

## **Exhibit A: Vehicle Scheduling Procedures and Usage Policy**

The purpose of the Office's Vehicle Scheduling Procedures and Usage Policy is to ensure vehicles under the control of the Office are assigned, utilized, and maintained in order for staff to conduct State business in the most efficient and effective manner. This policy is designed to provide the Office greater flexibility to:

- provide clean, well-maintained vehicles for use by employees of the Office traveling on State business;
- ensure the efficient use of state-owned vehicles and resources to provide safe, cost-effective transportation for employees while performing their official duties;
- demonstrate the Lieutenant Governor's commitment to our environment by reducing the environmental impact of state employee travel.

### Appropriate Use of State Vehicle

State vehicles are to be used for official business only. Vehicles shall be operated in a manner which avoids even the appearance of impropriety. Because such a vehicle is property of the State, employees have no expectation of privacy in the vehicle or its contents. Persons authorized to use State vehicles are responsible for safe operation of the vehicle and must comply with all laws governing vehicle use and operation, including traffic laws.

Drivers are not permitted to use a State vehicle for a personal purpose. The only exceptions to this rule are incidental stops. Examples of incidental stops are:

- restaurants for a meal;
- automatic Teller Machine (ATM) or financial institutions;
- urgent care or emergency room; and
- gas stations or convenience stores.

Drivers should remember that public perception of State employees is important and influenced by how and where the public sees State vehicles used in public places. Drivers should not make incidental stops at locations the public would perceive as inappropriate. Examples of inappropriate locations are:

- gaming and sports venues;
- liquor outlets; and
- other locations where it is unlikely State business or allowable incidental use is involved.

Drivers required to stay overnight away from home may, with permission of their supervisor, use a State vehicle for the types of necessary activity that could be expected of a traveler away from home. Examples of evening use include stops at the following locations:

- pharmacies;
- groceries;
- laundromats;
- fitness centers; and
- other locations to purchase goods or conduct activities necessary to the employee's health and well-being

### Scheduling

For the purposes of this policy, each office shall have a “Vehicle Coordinator” and, collectively, they will be known as the “Vehicle Coordinators” for this policy. Office vehicles should be scheduled in advance through the appropriate Vehicle Coordinator located in each office. The Vehicle Coordinators are as follows:

- Chicago – Maria Cardenas
- Springfield – Tiffany Thompson
- Carbondale – Patti Clark

To allow effective scheduling and efficient use of equipment, users are requested to schedule vehicles in advance of the time needed, and pick up and return vehicles at the scheduled time. Vehicle Coordinators cannot guarantee that a car will be available without prior sign up. If there is not a scheduled user, the car or cars will be available on a first-come, first-served basis. Vehicle Coordinators must be notified of any and all changes or cancellations of reservations.

In order to assist staff in their travel plans, there is a shared calendar that displays all current existing vehicle reservations. This enables staff to see if there is a vehicle available. This also allows staff to see where a vehicle is going to facilitate carpooling. For example, if an employee needs to reserve a vehicle on March 29<sup>th</sup> to travel to Springfield from Chicago and return on the 31<sup>st</sup>, he or she could look at the dates on the shared calendar and see that another employee has reserved the vehicle for travel to Springfield for the 29<sup>th</sup> and 30<sup>th</sup>. As a result, the employee could reach out to the other employee who has already reserved the vehicle to share a ride down to Springfield and return via Amtrak.

Reservations for vehicles should be made as soon as is practicable to ensure efficient scheduling. An email should be sent to the local office Vehicle Coordinator with the following information:

- Name of driver
- Departure and return times and dates
- Destination
- Additional staff travelling (if known)

After submitting the reservation request via email, the Vehicle Coordinator will send either a confirmation or refusal, depending on vehicle availability and priorities of the Office. If no shared car is available, the local Vehicle Coordinator will enter the requester’s name on a waiting list in case of cancellation. If no cancellation is made in sufficient time, then the requesting staff member must make alternate arrangements for their travel, gaining all necessary approvals from their supervisor.

Please note, there may be times when a reservation has been confirmed that may be cancelled by the Vehicle Coordinator or a senior staff member due to last minute, unforeseen or emergency circumstances.

### Expected Driver Courtesies

**Full Fuel Tank** – It is expected that each driver return the vehicle with a full tank of fuel as a courtesy to ensure the fuel tank is full for each staff member picking up a shared vehicle.

**Return to Same Location** – It is expected that the vehicle be returned to the same location from where it was picked up, unless otherwise determined at the time the reservation was placed.

**Return When Expected** – It is expected that vehicles be returned promptly according to the reservation time to avoid any interruption of service to a fellow employee in need of the vehicle.

**Return the Vehicle in Clean Condition** – It is expected that the vehicles will be returned in a clean condition without trash left in the vehicle.

#### Driver Safety

All drivers shall operate State vehicles in compliance with the Motor Vehicle Laws of the jurisdiction in which the vehicle is being driven and in a manner that reflects courtesy towards, and concern for the safety of, the public.

An authorized driver shall operate the State vehicle in accordance with any license requirements or restrictions, such as corrective lenses, daytime only, etc.

The driver of the State vehicle should take every precaution to ensure the safety of passengers and other motorists. No person may ride in a State vehicle unless properly restrained by a seat belt or, in the case of children, an appropriate child safety seat. It shall be the driver's responsibility to ensure that all passengers are properly restrained.

All traffic and parking laws are to be obeyed. Posted speed limits are not to be exceeded, nor is the vehicle to be operated above safe driving speeds for road conditions. All traffic and parking violations and fines, including any late fees or penalties, are the responsibility of the driver involved. Failure to promptly pay a violation or fine may result in disciplinary action.

Employees driving State vehicles are required to comply with all State and local laws regarding the use of mobile communications devices while driving. If a mobile communications device must be used by an employee while driving a State vehicle, a hands-free device must be used. Drivers are encouraged to keep mobile communications device use to a minimum. Whenever possible, employees should not make or receive calls while driving. Only in the case of an emergency is the use of a hand-held mobile communications device without a hands-free device permitted.

#### Fueling Vehicles

A fuel card is assigned to each vehicle and enables employees to purchase fuel at any location that accepts credit cards. Fuel purchases are restricted to regular, unleaded fuel only for all gasoline powered vehicles. The amount of gas purchased is restricted by the vehicle's fuel tank size.

To use the fuel card, the corresponding PIN number assigned to that vehicle must be entered along with the vehicle's correct odometer reading. It is important that the driver enter the correct odometer/mileage reading when refueling at all fuel locations for audit purposes.

Each card is to be used only for the vehicle to which it is assigned. Use of the fuel card to purchase fuel for any other vehicle is prohibited. Employees may be charged for unauthorized purchases made, i.e., Super or Premium fuel, food or other expenses.

Vehicles are to be maintained in accordance with CMS policy, a copy of which can be obtained from the Chief Operating Officer.

### Vehicle Insurance

Illinois statutes require any individual driving a private vehicle for State business to have insurance in the following minimum amounts, which are subject to change by the Illinois General Assembly:

- \$20,000 bodily injury to or death of one person in any one accident;
- \$40,000 bodily injury to or death of two or more persons in any one accident; or
- \$15,000 for property damage.

If an accident occurs involving a private vehicle while it is being used for State business, the employee's insurance policy is the primary coverage source, and, therefore, the employee must ensure that the minimum required coverage is maintained. Liability amounts in excess of this primary coverage will be the responsibility of the State. A copy of any accident report must be sent to CMS.

Drivers of any vehicle, whether privately owned, State owned, or leased, must have a valid driver's license. On an annual basis, employees must submit a signed Certification of License and Automobile Liability Coverage. An employee must notify his/her supervisor immediately if his/her license is suspended or revoked for any reason and his/her job duties include operating a vehicle.

### Personally Owned Vehicles

An employee may use a personally owned vehicle for State business if so authorized by his/her supervisor. The employee shall be reimbursed at the established mileage rate for travels on official State business less his/her normal round trip commute from home to local office.

All travel must be the most direct route possible, unless otherwise approved. Travel by indirect route for personal convenience will be at the expense of the employee and reimbursement will be based on the most direct route. Any additional time required shall be charged to vacation or personal leave.