



Office of Executive Inspector General for the Agencies of the Illinois Governor

VEHICLE USE POLICY

March 2018

Authorized Use

Vehicles of the Office of Executive Inspector General for the Agencies of the Illinois Governor (OEIG) are for use only by authorized OEIG employees for only official state business.

Authorized use includes, but is not limited to:

- travel from an OEIG office to another building to conduct OEIG business;
- travel from one OEIG office to another OEIG office;
- travel from an OEIG office to conduct investigative surveillance;
- transport of equipment or records to perform official duties;
- travel to attend authorized training;
- travel out-of-state for state business;
- reasonable travel for meals while traveling for state business; or
- reasonable travel for off-duty entertainment or errands when overnight travel is required for state business.

Unauthorized use includes, but is not limited to:

- travel for personal shopping, meals, or entertainment, except as authorized above;
- transport of items, equipment, or persons unrelated to OEIG business;
- operation of a vehicle after consuming alcohol or other intoxicating substance; or
- any use in violation of applicable law, rule, regulation or policy.

Individually Assigned Vehicles

It is the policy of the OEIG that no vehicle will be individually assigned to an employee.

Commuting

Subject to the provision for overnight use described below, it is generally the policy of the OEIG that no employee will be permitted to use an OEIG vehicle for commuting between the employee's home and work location.

Overnight Use

An employee will be authorized to take a vehicle home overnight only when it is in the best interests of the OEIG, for example, when the employee must travel for official business and it is in the interests of the OEIG for the employee to do so from his or her home rather than from an OEIG office location. Vehicles approved for "take home" use may not otherwise be used for personal use.

OEIG employees who wish to use a vehicle overnight must, whenever practicable, seek advance approval from their supervisor via email. When advance notice is not practicable (such as when unexpected investigative activities occur outside of normal business hours), employees must notify their supervisor and a Vehicle Coordinator as soon as possible and provide an explanation of the business need for the vehicle's overnight use. A copy of the approval email should be

printed, attached to the Vehicle Use/Gas Receipt (VU/GR) Form, and submitted to a Vehicle Coordinator / Vehicle Assistant after use of the vehicle.

Driver Requirements

All supervisory personnel, Human Resources staff, and Vehicle Coordinators are responsible for taking reasonable action to verify that drivers of state vehicles do the following:

- maintain a valid driver's license or permit appropriate to the vehicle being used;
- obey all traffic laws, including posted speed limits and seat belt requirements;
- exercise reasonable diligence at all times in the proper care, use, and operation of vehicles;
- assume responsibility for all moving or parking violations for vehicles they use;
- notify their supervisor if they are stopped by any law enforcement personnel, regardless of the reason;
- notify their supervisor if their license or permit becomes invalid, suspended, revoked or lost;
- refrain from smoking in state owned or leased vehicles (Public Act 95-0017);
- refrain from consuming or possessing alcohol and illegal drugs while operating a vehicle;
- refrain from operating a vehicle under the influence of alcohol and drugs;
- fuel gasoline powered vehicles with gasohol, whenever possible;
- 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. *Outside fuel receipts do not always provide an area for recording mileage. In situations such as this, the driver should record the mileage in available space on the fuel receipt;* and
- provide copies of any moving or equipment violation citations received while operating a vehicle to your supervisor within five working days of receipt.

Because the vehicle is property of the State of Illinois, an OEIG employee has no expectation of privacy with respect to the vehicle or its contents. Any state-owned vehicle is subject to search without consent or notice at any time by appropriate personnel of the State of Illinois or law enforcement authority.

Misuse of a state vehicle for personal use can subject the employee to mileage charges at the rate mileage is reimbursed to state employees for use of a personal vehicle and may subject the employee to discipline up to and including discharge. The OEIG may authorize an employee to use a state vehicle for limited personal use due to unexpected or unforeseen circumstances (for example, picking up an employee's child from day care where OEIG-related work prevented the employee from picking up the child at the normal time).

Any employee using a vehicle in a manner contrary to this policy may be personally responsible for and assume the risk of:

- personal injury to the employee and to third parties; and

- damage to the property of the employee, the state, and third parties.

Vehicle Coordinators

The Executive Inspector General designates one or more Vehicle Coordinators. All questions regarding state-vehicle policy should be directed to a Vehicle Coordinator. The Vehicle Coordinator is the primary contact in all matters relating to vehicles, including but not limited to, acquisition, operation, maintenance, and administration of vehicles.

The Vehicle Coordinator has primary responsibility for managing OEIG vehicle usage consistent with applicable laws and rules. The Vehicle Coordinator oversees vehicle logs, monitors and manages vehicle utilization, oversees vehicle maintenance and repair, tracks vehicle assignments and use, maintains vehicle inventory records, and submits reports to CMS as required.

Vehicle Assistants may be designated to help ensure that vehicle logs are properly maintained, to answer employees' questions concerning vehicle use, and to coordinate the maintenance of vehicles. During absences of the Vehicle Coordinator, a Vehicle Assistant will be designated by the Vehicle Coordinator or appropriate management staff to act in the Vehicle Coordinator's absence.

Assignment of Vehicles

Employees needing a vehicle from the Chicago office fleet should notify their supervisor (or other designee) as soon as possible about the dates and times a vehicle is needed for OEIG duties. The supervisor (or designee) will then reserve a vehicle in Outlook. If possible, this notification should be done prior to finalizing the interview, training, meeting, etc. so that staff knows a vehicle will be available on the day it is needed.

Employees from both offices must sign out on the Vehicle Rotation Log, found in the vehicle assignment binders located in the Chicago and Springfield offices, at the time they leave the office with the vehicle binder and keys. All vehicles must be used by OEIG employees in the sequence in which the vehicles are listed on the Vehicle Rotation Log. Therefore, when checking out a vehicle, employees must use the next vehicle listed on the Vehicle Rotation Log unless an exception is approved by the Vehicle Coordinator based on operational need (such as surveillance, distance to be traveled, or the number of passengers being transported). Exceptions must be approved in advance unless not practicable. When advance approval is not practicable (e.g., if the vehicle is signed out after normal business hours), notification of an exception must be provided to the Vehicle Coordinator via email.

The Vehicle Rotation Log will only be used to document vehicle usage. Employees are not required to (nor should they) document time spent conducting official business away from the office on the Vehicle Rotation Log.

Vehicle Records and Equipment

Each OEIG vehicle is assigned a vehicle binder, the contents of which are to include:

- a zippered pouch, which contains a black fuel card (WEX Card), a blue CMS credit card, and a parking pass;
- proof of insurance;
- E-85 information (ethanol gas);
- a Vehicle Use/Gas Receipt Form;
- a Vehicle Location Log (Springfield);
- Vehicle Procedures; and
- an ear piece for hands free cellular use.

Fuel, Oil and Other Purchases

As noted above, each vehicle is assigned a WEX card. The WEX card may be used for fueling, car washes, minor maintenance, and related purchases. When purchasing fuel, the card user will be prompted to enter current mileage and a 4-digit pass code. The four-digit pass code is the last four digits of the employee's telephone number. Use E-85 gas if the vehicle being driven allows for E-85 fuel, otherwise use the least expensive unleaded gas that contains ethanol (normally regular unleaded).

The daily limit for parts and service, quick lube, oil and fluids, and roadside assistance is \$250 for automobiles and light duty trucks. Authorization from the local state garage must be obtained for parts and services above these thresholds.

Each vehicle is also assigned a CMS credit card (blue card) for fueling at CMS garages.

Return of Vehicles

When returning a vehicle after use, drivers must:

- fill the gas tank if it is less than ½ full;
- accurately and legibly complete a Vehicle Use/Gas Receipt (VU/GR) Form;
- initial, date, and tape receipts for all vehicle-related purchases (fuel, and non-fuel) on the back of the VU/GR Form;
- provide the original VU/GR Form, receipts, and a copy of the overnight approval email to a Vehicle Coordinator promptly after each vehicle use;
- ensure that all accessories, such as the parking pass, headphones, and WEX and CMS cards are secured in the zippered pouch inside the vehicle binder;
- immediately report via email, and on the VU/GR Form: 1) all vehicle damage, 2) repair needs, and 3) missing or found items associated with vehicle use to the Vehicle Coordinators; and
- Springfield employees must note the returned vehicle's parking location on the Vehicle Location Log Sheet in the vehicle binder.

Vehicle Storage/Parking

Vehicles must be stored/parked in designated parking locations. Employees must maintain control over vehicle keys and credit cards in a manner that prevents unauthorized access.

Accident Reporting

Employees are expected to follow the following procedures when reporting any accident involving an OEIG vehicle, or any vehicle rented or leased while on official state business:

- Notify police immediately and obtain an accident report.
- Notify a Vehicle Coordinator, the employee's supervisor, and the Chief Administrative Officer immediately.
- Submit a completed SR-1 "Motorist Report of Illinois Vehicles Accident" to a Vehicle Coordinator as soon as possible. In no case is this report to be completed later than three days following an accident. If the state driver is incapable of completing the report because of death or disability, the driver's supervisor should complete the form. The Form SR-1 is provided in the glove compartment of each vehicle or by a state trooper or local law enforcement office investigating the accident.
- The driver is required to sign and date the SR-1 on the bottom of the form.
- Remain silent on the issue of who is at fault.
- You are discouraged from assisting with injured persons beyond calling for professional medical assistance or following the instructions of a medical professional, unless you would be exempt from liability for rendering such assistance under the Illinois Good Samaritan Act, 745 ILCS 49. The Good Samaritan Act exempts from liability persons, among others, who are certified in first aid or CPR, or who are medical professionals. Any liability arising out of the rendering of such assistance would be borne by the employee, not the OEIG.
- If accident results in severe injury, death, or substantial property damage, contact CMS Risk Management immediately at (800) 442-1300, opt #4, or (217) 782-0202.
- Immediately fill out Illinois Form SR-1 "Motorist Report of Illinois Vehicles Accident."

Contact a Vehicle Coordinator and/or CMS Risk Management at (217) 782-0202 for additional information.

All documentation, including the completed Form SR-1, should be provided to the Vehicle Coordinator.

Additional Notes Regarding Accidents:

- Do not enter into a settlement or sign a release in connection with an accident with a OEIG vehicle unless you have received authorization from Risk Management.
- If an employee's privately-owned vehicle is involved in an accident while being used for state business, complete Form SR-1 using the operator's personal insurance information and note that the vehicle is privately owned. The operator should also

contact his/her personal auto insurance company and CMS Risk Management.

- If a rental vehicle is involved in an accident, complete Form SR-1, and advise the rental company's insurance carrier. The operator should report the accident to the rental company's insurance carrier, CMS Department of Vehicle and Risk Management.

Emergency Assistance Procedures:

- Assistance during business days/hours (7:30am – 4:00pm)

For vehicle towing, vehicle repair, or accident damage repair, contact the nearest CMS State Garage listed below.

- Assistance after hours/weekends

For vehicle towing, vehicle repair, or accident damage repair, in Illinois call (800) 782-7860; and for outside Illinois call (217) 782-7861.

- Carbondale State Garage - (618) 351-5346
- Collinsville State Garage - (618) 346-5190
- Des Plaines-Suburban North State Garage - (847) 294-4152
- Dixon State Garage - (815) 284-1594
- Effingham State Garage - (217) 342-8296
- Elgin State Garage (business hours 7:15-3:45) - (847) 931-2474
- Hillsboro State Garage - (217) 532-6811
- Ottawa State Garage - (815) 434-8400
- Paris State Garage - (217) 463-4215
- Peoria State Garage - (309) 693-5162
- Springfield Central State Garage - (217) 782-4684
- Statesville State Garage - (815) 727-7590 or (815) 727-7591
- Watseka State Garage - (815) 432-3266