



Northeastern Illinois University

Vehicle Use Policy

This university policy refers to the use of Northeastern Illinois University vehicles and Vehicle Use Officer. In accordance with (30 ILCS 617/1) The State Vehicle Use Act, the Assistant Vice President for Procurement and Support Services is designated as the Vehicle Use Officer.

The Vehicle Use Officer or his/her designee will monitor the use of State-owned vehicles in compliance with (30 ILCS 617/1). Any questions regarding this policy should be directed to the Assistant Vice President for Procurement and Support Services.

I. Vehicle use:

A. Northeastern Illinois University permits the use of State-owned vehicles for business purposes only.

B. Northeastern Illinois University does not permit the use of University vehicles for personal use.

1. The only exception to this policy shall be vehicles assigned to, or in use for, the President of the University.

II. Vehicle Use Logs and Mileage:

A. Northeastern Illinois University uses logs to keep track of University vehicles and mileage.

1. If a vehicle is in use, the vehicle's start and end mileage must be recorded daily on the vehicle's log.

2. If a vehicle is not specifically assigned to an employee or, if there are multiple users per day, each driver must record the time that they took possession of the vehicle in addition to the beginning and ending mileage.