



**ILLINOIS
MATHEMATICS
AND
SCIENCE ACADEMY**

**VEHICLE OPERATION
MANUAL**

November 2014

Illinois Mathematics and Science Academy

Vehicle OPERATIONS MANUAL

Any person operating an IMSA/State of Illinois vehicle will be responsible for adhering to the following procedures:

Illinois Administrative Code Section 5040-350 explains that:

- State owned vehicles shall only be used for public purposes and in the best interests of the State. When performing official; duties on behalf of the State, authorized uses include:**
- Travel between places of State business, places of temporary lodging, places to obtain meals, and/or other locations necessary to perform official duties;**
- Travel to/from places to obtain emergency medical assistance or supplies;**
 - Transport of:**
 - Other State officers or employees who are on official business;**
 - Consultants or contractors working on behalf of the State;**
 - Commercial firm representatives working with the State;**
 - Residents of State facilities or institutions**
 - Others authorized by the agency head;**
- IMSA vehicles are not allowed to be taken home or drivers may not deviate from the most direct route to and from their authorized business, without written permission from the IMSA Vehicle Coordinator, President, or his/her authorized designee.**
- Smoking is not allowed in any State of Illinois vehicles.**
- State of Illinois Law requires hands free devices to be used at all times when using a portable phone while operating a vehicle in Illinois. This means that hand held phones may not be used for GPS or map directions purposes either and no portable phone devices may be operated in construction or school zones at any time.**
- IMSA mandates that under no circumstances will a person operating an IMSA vehicle with students as passengers operate a cell or portable phone while driving.**
- All logs pertaining to trip information, mileage, purchases, and other required information, must be completed immediately prior to turning in the vehicle and clipboard at the end of your trip.**

ADMINISTRATIVE

Illinois Administrative Code Section 5040-500 explains that: All IMSA drivers must have a valid driver's license from the State of Illinois, or from another state or federal agency which is acceptable under Illinois Law, and is valid for the class of vehicle to be operated.

Operation of Mini Vans and regular sized vans only necessitates a Class "A" Illinois driver's license or comparable license from another US State on the part of the driver. Operation of a Mini-bus requires completion of a mini-bus familiarization course administered by IMSA Security Staff.

Reserving a Vehicle

IMSA vehicles should be reserved as far in advance as possible through the Attendance Office. All cancellations of van reservations should be made as soon as possible so that others may have use of the vehicle.

When reserving a vehicle accept the vehicle assigned to you. This insures that usage is appropriately distributed among our vehicles, which helps to justify the size of our vehicle fleet and to support our requests for replacement vehicles.

Beginning Monday, November 24, 2014 the process of reserving an IMSA Van/Mini-Bus is changing. The details of the changes are listed below.

Brenda Bazan (Student Life - Attendance Clerk) will now be handling ALL requests for reserving the IMSA vans/Mini Buses.

- * Please request a van at least 24 hours in advance.**
- * Time to request a van is between 8am-3:00pm**
- * All staff may check for availability of vans on IMSAGLOBAL/Van_reservations (this is a read only file)**
- * Please complete the Van Reservation Form included in IMSAGLOBAL/Van_reservation**
- This is a PDF file**
- When completing the form, please remember to:**
 - a) list all drivers that will be driving on the trip**

b) always complete the reason for travel
- once completed, physically turn the signed form in to Brenda in Student Life.
- Brenda will assign you the appropriate Van
*** On the day and time you need the requested van, please go to the reception desk.**

*** Weekend Van/mini-bus reservations must be completed by Friday at 3pm. Plan accordingly.**

The process of picking up the clipboard and keys will still remain with Rose and the front reception desk.

Van keys and clip boards will be signed out from the Reception Desk. During hours when the receptionist and night/weekend door monitors are not on duty the Security Officer on duty will issue van keys and clipboards. When signing out a van after hours call 5042 prior to leaving your office so the Security Officer can meet you at the receptionist and minimize your wait. When reserving vans for long trips, request your van at least one week prior to the trip so maintenance can check over the van prior to your departure.

All vans must be returned to the East parking lot when returned to campus and all keys and clipboards must be returned to the receptionist area. After hours the Security Officer on duty can be reached dialing 5042 or using one of the emergency phones on the outside of the main building.

Fill out the usage log/clipboard completely and accurately each time you use and return the vehicle. All gas receipts should be returned with the log/clipboard.

Do not switch usage logs or credit cards between vehicles.

The issuing and operation of IMSA vehicles will be restricted to IMSA employees and those authorized by the President, Principal, Director of Student Leadership Development, or the Chief of Security for usage in conjunction with the support of an IMSA sanctioned program, in direct support of the mission of the Illinois Mathematics and Science Academy, and for official business.

Non-IMSA employees may be designated as VOLUNTEERS, by the the President, his/her designee, or the Chief of Security.. When this is performed the following documents must be completed prior to operating the vehicle:

- Volunteer Vehicle Operator Conditions Letter**
- Volunteer Vehicle Operator Waiver Form**
- Proof of valid driver's license and insurance**

Passengers in IMSA vehicles other than IMSA students and employees are not covered by the IMSA/State of Illinois auto insurance coverage program, and therefore are not allowed to ride in IMSA vehicles.

VEHICLE OPERATION

- 1. Vehicle operators are responsible for the actions of all passengers in the vehicle during the time they have the vehicle signed out.**
- 2. Vehicle operators are responsible for the wellbeing of all passengers in the vehicle while they have the vehicle signed out.**
- 3. Vehicle operators are responsible for insuring that the maximum numbers of passengers prescribed for that vehicle is not exceeded.**
- 4. State-Owned 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 or IMSA Students; or to attempt tasks which 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 rather than the driver, and whether it will be defensible in the event of public criticism, questions from a higher government authority or an auditor's report. State vehicles are clearly marked as such and drivers are identified as a representative of state government. As a state employee using state property, you have a responsibility to use caution and discretion at all times.**

Unauthorized use of state vehicles will result in immediate disciplinary action by the operator's agency. Discipline may include suspension of all privileges to operate state vehicles and, in some cases, dismissal. State drivers are not covered by liability insurance when engaging in unauthorized use of state vehicles. The following uses of state vehicles are prohibited:

- A. Use for personal purposes, other than commuting, which has been authorized.**
 - B. Travel or tasks that are beyond the vehicle's rated capability.**
 - C. Transport of families, friends, associates, or other persons not employed by the state or in the interests of the state. The agency director will determine if questionable travel is in the interest of the state.**
 - D. Transport of Hitch-Hikers.**
 - E. Transport of cargo which has no relation to the performance of official state business.**
 - F. Transport of acids, explosives, weapons, ammunition or highly flammable materials except by specific authorization or in an emergency situation.**
 - G. Transport of items or equipment projecting from the side, front or rear of vehicles in a way that constitutes an obstruction to safe driving, a hazard to pedestrians, or to other vehicles.**
 - H. Travel to sporting events (including hunting, fishing trips), that are not in the service of state business.**
 - I. Extending the length of time the operator possesses the vehicle beyond what is needed to complete the official purpose of the trip.**
- 5. IMSA vehicles will never be operated by any person who has recently consumed any amount of an alcoholic beverage, taken any prescription drug which carries a warning for the consumer to not operate a vehicle, or any other type of intoxicant or substance which might impair the drivers ability to safely operate a motor vehicle.**

- 6. Only members of the IMSA maintenance staff are authorized to remove or replace seats in an IMSA vehicle. Vehicle operators should request the removal of seats when reserving the van. Such requests should be made two (2) days in advance of the van usage.**
- 7. It is the responsibility of the person operating the vehicle to insure that any mechanical problems with the vehicle or other problems requiring maintenance on the vehicle to be reported immediately upon returning the vehicle. This must be done by completing a vehicle maintenance work order at the receptionist area when the keys and clipboard are returned. If the vehicle is returned after hours the Duty Security Officer will provide the vehicle maintenance work order.**
- 8. It is the responsibility of the vehicle operator to strictly adhere to all local and state traffic laws and other regulations or criminal laws. Any traffic citations or parking tickets are the responsibility of the operator.**
- 9. Seat belts must be worn at all times by drivers and passengers of IMSA/State vehicles.**
- 10. The State of Illinois is self insured. Claims made against the State and State drivers are covered by the State of Illinois, Central Management Services, Risk Management-Auto Liability Coordinator. This program covers all State of Illinois Vehicles and is designed to cover only State of Illinois Employees. State Statutes allow coverage for volunteers separately. No other persons are voluntarily covered under the State of Illinois Self Insured program, should they be involved in an accident while driving a State Vehicle or as a passenger.**

Examples:

- A parent volunteer is driving an IMSA van and is involved in an accident.**

In this case the parent would be covered as a volunteer if all required paperwork is completed and turned in prior to the trip.

- **An IMSA Staff member is using an IMSA van for a legitimate business trip and bring their spouse or colleague from another school along.**

The spouse or colleague would not be covered under the State of Illinois Insurance Program.

- **An IMSA coach is taking his team to a competition and the coach and students from another school wish to ride along to the same location.**

The coach and students from the other school would not be covered under the State of Illinois Insurance Program.

- **IMSA is hosting a program and numerous people are arriving at the airport/train station and need rides to campus. An IMSA employee takes a van and picks them up and drives them to campus.**

The non-IMSA persons would not be covered under the State of Illinois Insurance Program.

VEHICLE MAINTENANCE

- 1. Every driver should visually inspect the vehicle before starting on a trip. This quick inspection should include checking tire pressure and window visibility, and it should screen out potential problems before the driver starts the vehicle. All damage and mechanical problems will be documented by the driver. If the problems will interfere with the safe operation of the vehicle the vehicle will not be used until the problem is fixed.**
- 2. It is the responsibility of the person signing out the vehicle to insure that oil, coolant, and other critical fluids are at appropriate levels prior to operation of the vehicle.**

3. It will be the responsibility of the person signing out the vehicle to insure that the vehicle is free of trash and other materials, has at least $\frac{1}{4}$ tank of gas, and is secured when returned to IMSA. IMSA maintains fuel service contracts through a fleet gas card service which allows you to fuel the vehicles at most stations.
4. Smoking is not allowed in any IMSA Vehicles.

EMERGENCIES

1. If the operator of an IMSA vehicle should be involved in a traffic accident while driving an IMSA vehicle the following actions must be taken:
 - a. The Police agency with jurisdiction over the location of the accident must be contacted and a State of Illinois vehicle crash report must be completed. The State of Illinois Central Management Services requires a vehicle crash report for EVERY accident involving a State owned vehicle.
 - b. If any passengers (especially students) are injured and require medical treatment an adult MUST accompany that student to the hospital. The driver of the vehicle will be responsible for accounting for the location and disposition of all passengers at all times.
 - c. If the vehicle is damaged to the point that it must be towed away, the driver will insure that the identification of the towing agency and the location it will be towed to is identified.
 - d. Immediately upon returning to IMSA the operator of the vehicle will report the accident to the Duty IMSA Security officer and the immediate supervisor of the person driving the IMSA vehicle.

- 2. In the event of a vehicle break down or other incident which interrupts the operation of the vehicle or strands the vehicle and its occupants, the operator will contact IMSA immediately for assistance (630-907-5042). The operator will be given instructions or assistance by the Duty Security Officer.**

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