall provide certification of proof of liability insurance coverage extending to the employee when the assigned vehicle is used for other than official state business. A PM 2374: Certification of State Vehicle Assignment Automotive Liability Coverage is to be completed annually, between July 1 and July 31, or within 30 days of a new assignment, whichever is later. This requirement for liability coverage does not change the department's policy that state vehicles are authorized for use only in the performance of essential travel duties related to the completion of official state business (see *Personnel Policies Manual 14-5 C*).

Additionally, the IRS's Commuting Rule requires that the department include in taxable wages \$1.50 per commute if an employee uses a vehicle provided by the employer. A Regular Work Location (RWL) is a work location to which an employee's assignment is expected to last and does last greater than one year and that an employee visits at least once per week for a significant amount of time (3-4 hours) while performing the regular scope of their job duties. Once the assignment itself, the expectation of the length of an assignment, or the frequency of travel to a work location would change, the employee would need to reevaluate that location based on the criteria above to determine if a location continues to qualify as a RWL. If an employee has a qualifying (RWL) or multiple RWLs, any direct trip, in either direction, between the employee's residence and RWL would be reported as a commute. If an employee does not have a qualifying RWL, then a trip from the employee's home to a work location would be reported as a commute. All mileage generated during a commute as defined above shall be reported as commuting mileage. If more than one employee commutes in a vehicle, this value applies to each employee. Commuting is

primarily associated with IAVs; however, there are scenarios that do not involve an IAV where a commute may need to be claimed by an employee (see [IRS Publication 5137 Fringe Benefit Guide](#)). Contact the Bureau of Business Services with questions regarding commuting in a state vehicle.

CHAPTER 2 OPERATION AND REPAIR OF STATE VEHICLES

2-1 VEHICLE CREDIT CARDS

A. Policy. The official CMS vehicle credit card as well as a commercial fleet credit card is assigned to each state vehicle. These credit cards are to be used exclusively for the assigned state vehicle. Costs incurred for the operation of this vehicle (gasoline, oil, parts, labor, etc.) are to be charged to these credit cards. The use of any state vehicle credit card to purchase personal items, or any item not directly related to the care and operation of the vehicle is prohibited and may result in disciplinary action, up to and including discharge.

B. Fuel, Oil and Operational Purchases

- (1) Credit card purchases of fuel, oil, oil change, lubrication, washing, towing, tire repair, or other operational items are to be made using one of the vehicle credit cards. If there is an open State Garage or service facility within a ten mile radius, the driver must make purchases at this source using the official CMS credit card; however, operators are not expected to substantially deviate from their route to do this.
- (2) If a state-owned garage or service station is not available, the purchase of fuel, oil, and related items for the operation of state vehicles must be made from the most economical private source. For gasoline-powered vehicles, unleaded, ethanol blended fuel (often called gasohol) or E-85 for alternative fuel vehicles must be purchased if it is available. The driver should first verify that the service station accepts the commercial fleet credit card before pumping gas. A self-service island must be used except when the driver of the vehicle is physically unable to operate a self-service pump. Pursuant to [JCAR Section 5040.540 Credit Card](#), authorized purchases from private sources that do not require prior CMS DoV approval are as follows:

- Full tanks of fuel
- Minor repairs and services, including lube oil filter; windshield wiper replacements; light bulbs and headlights; and vehicle washes.

Purchases from private sources which are not listed above require prior approval by the CMS DoV. Contact your supervisor or vehicle coordinator for instructions prior to initiating purchases not listed above.

C. Minor Emergency Repairs. Either vehicle credit card may be used in emergency situations to purchase minor mechanical repairs. Such purchases are to be made at a State Garage whenever practical.

Minor emergency repairs may be procured from private source when a State Garage is not accessible. Pursuant to [JCAR Section 5040.540 Credit Card](#), emergency towing and/or emergency tire repair are approved purchases. All emergency repairs and maintenance require approval by CMS DoV the next business day. Contact your

supervisor or vehicle coordinator with all relevant information if any emergency repairs or maintenance was necessary.

- D. **Lost or Damaged Credit Cards.** If either vehicle credit card is lost or damaged, the vehicle operator must immediately notify the appropriate supervisor or vehicle coordinator.

2-2 VEHICLE REPAIR AND MAINTENANCE

- A. **General Maintenance and Repairs.** Each district and central bureau having assigned vehicles is responsible for appointing at least one employee to act as vehicle coordinator. The vehicle coordinator is responsible for ensuring that state vehicles are maintained in good working order at all times. Vehicle maintenance and repairs are to be scheduled by the vehicle coordinator or his/her designee, and are to be performed in compliance with Departmental Order 11-01: Motor Pool Administration Program.
- B. **Emergency Repairs.** Should the need for emergency vehicle repairs that exceed credit card limits occur during normal working hours, the appropriate IDOT vehicle coordinator should be contacted to affect the repair. Should the need for such emergency repairs arise during non-work hours, the vehicle operator must contact the Illinois Emergency Management Agency at 1-800-782-7860 to request repair authorization. If the vehicle is being operated outside the State of Illinois, call 217/782-7860.

2-3 VEHICLE INSURANCE AND ACCIDENT REPORTING

- A. **Insurance Coverage.** The State of Illinois provides liability coverage for state vehicles and drivers. **This coverage is extended only to state employees while performing official state duties as defined in this manual. Employees operating vehicles in a manner not in compliance with the policies stated herein can be denied state liability coverage** (see Departmental Order 11-01: Motor Pool Administration Program).

In such instances, employees can be held responsible for property damage (including damage to state vehicles) and personal injuries that occur while operating a state vehicle. Questions concerning state liability coverage should be directed to the IDOT Office of Chief Counsel, Bureau of Claims.

- B. **Accident Reporting.** Employees involved in accidents while operating state vehicles shall comply with the following procedures:

- (1) Immediately notify police and request an investigation.
- (2) **Remain silent on the issue of who is at fault.** Do not discuss the circumstances of the accident except with police officials.
- (3) Get the facts (i.e., what happened, registration and insurance information for all vehicles involved, the names, addresses and telephone numbers of witnesses).
 - a. If the accident occurred while operating a **state vehicle**, give vehicle registration information if requested. The state is self-insured, however State employees assigned a specific vehicle on an ongoing basis shall fulfill the requirements for liability insurance coverage as outlined in section 5/7-601 Article VI of the Illinois Vehicle Code, [625 ILCS 5/7-601](#).

- b. If the accident occurred while operating a **privately owned vehicle** operated at state expense, the operator should contact his/her insurance company.
- (4) Immediately contact appropriate IDOT claims personnel and your supervisor to report the details of the accident within 24 hours.

District employees are to report accident information to their District Claims personnel.

Central Bureau/Division/Office employees are to report accident information to the Central Bureau of Claims. Central claims personnel may be contacted during normal work hours at 217/782-6263.

- (5) Pursuant to [JCAR Section 5040.520 Accidents Report Procedures](#), drivers must complete and submit SR 1: Illinois Motorist Report, which will be located in each vehicle's glove compartment, to the appropriate claims personnel. If the accident occurred while operating a **privately owned vehicle** operated at state expense, the employee shall state their personal insurance information and note the vehicle as privately owned.
- (6) Should you be involved in an accident while operating a **state vehicle** after work hours, please call the Emergency Management Agency at 1-800-782-7860.

CHAPTER 3 VEHICLE SECURITY

3-1 POLICY

IDOT employees operating or otherwise responsible for state vehicles are to ensure vehicles are properly secured to prevent damage and/or theft.

- A. Storage.** When not in use, state vehicles shall be stored on state-owned or state-controlled property, and if possible, within a secure area. If vehicles are stored outdoors, the vehicles are to be locked and the keys secured inside an attended or locked building. Vehicle keys are to be controlled in a manner to prevent unauthorized access to vehicles (see *Employee Safety Code 3.14*).
- B. Travel Status.** While on travel status or other work assignment, employees shall attempt to park vehicles in the most secure area possible. To prevent damage or theft, unattended vehicles shall have the keys removed and be locked. When parked overnight, vehicles should be parked in a controlled, well-lighted area whenever possible (see *Employee Safety Code 3.14*).
- C. Supplies and Equipment.** State-owned supplies and equipment, which must be left in a state vehicle, should be stored in an inconspicuous and secure area of the vehicle. When possible, employees on overnight travel status should not store portable equipment in vehicles overnight. Unsecured equipment should be removed from the vehicle and secured at the nearest state facility or within the place of lodging.