



## Illinois Department of Corrections

### Administrative Directive

Number: <b>02.75.145</b>	Title: <b>Monthly Automotive Cost Report</b>	Effective: <b>1/1/2021</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Acting Director
<b>Supersedes:</b>	02.75.145 effective 6/1/2013

<b>Authority:</b> 730 ILCS 5/3-2-2	<b>Related ACA Standards:</b> 5-ACI-01, 03, 07, 08, 11,12, AND 13
<b>Referenced Policies:</b>	<b>Referenced Forms:</b>

#### **I. POLICY**

The Department shall maintain an accurate accounting of each vehicle, regardless of the condition or use, to document the monthly total vehicle usage cost.

#### **II. PROCEDURE**

##### **A. Purpose**

The purpose of this procedure is to establish a uniform method of reporting data on the monthly maintenance cost and usage of State 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. Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

##### **E. Requirements**

1. The Chief Administrator shall designate an employee to maintain accurate vehicle usage data by tracking all applicable fuel, maintenance and repair costs.
2. The employee shall:
  - a. Accumulate all charge tickets and work orders from the beginning of the month to the end of the month for each vehicle. This shall include charges for vehicle body and mechanical repairs, fuel, oil, tires, batteries, parts, labor, etc.
  - b. Separate the charge tickets and work orders by vehicle equipment number.
  - c. Track the monthly purchases and mileage data for each vehicle. All entries shall be reviewed for accuracy.

**NOTE:** If there are no purchases or work orders for a vehicle during the month, the

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updated mileage shall be entered accordingly.

- d. Document fuel and work order transactions by the last working day of the month following the reporting month. Vehicle usage information or reports shall be available as requested by the Statewide Vehicle Coordinator.
  3. If charge tickets or work orders are received after the input period for the month, they shall be accumulated and documented with the entries for the following month.
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