



# **Office of Executive Inspector General for the Agencies of the Illinois Governor**

## **VEHICLE USE POLICY**

**May 2015**

## **Authorized Use**

Vehicles of the Office of Executive Inspector General for the Agencies of the Illinois Governor (OEIG) are for use only by authorized OEIG employees for only official state business.

Authorized use includes, but is not limited to:

- travel from an OEIG office to another state building to conduct OEIG business;
- travel from one OEIG office to another OEIG office;
- travel from an OEIG office to conduct investigative surveillance;
- transport of equipment or records to perform official duties;
- travel to attend authorized training;
- reasonable travel for meals while traveling for State business; or
- reasonable travel for off-duty entertainment when overnight travel is required for State business.

Unauthorized use includes, but is not limited to:

- travel for personal shopping, meals, or entertainment, except as authorized above;
- transport of items, equipment, or persons unrelated to OEIG business;
- operation of a vehicle after consuming alcohol or other intoxicating substance; or
- any use in violation of applicable law, rule, regulation or policy.

## **Individually Assigned Vehicles**

It is the policy of the OEIG that no vehicle will be individually assigned to an employee.

## **Commuting**

Subject to the provision for overnight use described below, it is generally the policy of the OEIG that no employee will be permitted to use an OEIG vehicle for commuting between the employee's home and work location.

## **Overnight Use**

An employee will be authorized to take a vehicle home overnight only when it is in the best interests of the OEIG, for example, when the employee must travel for official business and it is in the interests of the OEIG for the employee to do so from his or her home rather than from an OEIG office location. Vehicles approved for "take home" use may not otherwise be used for personal use.

OEIG employees who wish to use a vehicle overnight must, whenever practicable, seek advance approval from their supervisor via email. When advance notice is not practicable (such as when unexpected investigative activities occur outside of normal business hours), employees must notify their supervisor and the Vehicle Coordinator as soon as possible and provide an

explanation of the business need for the vehicle's overnight use. It is not necessary to provide a copy of any approval email to the Vehicle Coordinator.

## **Driver Requirements**

All supervisory personnel and Vehicle Coordinators are responsible for taking reasonable action to verify that drivers of state vehicles do the following:

- maintain a valid driver's license or permit appropriate to the vehicle being used;
- obey all traffic laws, including posted speed limits and seat belt requirements;
- exercise reasonable diligence at all times in the proper care, use and operation of vehicles;
- assume responsibility for all moving or parking violations for vehicles they use;
- notify their supervisor if they are stopped by any law enforcement personnel, regardless of the reason; and
- notify their supervisor if their license or permit becomes invalid, suspended, revoked or lost.

Because the vehicle is property of the State of Illinois, an OEIG employee has no expectation of privacy with respect to the vehicle or its contents. Any state-owned vehicle is subject to search without consent or notice at any time by appropriate personnel of the State of Illinois or law enforcement authority.

Misuse of state a vehicle for personal use can subject the employee to mileage charges at the rate mileage is reimbursed to state employees for use of a personal vehicle and may subject the employee to discipline up to and including discharge. The OEIG may authorize an employee to use a state vehicle for limited personal use due to unexpected or unforeseen circumstances (for example, picking up an employee's child from day care where OEIG-related work prevented the employee from picking up the child at the normal time).

Any employee using a vehicle in a manner contrary to this policy may be personally responsible for and assume the risk of:

- personal injury to the employee and to third parties; and
- damage to the property of the employee, the state and third parties.

## **Vehicle Coordinators**

The Executive Inspector General designates one or more Vehicle Coordinators. All questions regarding state-vehicle policy should be directed to the Vehicle Coordinator(s). The Vehicle Coordinator is the primary contact in all matters relating to vehicles, including but not limited to, acquisition, operation, maintenance, and administration of vehicles.

The Vehicle Coordinator has primary responsibility for managing OEIG vehicle usage consistent with applicable laws and rules. The Vehicle Coordinator oversees vehicle logs, monitors and manages vehicle utilization, oversees vehicle maintenance and repair, tracks

vehicle assignments and use, maintains vehicle inventory records, and submits reports to CMS as required.

Vehicle Assistants may be designated to help ensure that vehicle logs are properly maintained, to answer employees' questions concerning vehicle use, and to coordinate the maintenance of vehicles. During absences of the Vehicle Coordinator, a Vehicle Assistant will be designated by the Vehicle Coordinator or appropriate management staff to act in the Vehicle Coordinator's absence.

## **Vehicle Records and Equipment**

Each OEIG vehicle is assigned a vehicle binder, the contents of which are to include:

- a zippered pouch, which contains a black fuel card (WEX Card), a blue CMS credit card, and a parking pass;
- proof of insurance;
- E-85 information (ethanol gas);
- a Vehicle Use/Gas Receipt Form;
- a Vehicle Location Log (Springfield);
- Vehicle Procedures; and
- an ear piece for hands free cellular use.

## **Assignment of Vehicles**

All vehicles must be used by OEIG employees in the sequence in which vehicles are listed on the Vehicle Rotation Log Sheet found in the vehicle assignment binders located in the Chicago and Springfield offices. Therefore, when checking out a vehicle, employees must use the next vehicle listed on the Vehicle Rotation Log Sheet unless an exception is approved by the Vehicle Coordinator based on operational need (such as surveillance, distance to be traveled, or the number of passengers being transported). Exceptions must be approved in advance unless not practicable. When advance approval is not practicable (e.g., if the vehicle is signed out after normal business hours), notification of an exception must be provided to the Vehicle Coordinator via email.

The Vehicle Rotation Log Sheet will only be used to document vehicle usage. Employees are not required to (nor should they) document time spent conducting official business away from the office on the Vehicle Rotation Log Sheet.

## **Fuel, Oil and Other Purchases**

Each vehicle is assigned a WEX Fuel card (black card). The WEX card may be used for fueling, car washes, minor maintenance, and related purchases. When purchasing fuel, the card user will be prompted to enter current mileage and a 4-digit pass code. The four-digit pass code is the last four digits of the employee's telephone number. Use E-85 gas if the vehicle being driven allows for E-85 fuel, otherwise use the least expensive unleaded gas that contains ethanol (normally regular unleaded).

The monetary limits per card are \$300.00 per day and \$150.00 per transaction.

Each vehicle is also assigned a CMS credit card (blue card) for fueling at CMS garages.

## **Return of Vehicles**

When returning a vehicle after use, drivers must:

- fill the gas tank if it is less than ½ full;
- accurately and legibly complete a Vehicle Use/Gas Receipt (VU/GR) Form;
- initial, date, and attach receipts for all vehicle-related purchases (fuel, and non-fuel) on the back of the VU/GR Form;
- provide the original VU/GR Form and receipts to the Vehicle Coordinator promptly after each vehicle use;
- ensure that all accessories, such as the parking pass, headphones, and WEX and CMS cards are secured in the zippered pouch inside the vehicle binder;
- immediately report via email, 1) all vehicle damage, 2) repair needs, and 3) missing or found items associated with vehicle use to the Vehicle Coordinators and the appropriate Vehicle Assistant. This information should also be recorded on the VU/GR Form in the comments section; and
- Springfield employees must note the returned vehicle's parking location on the Vehicle Location Log Sheet in the vehicle binder.

## **Accident Reporting**

Employees are expected to follow the following procedures when reporting any accident involving an OEIG vehicle, or any vehicle rented or leased while on official state business:

1. Notify police immediately and obtain an accident report.
2. Notify the Vehicle Coordinator and the employee's supervisor and the Chief of Staff
3. Remain silent on the issue of who is at fault.
4. You are discouraged from assisting with injured persons beyond calling for professional medical assistance or following the instructions of a medical professional, unless you would be exempt from liability for rendering such assistance under the Illinois Good Samaritan Act, 745 ILCS 49. The Good Samaritan Act exempts from liability persons, among others, who are certified in first aid or CPR, or who are medical professionals. Any liability arising out of the rendering of such assistance would be borne by the employee, not the OEIG.
5. Telephone CMS Department of Vehicles to report the details of the accident (when vehicle is leased and/or rented from DOV). During regular business hours call 217/782-2536 ext. 201. After business hours call: 217/782-7860.
6. Immediately fill out Illinois Form SR-1 "Motorist Report of Illinois Vehicles Accident." The SR-1 form is provided:
  - in the glove compartment of each vehicle; or
  - by a state trooper or local law enforcement officer investigating the accident.

Contact the Vehicle Coordinator and/or CMS Risk Management at 217/782-0202 for additional information.

All documentation, including completed SR-1, should be provided to the Vehicle Coordinator.

**Additional Notes Regarding Accidents:**

1. Do not enter into a settlement or sign a release in connection with an accident with a OEIG vehicle unless you have received authorization from Risk Management.
2. If an employee's privately-owned vehicle is involved in an accident while being used for state business, complete Form SR-1 using the operator's personal insurance information and note that the vehicle is privately owned. The operator should also contact his/her personal auto insurance company and CMS Risk Management.
3. If a rental vehicle is involved in an accident, complete Form SR-1, and advise the rental company's insurance carrier. The operator should report the accident to the rental company's insurance carrier, CMS Department of Vehicle and Risk Management.

**Vehicle Storage/Parking**

Vehicles must be stored/parked in designated parking locations. Employees must maintain control over vehicle keys and credit cards in a manner that prevents unauthorized access.