

## **240.6 Vehicles**

Requests for new or leased vehicles should be submitted to BAS for approval. Justification is required for each vehicle request. Upon BAS' and Fiscal's approval, a determination will be made whether to lease or purchase a vehicle. BAS will then submit the request to CMS for further review and approval.

Each bureau or division that has a vehicle also has a Vehicle Liaison who will assist BAS by:

- collecting fuel, maintenance, and repair receipts;
- completing monthly "vehicle and expense reports;"
- contacting the BAS Vehicle Coordinator to request repairs or service;
- assisting the BAS Vehicle Coordinator with WEX Card accounts;
- informing the BAS Vehicle Coordinator immediately of all accidents;
- ensuring that vehicle logs are updated regularly;
- ensuring that vehicle service is timely (e.g., oil change, tires, brakes); and
- performing other miscellaneous duties as needed.

As a reminder, please note that the CMS Vehicle Policy states that citations for moving or parking violations are solely the responsibility of the operator of the vehicle.

## **240.7 Fleet Management – Reporting Motor Vehicle Accidents, Breakdowns and Emergencies**

### **Policy Statement**

It is the policy of the Department of Healthcare and Family Services (HFS) that employees involved in motor vehicle accidents are required to file appropriate forms/reports and follow other prescribed procedures established by the Department of Central Management Services (CMS) and HFS.

### **Procedures**

- I. Insurance Coverage
  - A. HFS employees operating State-owned or leased motor vehicles in the course of their employment are provided liability insurance coverage under the State of Illinois Self Insured Motor Vehicle Plan, which is administered by the CMS Division of Risk Management. Privately-owned vehicles operated in the course of employment are provided excess coverage over the mandatory minimum amount of coverage required by law, or the amount of the policy in force for the vehicle at the time of the accident, if that amount is greater than the mandatory minimum required by law.
  - B. As a condition of coverage, employees involved in a motor vehicle accident are required to have a legible written report of the accident in the CMS Division of Risk Management no later than seven (7) calendar days following the accident. Failure to comply with this important condition in the plan may result in forfeiture of insurance coverage to the employee. This is not to be confused with the requirement to mail a copy of the Illinois Motorist Report form (SR-1) to the Illinois Department of Transportation, which is a separate requirement. In order to ensure that HFS employees fulfill the requirements for automobile liability insurance coverage to be in effect, specific procedures must be followed when an employee is involved in a motor vehicle accident of any type.

## II. Types of Reports

- A. Police-issued Illinois Motorist Report Form (SR-1)
  - 1. When an accident occurs, the police must be called to the scene and an Illinois Motorist Report form (SR-1) accident report completed by the police. The Illinois Motorist Report form (SR-1) will be made available at local police headquarters on the following business day. It is the responsibility of the employee to obtain a copy of the Illinois Motorist Report form (SR-1).
  - 2. Failure to call the police may leave the employee personally liable for damage claims. In instances where the police are not available to report to the scene of the accident, i.e., numerous storm related fender benders, etc., the employee must still make the effort to contact the police.
- B. Employee Completed Illinois Motorist Report Form (SR-1)
  - 1. When the police are not available to come to the scene of the accident, the employee must complete an Illinois Motorist Report form (SR-1). The employee must obtain an Illinois Motorist Report form (SR-1) prior to using a state, leased or personally-owned vehicle. The Illinois Motorist Report form (SR-1) can be found in the glove box of each State-issued vehicle. A supply of the Illinois Motorist Report form (SR-1) can also be ordered from the HFS Vehicle Coordinator, Bureau of Administrative Services, at fax: (217) 557-3459.

The address is:

Department of Healthcare and Family Services  
Vehicle Coordinator  
2946 Old Rochester Road  
Springfield, IL 62703  
Telephone: (217) 557-3461  
Fax: (217) 557-3459

- 2. The employee must prepare an accident narrative to accompany the Illinois Motorist Report form (SR-1). The narrative must include a description of the accident, the employee's home phone number and social security number.

## III. Submission of Reports

- . It is the responsibility of the employee to ensure that the police accident report, motorist information sheet, the Illinois Motorist Report form (SR-1) and accident narrative, be HAND DELIVERED or sent by OVERNIGHT EXPRESS to the HFS Vehicle Coordinator, Bureau of Administrative Services, within twenty-four (24) hours after the accident. If an accident occurs on the date before a state or federal holiday or weekend, the appropriate information should be hand delivered or sent by overnight express to the Bureau of Administrative Services on the next business day. The envelope must be marked "URGENT- SR-1 Enclosed." Failure to report the accident to the Bureau of Administrative Services within twenty-four (24) hours could result in the suspension of the use of a state-sponsored vehicle for three (3) months.
- A. If the driver is dead or disabled by the accident, the driver's supervisor must file the accident report.
- B. The Vehicle Coordinator will process any additional paperwork and file the appropriate forms with the CMS Division of Risk Management.
- C. The employee must mail a photocopy of the Illinois Motorist Report form (SR-1) and the accident narrative within seven (7) calendar days after the

accident to:  
Illinois Department of Transportation  
Accident Records Section  
3215 Executive Park Drive  
Springfield, IL 62766-0001

IV. Excess Coverage

- . The coverage provided by the State's Self Insured Motor Vehicle Plan on personally-owned vehicles is excess insurance only. The employee's private insurance carrier is the primary insurance. However, in order to qualify for consideration for the excess coverage, the accident report(s) MUST be filed with CMS Division of Risk Management within the seven (7) calendar day time frame. Failure to report an accident to the CMS Division of Risk Management through the HFS Vehicle Coordinator could leave the employee totally and solely financially liable for all damages incurred.
- A. Employees who use a personally-owned vehicle on State business must have an Insurance Verification Card form (IL444-4042) on file with the Travel Coordinator, Bureau of Administrative Services.

V. Vehicle Emergencies and Breakdowns

- . In the case of a vehicle breakdown or emergency during business hours (7:30 a.m. - 4:00 p.m.), the employee should contact the CMS Division of Vehicles at 217/782-2536 ext. 227. CMS Division of Vehicles will instruct the employee on the proper procedures to follow. The employee should use the most cost-effective means of transportation to continue his or her trip or return home.
- A. In the case of a vehicle breakdown or emergency after hours, the employee should call the emergency "800" number on the blue and white CMS credit card, 1-800-782-7860. CMS Division of Vehicles will instruct the employee on the proper procedures to follow. The employee should use the most cost-effective means of transportation to continue his or her trip or return home. If transportation cannot be arranged until the following day, the employee should seek local accommodations.
- B. If the employee is using his or her personal vehicle, he or she will have to make arrangements for the vehicle on his or her own, but may use the most cost-effective means of transportation to continue on the trip or return home.  
**Note:** HFS will reimburse the employee for all costs associated with the trip, with the exception of costs for towing or repairs to personal vehicles.

## **240.8 Fleet Management – HFS Motor Pool Vehicles**

### **Policy Statement**

It is the policy of the Department of Healthcare and Family Services (HFS) to provide employees access to HFS Motor Pool vehicles in the course of their State employment. Whenever practical, employees shall use E-85 and B2 (2% blends of biodiesel) fuel when operating flexible fuel vehicles and diesel powered vehicles in the State fleet.

### **Definition**

"Whenever Practical." The reasonableness of obtaining E-85 or B2 fuel given the proximity of the employee operating a flexible fuel vehicle to an E-85 or biodiesel fueling facility when the need to obtain fuel arises.

## Procedures

- I. Securing the Vehicle
  - A. The employee must email a completed, and supervisor-approved HFS Motor Pool Vehicle Request to HFS.BAS.Motorpool@illinois.gov. The vehicle will not be released without this form. The keys and trip ticket are available for pick up before 5:00 p.m. at 2946 Old Rochester Road, Springfield, the day prior to travel or after 8:00 a.m. the day of travel. Vehicles shall be picked up the day of travel. The employee may pick up the keys and trip ticket from the HFS Vehicle Coordinator at 2946 Old Rochester Road, Springfield.
  - B. An employee using a Motor Pool car must show proof that he or she has a current driver's license.
  - C. The employee should check the vehicle glove box for the insurance card, credit card, and the accident form, Illinois Motorist Report form (SR-1). If not found, the employee can obtain these forms from the HFS Vehicle Coordinator before starting the trip.
  - D. The employee should check the vehicle and make notations on the trip ticket if the vehicle is low on fuel, dirty, has body damage, or is undesirable, in any way. If the vehicle is found to be undesirable the employee may request a different vehicle, if available.
- II. Returning the Vehicle
  - A. The employee must return the vehicle at or before the time stated on the vehicle request form, refuel the vehicle for the next user, complete the trip ticket, remove trash and turn in all gas or vehicle charge receipts. The employee should call the HFS Vehicle Coordinator (if before or after normal business hours, the employee may leave a voice mail message) as soon as possible should any occurrence of inclement weather, accident, etc., prevent the return of the vehicle by the stated time of return.
  - B. The employee must refuel the vehicle. Users of vehicles designed to accept E-85 fuel are asked to use the E-85 pump when fueling at a station that offers this type of flexible fuel.
  - C. Central Management Services (CMS) provided HFS with a list of gasoline stations that do not participate in the Wright Express (WEX) tax exempt program. Participating gasoline stations in the WEX tax exempt program will not charge tax on gasoline to employees using a HFS Motor Pool vehicle. The following companies are not participants in the program:
    1. Marathon Oil Company;
    2. Citgo;
    3. Wareco Oil Company;
    4. USCO;
    5. Fast Stop;
    6. Kenyon;
    7. Knapp (Marion, Illinois);
    8. Generic (Morrison, Illinois); and
    9. FS/Unbranded (some unbranded locations do participate).

If a driver in a HFS Motor Pool vehicle uses one of the above listed stations and is charged tax from the gas station, he or she will be responsible for the tax charged on the gas receipt.

- D. The employee must be sure that the credit card, insurance card, and Illinois Motorist Report form (SR-1) are left in the glove box. The employee should then place the vehicle keys, trip ticket, and credit card purchase receipts in the envelope provided. He or she should place the envelope in the wooden, locked box marked "State Car Key Drop Off," which is located inside the front

door at 5020 B Industrial Drive, Springfield, and 401 S. Clinton, 4th Floor, Chicago.

- III. Cancellations  
Any cancellations must be reported to the HFS Vehicle Coordinator as soon as possible.
- IV. Special Approval
  - A. The HFS Director must approve all requests to keep the vehicle over a weekend, holiday, or take the vehicle out-of-state. These approvals are handled through the office of the HFS Vehicle Coordinator.
  - B. HFS employees are not permitted to take HFS Motor Pool vehicles home unless approved by the HFS Vehicle Coordinator. Approval to take a HFS Motor Pool vehicle home due to an emergency, early pick-up for official state business or late arrival from official state business shall be determined on a case-by-case basis.
- V. Reporting an Accident  
If the employee has an accident while using a HFS Motor Pool vehicle, he or she should follow the instructions in the Illinois Motorist Report form (SR-1) in the glove box.
- VI. Tickets, Fines or Violations  
If the employee or the vehicle assigned to the employee is issued a ticket, fine, or violation while using a HFS Motor Pool vehicle or an assigned vehicle, he or she is responsible for any monies due in payment of said ticket, fine or violation within the assigned time period. It is the responsibility of the employee to be informed of, and abide by the rules of the road, including regionally specific laws such as cell phone restrictions. If the employee does not pay the ticket, fine or violation within the designated time period, the employee will be responsible for any additional fees assessed by the issuing entity. If an employee is driving a HFS Motor Pool vehicle or an assigned vehicle that does not have an IPASS transponder in the vehicle, and that employee drives through the IPASS lane on the tollway, he or she will be responsible for any fines incurred.

## **240.9 Fleet Management – Possession and Consumption of Alcohol or Illegal Drugs in State Vehicles, or in Personally-owned Vehicles Being Used on State Business**

### **Policy Statement**

The use of illegal drugs and alcoholic beverages, by Department of Healthcare and Family Services (HFS) employees while operating a State-owned, State-leased, or personal vehicle at State expense poses a significant danger to the health and safety of the employee, staff members, clients/customers, and the public.

### **Procedures**

- I. Possession/Consumption  
The possession or consumption of alcoholic beverages and/or illegal drugs, while operating a State-owned, State-leased, or personal vehicle at State expense is prohibited. Any employee who possesses or consumes alcohol and/or illegal drugs, while operating a State-owned, State-leased, or personal vehicle at State expense, shall be subject to discipline, up to and including discharge.
- II. Operating Under the Influence  
Operating a State-owned, State-leased, or personal vehicle at State expense while one's operating abilities are impaired by the use of alcohol, other drugs, illegal drugs, or a combination thereof, is prohibited. Any employee who violates this prohibition shall be subject to discipline, up to and including discharge.
- III. Conviction

Any employee convicted of a violation of Section 11-501 of the Illinois Vehicle Code [625 ILCS 5/11-501], or a violation of a similar statute or ordinance of another governmental entity for operating a vehicle under the influence of alcohol or illegal drugs, or both, shall be discharged from employment if the violation occurred while operating a State-owned, State-leased, or personal vehicle at State expense.

IV. Testing

Any employee who takes a test that discloses either that the alcohol concentration in the employee's blood or breath was 0.08 or greater, or that the employee had used illegal drugs, shall be subject to discipline, up to and including suspension from employment without benefits pending a hearing or discharge from employment, if the test was administered at the direction of a law enforcement officer as a result of an arrest arising out of the employee's operation of a State-owned, State-leased, or personal vehicle at State expense.

V. Suspended License

Any employee whose driver's or operator's license is suspended pursuant to Section 11-501.1 of the Illinois Vehicle Code [625 ILCS 5/11-501.1], or pursuant to a similar statute or ordinance of another governmental entity, for refusal to submit to any tests for the purpose of determining the content of alcohol, illegal drugs, or combination thereof in the employee's blood shall be subject to discipline, up to and including suspension from employment without benefits pending a hearing or discharge from employment, if this refusal occurred in connection with the employee's arrest arising out of the operation of a State-owned, State-leased, or personal vehicle at State expense.

VI. Arrest

Any employee arrested for a violation of Section 11-501 of the Illinois Vehicle Code [625 ILCS 5/11-501], or a similar statute or ordinance of another governmental entity, may be suspended from employment without benefits pending a hearing, if HFS has a reason to believe that the alleged violation occurred during the employee's operation of a State-owned, State-leased, or personal vehicle at State expense.

- A. Subject to subsection B, a finding of not guilty or the dismissal of the charges, the employee will be restored to the same or similar position classification in the agency and work location held at the time of the suspension, plus back pay and restoration of all benefits for the period of the suspension. A similar position classification shall include:
1. The same position classification with different duties;
  2. A successor position classification; or
  3. A different position classification having related requirements and duties and the same salary or wage assignment.

- B. When the facts giving rise to the arrest warrant discipline for violation of any other rule or condition of employment, HFS shall follow its standard disciplinary procedures and impose discipline consistent with the nature of the violation of other rules or conditions of employment.

VII. Applicability of Personnel Rules and Collective Bargaining Agreement

Charges shall be applied in a manner consistent with the applicable procedures set forth in any applicable personnel rules or collective bargaining agreement.

## **240.10 Fleet Management – Use of State-Owned, State-Leased Vehicles**

### **Policy Statement**

The Department of Healthcare and Family Services (HFS) has established this directive to govern the use of State-owned, State-leased, or privately-owned vehicles at State expense.

## Definition

- "Employee" Any payroll personnel or contractual employees with the Department. This does not include volunteers or independent contractors.

## Procedures

- I. State-Owned or State-Leased Vehicles
  - A. Drivers and passengers of State-owned or State-leased vehicles shall be State employees, except in accord with the guidelines in Section II of this directive and unless the Director of HFS has granted prior written approval.
  - B. All operators of State-owned or State-leased vehicles must possess a valid driver's license appropriate for the vehicle being driven and use the vehicle for State business only. When using the State-owned or State-leased vehicle for State business the driver will be reimbursed for storage charges for the vehicles, including parking. If the driver incurs expenses due to improper parking or operation of the vehicle (not caused by mechanical failure), the driver is responsible for parking expenses, parking tickets, traffic citations and towing expenses.
  - C. The driver must exercise reasonable diligence at all times in the proper care, use, and operation of the vehicle.
- II. Authorized Use of State Vehicles

State-owned or State-leased vehicles are authorized for use in the performance of all essential travel duties related to the completion of State business. They are not authorized for personal trips unrelated to State business; to transport passengers who are not State employees (except in accord with the guidelines below), or to attempt tasks that are beyond the vehicle's capabilities. When in doubt, the decision must be based on whether the vehicle's use will serve the interests of the State. As State employees using State property, employees are responsible for using caution and discretion at all times. The following guidelines give specifics on authorized uses of State vehicles.

  - A. Travel between places where the State vehicle is dispatched and the place where the official State business is performed.
  - B. When on official travel status, use between the place of State business and the place of temporary lodging.
  - C. When on official travel status and not within reasonable walking distance, use between lodging and work location and:
    1. Places to obtain meals, located reasonably near lodging or work location.
    2. Places to obtain medical assistance, including pharmacies.
    3. Similar places required to sustain the health, welfare, or continued efficient performance of the driver.
  - D. Transport of other officers, employees, or guests of the State when they are on official State business.
  - E. Transport of consultants, contractors, or commercial firm representatives when such transport is in the direct interests of the State.
  - F. Transport of materials, supplies, parcels, luggage, or other items belonging to the State of the employee necessary for the employee's duties or comfort while on travel status or serving the interests of the State.
  - G. Transport of any person or item in an emergency situation.
  - H. Travel between the place of dispatch, or place of performance of State business, and the employee's personal residence when specifically authorized by the HFS Vehicle Coordinator.
- III. Unauthorized Use of State Vehicles

Unauthorized use of State vehicles may result in immediate disciplinary action up to

and including discharge. Discipline may also include suspension of all privileges to operate State vehicles. State employees are not covered by liability insurance while engaging in unauthorized use of State vehicles.

The following are examples of prohibited uses of State vehicles:

- A. Use for personal purposes, other than commuting in assigned vehicles or those purposes specified in Section III of this directive.
- B. Travel or tasks that are beyond the vehicle's rated capability. This rating is found in the owner's manual, located in the glove box of each vehicle.
- C. Transport of pets, families, friends, associates, or other persons not employed by the State or in the interests of the State. The Director of HFS will determine if questionable travel is in the interests of the State.
- D. Transport of hitch-hikers.
- E. Transport of cargo that has no relation to the performance of official State business, including illegal drugs and/or alcoholic beverages.
- F. Transport of acids, explosives, weapons, ammunition, or highly flammable material, except by specific authorization or in an emergency situation.
- G. Transport of items or equipment projecting from the side, front, or rear of the vehicle in a way that constitutes an obstruction to safe driving, or a hazard to pedestrians or to other vehicles.
- H. Transport, when on official State business, of other State employees not on official State business from headquarters to restaurants, cafes, pharmacies, or other places that are not in the service of State business.
- I. Travel to entertainment and recreation events, for vacation purposes, or any travel that is not in the service of State business.
- J. Extending the length of time the operator possesses the vehicle beyond what is needed to complete the official purpose of the trip.

## **240.11 Fleet Management – Liability Plan**

### **Policy Statement**

The Liability Plan (The Plan), as managed by Central Management Services' (CMS) Risk Management Division, Auto Liability Section, is the provider of liability insurance when the employee is the driver of a State-owned or State-leased vehicle for work purposes. The Plan provides insurance coverage should the employee have an automobile accident and the employee is determined to be at fault, while he or she is using the vehicle for work purposes.

### **Definitions**

- "Employee." Any payroll personnel or contractual employees with the Department. This does not include volunteers or independent contractors.

### **Procedures**

- I. Coverage
  - A. Coverage provided on an employee-owned, employee-leased or other non-State owned vehicle is supplemental insurance only. In the event there is no insurance on an employee-owned, employee-leased or non-State owned vehicle at the time of accident, the Plan will provide excess coverage above the statutory minimum amount of insurance required at the time of the accident.
  - B. The Plan may cover damages to the injured parties up to \$2 million. It will

not, however, provide any physical damage coverage for the State-owned or State-leased vehicle or the employees in the State-owned or State-leased vehicle. Personal injury suffered by employees may be compensated by the State Workers' Compensation program. Any individual in a State-owned or State-leased vehicle, who is not a State employee or contractual, will not have any medical coverage afforded to him or her by The Plan.

- II. Notice of Occurrence  
Failure to report an accident to the Risk Management Division through the HFS Vehicle Coordinator, Bureau of Administrative Services, may leave the employee solely financially liable for all damages incurred.
- III. Rental Cars  
Damage to rental cars may be covered ONLY if the driver is on travel status. Liability coverage may be provided ONLY after the rental company insurance has been exhausted.
- IV. Notice of Claim or Suit  
All correspondence or contact with or by the other party in the accident must immediately be sent or reported to the CMS Division of Risk Management through the HFS Vehicle Coordinator. Failure to act immediately could leave the employee financially liable for any costs incurred.
- V. Assistance and Cooperation  
The employee shall cooperate fully with all requests for information from HFS Vehicle Coordinator. All statements or contact with the other party or his or her representative will be solely through the HFS Vehicle Coordinator reporting to the CMS Risk Management Division.
- VI. Other Insurance  
Any coverage left to be paid, after payment by the employee's private insurance or the insurance of the rental car company, may be paid by the CMS Risk Management Division. Should the private insurance company refuse to pay, CMS Risk Management Division may provide coverage for the employee provided the accident has been reported in a timely manner and all requirements of The Plan have been met.
- VII. Subrogation  
CMS Risk Management Division will have rights to all monies recovered for damages incurred from the accident. The employee shall make no monetary gains at the expense of the State.
- VIII. Non-State Employee  
Any non-State employee, such as a contractual employee or volunteer, may be authorized in writing by the Director to drive a State vehicle if it is of benefit to the State. The authorized non-State employee must adhere to the same guidelines/procedures applicable to the State employee.
- IX. Exclusions  
There is absolutely NO COVERAGE for the employee's physical or personal property damage beyond that covered by:
  - A. Workers' Compensation
  - B. Unemployment Compensation
  - C. Disability Benefits
- X. Certification of Liability Coverage  
Every employee who is assigned a specific vehicle owned or leased by the State on an ongoing basis shall either provide certification of liability insurance coverage extending to the employee when the assigned vehicle is used for other than official State business, OR file a bond with the Secretary of State as proof of financial responsibility.
- XI. Suspension or Revocation of Coverage
  - A. Use of a State vehicle by an employee will be denied and suspension or revocation of coverage will occur if the employee has too many at fault accidents.

- B. Suspension or revocation of coverage will occur if the employee deviates from the shortest route in order to conduct any type of personal or non-State business while driving a State-owned or State-leased vehicle.
  - C. The employee is encouraged to check with his or her insurance company to verify that they have "non-owned auto liability" coverage, in the event the employee has an accident and is not covered by the Plan or in the event coverage is suspended or revoked.
  - D. An employee whose job requires travel, who has been denied or suspended from the coverage under the Plan, can use his or her personal vehicle, with adequate insurance coverage as defined in 625 ILCS 5/10-101(b). The employee will not have the benefit of the Risk Management Supplemental Insurance.
- XII. Legal Assistance  
The Plan will provide all defense expenses, suits, appeal bonds, and litigation against an eligible employee, if necessary, with the help of the Attorney General.

## Footer