

Vehicle Usage Policy



Employees of the State Universities Civil Service System

POLICY

The state-owned vehicle (state vehicle) is provided for official business of the State Universities Civil Service System (University System). For the purposes of this policy, each agency shall have a "Vehicle Coordinator". The Vehicle Coordinator for the University System is Jenn Miles. Responsibility to approve requests by drivers for the use of the state vehicle is delegated to the Vehicle Coordinator or the management team.

The state vehicle is to be driven only by licensed University System full and part-time employees. This is interpreted as those employees on a recurring University System payroll. Students, past employees and others are not eligible to use the state vehicle. *No non-state employee is allowed to ride in the state vehicle, unless an exception is granted in accordance with Section 44 Illinois Administrative Code, Section 5040.350, (44 Ill. Adm. Code 5040.350) by the Executive Director.*

Failure to comply with the procedures set forth in this policy can result in disciplinary action and may result in suspension or termination of the University System state vehicle operating privileges. Operation of the state vehicle is based on the employee's ability to meet the requirements and follow the procedures listed below:

1. Drivers must possess and present a valid driver's license issued in their state of residence. New Illinois residents may drive with a valid out-of-state or valid foreign driver's license, for 90 days, after which time the employee must obtain an Illinois license. (An international driver's license, accompanied by a valid foreign driver's license, is acceptable.) Employees who have not declared Illinois as their state of residence may drive on a valid out-of-state or foreign driver's license. To meet policy objectives, the University System shall receive a copy of all current employees' driver licenses. The University System reserves the right to review the driving records of all drivers of the state vehicle. Eligibility to operate the University System state vehicle as defined in this policy may be dependent upon a prospective driver's driving record.
2. All drivers of the University System state vehicle must comply with the applicable State driving laws and regulations, and the University System policies concerning the operation of motor vehicles.
3. Drivers must agree to operate the state vehicle in accordance with applicable State and Local laws, and the University System regulations.

4. All drivers and occupants of the state vehicle must be properly restrained by a seat belt.
5. The University System prohibits the drinking of alcoholic beverages and/or the use of controlled substances at any time while operating the state vehicle. All traffic violations and citations are the sole responsibility of the driver.
6. In the event of an accident or damage to the University System state vehicle, the driver must report the incident to the Vehicle Coordinator as soon as possible. The driver must also notify the police and complete an accident report form which can be found in the glove compartment of the state vehicle. (See section below regarding "Reporting an Accident".)
7. **All University System employees are required to use the state vehicle for official business travel.** It is the University System employee's responsibility to check the availability of the state vehicle for the state business travel with the Vehicle Coordinator.
8. Prior approval must be granted by the Vehicle Coordinator or the management staff prior to a University System employee using their privately owned vehicle to conduct official state business. An employee will be reimbursed in accordance with the Higher Education Travel Control Board Regulations for the use of a privately owned vehicle, as long as that employee had approval from the Vehicle Coordinator prior to the use of the vehicle.
9. Liability insurance is provided only within the scope of the authorized travel. The primary driver is responsible for the vehicle while it is in his/her care. State of Illinois/University System coverage does not include the uninsured or underinsured motorist or auto medical expenses incurred while operating a state vehicle not on state business.

INDIVIDUALLY ASSIGNED VEHICLES

It is the policy of the University System that the state vehicle will not be individually assigned to an employee.

LOSS OF DRIVING PRIVILEGES

The following offenses, in accordance with Section 3100.500 of the Illinois Administrative Code (80 Ill. Adm. Code 3100.500), will result in suspension or termination of University System state vehicle driving privileges, along with appropriate disciplinary action:

1. operating the state vehicle without a valid driver's license;
2. failure to report the suspension or revocation of his/her driver's license;
3. failure to obey University System policy with regard to appropriate business use of the state vehicle, and/or failure to obey State and Local traffic regulations;
4. operating the University System state vehicle for personal use; and,
5. failure to report a motor vehicle accident that involves bodily injury, and/or the damage or destruction of University property, or the property of others.

APPROPRIATE AND APPROVED USE OF STATE-VEHICLE

The University System state vehicle shall be used only for official state business purposes in the best interests of the State. Some exceptions are:

- Drivers required to stay overnight away from home may 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.
- Travel between places of University System business, places of temporary lodging, places to obtain meals, and/or other locations necessary to perform University System employment-related duties;
- Operation of the University System state vehicle when on a travel-related assignment (including, but not limited to, pick-up and return of a vehicle and necessary commuting).

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.

PERSONAL USE IS FORBIDDEN

Personal use of the University System state vehicle is prohibited and will not be tolerated. Commuting to and from home is prohibited. However, employees may use the University System state vehicle between their home and place of work if, for example, they are beginning or ending a trip at home, due to the hour of arrival or departure.

Unauthorized use of the University System state vehicle includes, but is not limited to:

- Transportation for shopping, meals, entertainment, recreation, or vacation purposes unrelated to the performance of University employment duties;
- Transport of any person for any purpose unrelated to University System business; and
- Transport of materials, equipment, supplies, tools, parcels, luggage, or other items unrelated to the performance of University System business.

FUELING VEHICLE

Two fuel cards are assigned to the state vehicle that enables the University System driver to purchase fuel at any location that accepts credit cards or a state garage credit card. The amount of gas purchased is restricted by the vehicle's fuel tank size.

The WEX credit card (black card) should be used for all fuel, except when purchasing fuel from a state garage. To use the WEX credit card, the corresponding PIN number assigned to the state vehicle must be entered, along with the state vehicle's correct odometer reading. See the Auto Coordinator for the WEX PIN number. Use of the fuel card to purchase fuel for any other vehicle is prohibited.

When the state vehicle is operated within a city served by a State Garage, that State Garage should furnish all oil, service, and repairs utilizing the State credit card. All credit receipts must be given to the Vehicle

Coordinator. The University System will reimburse necessary cash purchases (emergencies), if a receipt is submitted.

EMERGENCY ACTIONS

When the state vehicle is operated outside a city served by a State Garage or on any other occasion, and encounters an emergency, it is important to call the 800 number on the back of the State of Illinois credit card for information and instructions.

INSURANCE

State of Illinois Insurance

The State of Illinois provides automobile liability protection to State employees and State agencies for liability incurred by full-time and part-time employees operating the University System state vehicle in the course of their employment.

CMS is the State agency responsible for administering the State of Illinois Automobile Liability Self-Insurance Plan. The liability coverage provided by this plan extends to University System employees while operating a University System state vehicle, in accordance with the State of Illinois and University System policies and procedures. The CMS automobile liability plan is the primary coverage for the University System state vehicle. The insurance protection provided by the plan applies in addition to any available automobile liability insurance an employee has on his/her own motor vehicle, or other non-owned, or rented motor vehicles. ***Neither the University System, nor the State of Illinois, will insure the driver who uses a state vehicle for unauthorized purposes.***

This policy provides general guidelines, as well as specific circumstances, under which protection is extended in accordance with Section 5040.350 of the Illinois Administrative Code (44 Ill. Adm. Code 5040.350) (Authorized Use of Vehicles - passengers). While the State of Illinois may accept liability to others harmed by a University System employee's negligence in operating a University System state vehicle, occupants of the University System state vehicle are not provided any medical payments coverage in the event they are themselves injured. The CMS Plan does not provide medical payments coverage. University System employees, while acting within the scope of their employment, are covered by Workers' Compensation benefits if injured while a driver or an occupant of a University System state vehicle. That is why it is important that only State of Illinois employees are allowed to travel in a state vehicle.

Any personal property belonging to the driver and/or occupants are the responsibility of those individuals. Neither the University System nor the State of Illinois provides any insurance coverage for personal property.

Personal Use of Driver 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:

- ***\$25,000 bodily injury to or death of one person in any one accident;***
- ***\$50,000 bodily injury to or death of two or more persons in any one accident; or***
- ***\$20,000 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 of Illinois. A copy of any accident report must still be sent to CMS when utilizing a private vehicle for state business.

REPORTING AN ACCIDENT

Drivers of the University System state vehicle must regard vehicle accidents with the same sense of responsibility as if the accident involved their own vehicle. Failure to report an accident promptly may result in State of Illinois refusal to defend the driver (i.e., the University System employee) in a lawsuit, or to pay a judgment on behalf of the driver. The University System also has the right to suspend an individual driver, should they fail to report accidents promptly and completely.

In addition, the University System and its employees must comply with Section 5040.520 of the Illinois Administrative Code (44 Ill. Adm. Code 5040.520), which states that the:

The driver of any vehicle that is involved in an accident of any type while he or she is within the scope or course of his or her employment shall report the accident to the appropriate law enforcement agency, the CMS Auto Liability Unit, and, if a State agency owns the vehicle, to that agency by completing the "Motorist's Report of Illinois Motor Vehicle Accident" form (SR-1, available at http://www.state.il.us/cms.download/pdfs/emp_almtrrp.pdf).

All accidents involving the University System state vehicle must be reported immediately – even while still at the scene of the accident if possible. An "accident" is defined as, "harm to state-owned property and/or harm to another party's person or property."

If you have an accident while driving the University System state vehicle, and the state vehicle is damaged while in your possession (only the state vehicle is damaged) you need to:

1. Report the accident to your Vehicle Coordinator and your immediate supervisor immediately. Accidents **must** be reported to the University System Vehicle Coordinator **as soon as possible, but no later than 24 hours** of the incident, or on the next business day following a weekend and/or University System holiday.
2. As soon as possible: complete the **SR-1 Illinois Motorist Report of Motor Vehicle Accident** (SR-1 in the glove compartment) and submit it to your Vehicle Coordinator, preferably within 24 hours, but **not later than three days** following the accident.

The SR-1 form must be submitted in all cases, either by the driver or by his/her immediate supervisor,

even if the driver is still in travel status. It is the driver's responsibility to ensure that the SR-1 is submitted to the Vehicle Coordinator within three days of an accident, to avoid forfeiture of coverage from the state.

Blank SR-1 Illinois Motorist Report of Motor Vehicle Accident forms are provided in the glove compartment of the University System state vehicle.

If the accident involves damage to other vehicles, property, and/or persons, you need to:

1. Report the accident to your Vehicle Coordinator and your immediate supervisor immediately. Accidents **must** be reported to the University System Vehicle Coordinator **within 24 hours** of the incident, or on the next business day following a weekend and/or University System holiday.
2. As soon as possible: complete the **SR-1 Illinois Motorist Report of Motor Vehicle Accident** and submit it to your Vehicle Coordinator, preferably within 24 hours but **not later than three days** following the accident. The SR-1 form must be submitted in all cases, either by the driver or by his/her immediate supervisor, even if the driver is still in travel status. It is the driver's responsibility to ensure that the SR-1 is submitted to the Vehicle Coordinator **within three days of an accident, to avoid forfeiture of coverage from the state.** Blank SR-1 Illinois Motorist Report of Motor Vehicle Accident forms are provided in the glove compartment of the University System state vehicle.
3. If the driver of the state vehicle is not able to complete the SR-1 form, ***it is the driver's immediate supervisor's responsibility*** to complete the form and submit it to the Vehicle Coordinator **within 24 hours** of the incident, or on the next business day following a weekend and/or University System holiday.
4. The University System Vehicle Coordinator will submit the SR-1 report to CMS Auto Liability Division, within seven days of the accident (for all vehicle accidents with another motorist or pedestrian resulting in real or alleged bodily injury and/or damage to property).
5. Depending on the circumstances of the accident, you may want to alert your personal auto insurance carrier. If, for example, you report the claim late and/or the accident occurred during non-business use of the vehicle, the State of Illinois will deny the claim. For this reason you may wish to preserve your rights under your personal auto insurance policy,

If You Are Driving a Rental or Personally-owned Vehicle for University System Business Purposes

Driver protections and responsibilities are significantly different in the event of an accident involving the use of a personal or rental vehicle for University System business purposes. Individual drivers, need to be aware of these differences before deciding whether to use non-University System vehicles when in travel status.

EXPECTED DRIVER COURTESIES

Upon return from an official business travel, it is expected that the driver inform the Vehicle Coordinator if fuel is needed for the state vehicle. When in instances, the vehicle will be used on back-to-back trips, it is expected that the driver from the first trip have fueled the vehicle for the second trip. *It is also expected that the vehicle will be returned in a clean condition without trash left in the vehicle.*

EMPLOYEE RESPONSIBILITIES FOR DRIVING A STATE VEHICLE

When a University System employee needs to use the state vehicle for business reasons, they need to adhere to the following:

1. Inform the Vehicle Coordinator with the following: dates, times, and reason so the state vehicle can be reserved;
2. The University System employee needs to check with Vehicle Coordinator to make sure the state vehicle will be filled with fuel;
3. On the day of travel or the previous work day, the University System employee needs to pick the state vehicle keys up from the Vehicle Coordinator;
4. The University System employees needs to complete the log book with the beginning mileage, date of travel, and purpose;
5. The University System employees needs to complete the log book with the ending mileage upon return from the trip;
6. The University System employee needs to return the state vehicle keys to the Vehicle Coordinator.

NOTE: If the University System employee had to fill the vehicle with fuel during the trip, the employee is responsible for turning all fuel slips into the Vehicle Coordinator.