



Illinois Department of Corrections

Administrative Directive

Number: 02.75.130	Title: Vehicle Maintenance, Repairs, and Use of Vehicle Credit Cards	Effective: 1/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Acting Director
Supersedes:	02.75.130 effective 9/1/1995	

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1B-07, 10, 11, 12, 5-ACI-3A-25-26
Referenced Policies:	Referenced Forms: C-13 – Invoice Voucher

I. POLICY

All maintenance and repairs to State vehicles shall be performed at a Department of Central Management Services (CMS) State Garage facility, unless other arrangements are authorized by CMS.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing the responsibility of staff regarding the maintenance of and repairs to this Agency's vehicles.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. General Provisions

1. Repairs, maintenance or services to State vehicles shall be obtained in the following manner:
 - a. Through use of the vehicle credit card, within the amount the card is authorized for according to the assignment category of the vehicle; and
 - b. By an outside vendor authorized by CMS to provide repairs and maintenance; or
 - c. At a State Garage facility.
2. Minor outside repairs may be charged to the vehicle credit card, but shall be limited to the terms and conditions of the card. Non automotive items, such as food, shall not be charged to the vehicle credit card.
3. In all other cases, including emergencies during working hours, the local State Garage or the Central State Garage in Springfield shall be contacted. State Garage personnel will indicate whether the services will be performed by them or by an approved outside sublet vendor.
4. In case of an emergency during non working hours where charges exceed the amount stipulated for the credit card, authorization shall be obtained by contacting the Central State Garage at

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217-785 2776, 24 hours a day. (The phone number for the Central State Garage along with appropriate instructions is printed on the back of all State of Illinois vehicle credit cards.)

- a. A message recorder is manned by the Emergency Management Agency for the Central State Garage. If the CMS recorder is engaged, the driver shall leave a message at the sound of the "beep," including his name, department, facility, office telephone number, nature and estimated cost of repairs.
 - b. A State Garage representative will contact the driver on the next working day to authorize the repairs and to provide a CMS authorization number.
 - c. If the State Garage personnel fails to contact the driver, the driver shall follow up on obtaining authorization.
5. The CMS authorization number shall be noted on all Invoice Vouchers, C-13, processed for outside repairs.
 6. No payment for repair work shall be approved if prior authorization was not obtained. The CMS Division of Vehicles will process unapproved charges for payment through the State Garage Revolving Fund and will assess a service charge to the facility based on the same scale as current sublet repair service charges.
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