



Illinois Department of Financial and Professional Regulation

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VEHICLE USE POLICY & PROCEDURES MANUAL

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Secretary Signature: _____

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GOVERNOR'S POLICY REGARDING INDIVIDUAL ASSIGNMENT OF STATE VEHICLES

(April 12, 2010)

(Updated February 2015)

1. **Approval of Vehicle Assignment** – Individual assignment of a State vehicle to a State employee may be approved by an Agency head if it meets the requirements outlined in 44 Ill. Adm. Code 5040.340 (Assignment to Individuals), attached hereto. Pursuant to 44 Ill. Adm. Code 4050.340, agencies are required to provide complete and accurate annual reports to the Department of Central Management Services regarding individually assigned vehicles and are required to provide timely updates and justifications, no later than 30 days after an occurrence, regarding any changes in the individual assignment of vehicles, including any new, terminated, or transferred assignments.

2. **Relevant Considerations** – In addition to 44 Ill. Adm. Code 5040.340, the following considerations shall apply when determining whether an employee may be assigned a State vehicle:
 - a. Vehicles may not be assigned as a form of compensation, as a benefit, or based solely on an employee's title. Vehicles may be assigned based on justification of use and only if the assignments are in the State's best interest, as set forth below.

 - b. The determination of whether the assignment of a State vehicle to a State employee is in the best interests of the State shall be based on an analysis of relevant factors, including, but not limited to: (i) fuel costs, (ii) miles driven per year for State business and commuting purposes, and (iii) the need of the employee to respond to emergencies and/or to utilize specialized equipment or vehicle types in connection with his or her State job duties.

 - c. As a general matter, unless it is in the best interests of the State, commuting miles should not exceed 30% of miles driven. Commuting miles over 30% of total annual miles should be carefully evaluated by Agency heads. Agency heads must ensure that the vehicle assignment is the best option for the State as a matter of transportation efficiency and economy. Agencies should be prepared to provide justification for assignments where the 30% guideline is exceeded.

 - d. Certain vehicle uses, including, but not limited to, those listed below, may qualify an employee for an individually assigned vehicle, subject to Agency head approval and when other criteria noted above apply:
 - i. Construction/Road Clearing
 - ii. Emergency Services
 - iii. Inspection/Regulatory
 - iv. Law Enforcement
 - v. Maintenance/Repair
 - vi. Technical Support
 - vii. Traffic Safety
 - viii. Training
 - ix. Field/ Territory Responsibilities (e.g., outreach personnel who do significant travel, a meat/poultry inspector from IL Dept. of Agriculture)

- x. Management Program (i.e., individuals who supervise employees that work in the field or a territory and are required to regularly travel to perform such supervision)

3. Applicability of Authorized Uses – Driver employees who are individually assigned a State vehicle remain subject to and limited by the authorized uses outlined in 44 Ill. Adm. Code 5040.350 (Authorized Use), attached hereto.

4. Compliance with Tax Rules and Laws – Agency fiscal officers (usually an Agency’s Chief Financial Officer), along with the driver employees who have been individually assigned a vehicle, are responsible for ensuring that employees approved for individually assigned vehicles are in compliance with all applicable rules and laws relating to taxable fringe benefits. In general, any personal use by employees of individually assigned vehicles, including commuting use authorized under 44 Ill. Adm. Code 5040.350, is a taxable fringe benefit. The definitions and specific Federal income tax regulations (“Treasury regulations”) are in § 1.274-6T (a) (3). Treasury regulation § 1.274-6T (a) (3) applies to individually assigned vehicles, and prohibits all personal use of those vehicles other than commuting and de minimis personal use. The Department of Revenue, Legal Services Division, is available at 217-782-7055 to assist with any questions relating to taxes.

5. Commuting as Taxable Fringe Benefit Under Federal Tax Law – Specifically, as to commutes with individually assigned State vehicles, per Federal Treasury regulation § 1.61-21(f) (3) and, to the extent not already implemented by an Agency, retroactive to January 1, 2010, an Agency will include in the assigned driver’s gross income as a taxable fringe benefit \$1.50 per commute for each work day (\$3.00 for a round-trip) the vehicle is used, regardless of work location or headquarters. Commutes will be included on a monthly Vehicle Log** submitted by each assigned driver to each Agency’s designated recipient and collector of the Logs. The applicable commuting taxable fringe benefit, required by Federal tax law, will be included by the Agency in each affected employee’s gross income at least annually, but as frequently as each pay period, and will be included as part of each employee’s yearly W-2. Employees’ failure to report their commuting properly can result in additional amounts included in their income. This taxable fringe benefit and the \$1.50 per commute gross income do not apply to qualified non-personal use vehicles as defined in Treasury regulation § 1.274-5T(k).

***Please refer to the Monthly Automotive Cost Report. A sample can be found in Appendix B.*

6. Compliance with Insurance Requirements – Agencies and driver employees are responsible for ensuring compliance with the insurance requirements for individually assigned vehicles per 625 ILCS 5/7-601(c) of the Illinois Vehicle Code, annual certification is required between July 1 and July 31 of each year or within 30 days of a new vehicle assignment.

Section 5040.340 Assignment to Individuals

<http://www.ilga.gov/commission/jcar/admincode/044/044050400C03400R.html>

Vehicles may be assigned to specific individuals if authorized in writing by the head of the Agency to which the vehicle is assigned. Agencies will be required to report to CMS annually and when changes occur, including the name of each employee assigned a vehicle, the equipment number and license plate number of the assigned vehicle, employee's headquarters and residence, and any additional information requested by CMS. Authorization is to be granted only if one or more of the following conditions are met:

- a) The vehicle is specially equipped to perform law enforcement services and the law enforcement employee is on call 24 hours a day.
- b) The employee's work assignment requires traveling to numerous locations over a considerable territory with infrequent stops at the employee's headquarters as defined in the regulations concerning State employee travel.
- c) When the employee is a State official confirmed by the State Senate or acting in the capacity of such a State official; however, in the case of such State officials who are employed by agencies under the Governor, including heads of agencies, the employee must provide written justification to CMS as to why the exclusive assignment of a State vehicle to that employee is in the best interests of the State.
- d) The employee is regularly subject to special or emergency calls from his or her residence during non-duty hours.
- e) Vehicles usage will be in accordance with the provisions of Section 5040.350.

(Source: Amended at 38 Ill. Reg. 16839, effective July 25, 2014)

44 IAC 5040.350 Authorized Use

<http://www.ilga.gov/commission/jcar/admincode/044/044050400C03500R.html>

- a) 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:
 - 1) Travel between places of State business, places of temporary lodging, places to obtain meals, and/or other locations necessary to perform official duties.
 - 2) Travel to/from places to obtain emergency medical assistance or supplies.
 - 3) Transport of:
 - A) Other State officers or employees who are on official State business.
 - B) Consultants or contractors working on behalf of the State.
 - C) Commercial firm representatives working with the State.
 - D) Wards of the State.
 - E) Residents of State facilities or institutions.
 - F) Others as authorized in writing by an Agency head.
 - 4) Transport of materials, equipment, supplies, tools, parcels, luggage, or other items necessary or required to perform official duties.

- 5) Operation of a State vehicle by a State contractor when required to meet the needs of a State contract and when authorized in writing by an Agency head.
 - 6) Operation of a State vehicle when on a travel-related assignment (including, but not limited to, pick-up and return of a vehicle and necessary commuting).
 - 7) Commuting in an assigned vehicle when one of the conditions set forth in Section 5040.340 of this Part is met and the employee has complied with:
 - A) The certification requirements of Section 7-601 of the Illinois Vehicle Code [625 ILCS 5/7-601].
 - B) All applicable reporting requirements of the Office of the Comptroller.
 - 8) Operation of a specially equipped vehicle where a State official or employee is required to have constant access to the equipment in the vehicle (for purposes of this Section, "specially equipped vehicle" means a vehicle equipped with communications equipment regularly used to transmit over a network of the Emergency Management Agency).
 - 9) Any other use when for public purposes and in the best interests of the State, and authorized in writing by an Agency head.
- b) Unauthorized use of a State-owned vehicle includes, but is not limited to:
- 1) Transportation for shopping, meals, entertainment, recreation or vacation purposes unrelated to the performance of official State business.
 - 2) Transport of any person for any purpose unrelated to official State business.
 - 3) Operation of a vehicle beyond the vehicle's rated capability.
 - 4) Transport of materials, equipment, supplies, tools, parcels, luggage, or other items unrelated to the performance of official State business.
 - 5) Transport of hazardous or dangerous materials such as acids, explosives, weapons, ammunition, or highly flammable materials unless authorized in writing by an Agency head or in an emergency.
 - 6) Transport of items or equipment that may constitute an obstruction of safe driving or hazard to pedestrians or other vehicles.
 - 7) Any use in violation of applicable statute, rule, or executive order.
- c) Any employee or official using a State vehicle in a manner contrary to this Section shall be personally responsible for and assume the risk of:
- 1) Personal injury to the employee/official and to third parties.
 - 2) Damage to the property of the employee/official, the State, and third parties.

- d) Agencies are responsible for establishing written policies and procedures to ensure all vehicle use is in accordance with this Section. In the event of a violation of this Section, the user's Agency head:
 - 1) is responsible for instituting corrective action, which may include discipline up to and including discharge.
 - 2) Shall require and verify the user has paid the State for each mile or fractional mile of unauthorized use. Payment to the State shall be equal to the amount reimbursed to State employees for the use of personal vehicles (see 80 Ill. Adm. Code 3000.300(f) (2)).
- e) Agencies may establish policies consistent with or more restrictive than the rules set forth in this Section.

(Source: Amended at 25 Ill. Reg. 6221, effective April 17, 2001)

CHAPTER 1

INDIVIDUALLY ASSIGNED VEHICLES

All Individually Assigned Vehicle assignments will be made on the basis of whether they are the most economical mode of transportation for employees. Furthermore, vehicles will be individually assigned to the greatest extent possible without comprising Agency operations. Any employee who refuses to accept or use an individually assigned vehicle may be subject to disciplinary action.

Individually assigned vehicles will be determined by the Vehicle Coordinator and the Director of Administrative Services (with the consent of the Secretary or Designee). Considerations for issue and assignment of vehicles to employees include, but are not limited to, the following factors:

- 1) Size of territory to be covered.
- 2) Average monthly business miles driven.
- 3) Average monthly travel expenditures of those individuals who are currently without vehicle assignment.
- 4) Nature of work performed in the territory in which the vehicle is to be used. The Vehicle Coordinator will consider such factors as the need for the employee to be headquartered from his/her place of physical residence or "home," "home" being the place of headquarters due to job title or job description, and or the need to cover dangerous territory (nature of investigative case), and the need to transport confiscated materials, and other factors.

After the Secretary has rendered his/her decision regarding the assignment of an individually assigned vehicle, notice shall be forwarded by the Director of Administrative Services to the Vehicle Coordinator for appropriate action.

The presence of any one of the above listed factors does not automatically warrant or disqualify employees from the assignment of a vehicle. When making vehicle assignments, the Vehicle Coordinator or his/her designee will consider all relevant circumstances and competing demands for the limited number of Agency owned vehicles.

Each State employee that has an individually assigned vehicle must complete a Monthly Trip Log, as stated in Chapter 9. The driver must record every trip he or she makes in the State vehicle. This document is used to calculate the amount of commuting trips and commuting miles the driver makes a month. At the end of each month, the driver must make sure that the beginning odometer mileage and the ending odometer mileage match the mileage recorded on his/her Monthly Automotive Cost Report and then submit the Monthly Trip Logs to the Vehicle Coordinator. The Vehicle Coordinator should check the log for accuracy and completeness and maintain an active record of the logs.

CHAPTER 2

RESPONSIBILITIES

The following information is in regard to the responsibilities of a State employee driver operating a State owned and/or State leased vehicle.

Citations

- 1) The driver of a State owned or State leased vehicle is responsible for payment of all tickets or citations for moving or parking violations. Any tickets received due to mechanical defects when driving a State vehicle are the responsibility of the Agency. Citations issued to the employee for mechanical defects should be forwarded to the Vehicle Coordinator with a written explanation stating why the citation was issued. The Vehicle Coordinator will review the information and take the necessary action.
- 2) The driver of a State-owned or State-leased vehicle must provide copies of any citations - received while operating a State vehicle - to the Vehicle Coordinator and his/her supervisor within five working days of receipt of such violation. Failure to provide copies/notice may lead to disciplinary action.

Vehicle Income Reporting

- 1) In accordance with the Internal Revenue Service's Commuting Rule: Publication 15-B, the value of the commuting use of a provided vehicle is \$1.50 per one-way commute (that is, from home to headquarters or from headquarters to home) for *each* employee who commutes in the vehicle. The definition of headquarters for most Agency employees is the Chicago or Springfield Office. IDFPF employees who are headquartered at their residence are exempt from the Commuting Rule.
- 2) The IDFPF's State vehicles may not be used for personal purposes, other than commuting or de minimis personal use concurrent with official use (such as a stop for a personal errand on the way between an investigation and the employee's home). As such, State vehicles assigned to employees for any reason, including bona fide non-compensatory operational reasons, resulting in the aforementioned commuting are, by federal rule and regulation, considered as a taxable fringe benefit to be included in the employee's taxable income. This added non-cash income is subject to withholding for State and Federal tax and where applicable, retirement and social security. IDFPF does not withhold Federal and State taxes on this income.

Monthly Automotive Cost Reports must be completed and submitted to their designated Vehicle Coordinator before the final business day of each month. Each employee must report his/her use of a State vehicle as stated above. The use will not need to be claimed for any day that the individual is on vacation, personal leave, sick leave or use to/from a business site.

Additional Driver Responsibilities include, but are not limited to, the following:

- 1) Notifying the Vehicle Coordinator of any maintenance issues.

- 2) Changing the vehicle's oil every six months or 5,000 miles - whichever comes first - as stated in Chapter 5.
- 3) Complying with insurance requirements as stated in Chapter 6 and APPENDIX C.
- 4) Filling out the necessary accident reports and memorandums for vehicle accidents as stated in Chapter 7.
- 5) Safe, appropriate, and professional conduct while operating the State vehicle. If it is determined at any time that the driver of a State vehicle is operating the state vehicle in an unsafe, inappropriate or unprofessional manner, the driver may be disciplined up to, and including, discharge.
- 6) All drivers of any State vehicle are responsible for complying with Central Management Services State Vehicle Rules, 44 IAC 5040.100-5040.700.
- 7) All individuals traveling on behalf of IDFPR shall adhere to the rules in the *Travel Guide for State of Illinois Employees* prepared by the Governor's Travel Control Board.

All personnel must comply with all existing procedures set forth in this policy and by the Vehicle Coordinator.

CHAPTER 3

PURCHASES

The following is a guideline and does not require unreasonable deviation from a planned route of travel.

Purchases of fuel, oil, and related items for the operation of State owned vehicles should be made from CMS fueling locations and garages. In determining the most economical source, drivers of State vehicles shall consider all factors including, but not limited to:

- 1) If there is a State owned garage or State owned service station within a ten-mile radius, the driver should make purchases at that source. However, this should be considered a guideline and does not require unreasonable deviation from a planned route of travel.
- 2) If a State owned garage or State owned service station is not conveniently located, a more conveniently located, privately operated station with a self service pump that dispenses ethanol enhanced fuel shall be the appropriate source of purchase except when:
 - a) The vehicle may require service such as oil, air, or water check, which must be performed by a station attendant.
 - b) The driver of the vehicle is physically unable to operate a self service pump. In which case, the driver is permitted to have the vehicle fueled with ethanol enhanced gasoline by the service station attendant.
 - c) The privately operated station does not accept the official State Vehicle Credit Cards.
- 3) Drivers must comply with overtime request requirements. Vehicles should be fueled and/or serviced during regular Agency work hours (weekdays 8:00 a.m. to 5:00 p.m.). A loaner State vehicle may be temporarily assigned by the vehicle coordinator should service to an Individually Assigned State Vehicle require time outside of regular Agency work hours or for a multi-day extended period.
- 4) A receipt must be secured for all purchases and must state the date and the mileage at the time of purchase.

Employees are encouraged to use E85 and gasohol when available and as applicable to each vehicle's needs. All CMS fueling sites dispense ethanol-blended gasoline. When fueling, use a self-service island unless you are physically unable to operate a self-service pump.

If you need assistance obtaining a vendor to perform emergency repairs or other vehicle assistance after business hours, call the number on the back of the State credit card or 1-800-782-7860.

CHAPTER 4

CREDIT CARD USE

Each IAV will come with two Vehicle Credit Cards: CMS Blue Card and WEX Fleet Card. The CMS Blue Card will only be used and accepted at CMS and State owned garages and fuel stations. The WEX Fleet Card can be used at most major garages and fuel stations.

All incurred costs under \$50.00 for the operation of a State owned vehicle (for example: gasoline, oil, and minor repair) shall be charged to the Vehicle Credit Cards assigned to that vehicle, except when an emergency situation requires payment by a means other than the official credit card. Reimbursement for all emergency gasoline, repair or other charges shall be promptly requested by the employee using a C-13 voucher.

- 1) The official Vehicle Credit Cards shall be assigned to each State owned vehicle and shall be used only for purchases related to that specific vehicle.
- 2) The Vehicle Credit Cards will have a personalized 6-digit pin number assigned to each driver. The driver must notify the Vehicle Coordinator immediately if he/she is having issues with the pin number.
- 3) In the event a Vehicle Credit Card is lost, damaged, or stolen, the individual to whom the vehicle was assigned will notify the Vehicle Coordinator immediately. The Vehicle Coordinator will request CMS to issue a replacement card. This will ensure prompt cancellation of the lost, damaged, or stolen credit card and prevent fraud or improper use.
- 4) The driver must contact the Vehicle Coordinator for approval and a repair authorization number issued from CMS Division of Vehicles for the following:
 - a) If a situation requires payment of costs associated with the operation of a vehicle by a means other than an official Vehicle Credit Card
 - b) If a Vehicle Credit Card is lost, damaged, or stolen
 - c) If a replacement Vehicle Credit Card has been requested but has not been issued to the driver prior to purchasing
- 5) Except in those instances where prior authorization has been obtained from the Vehicle Coordinator, Vehicle Credit Cards may not be used for purchases that are made outside a CMS facility when such purchases are in excess of the Vehicle Credit Card limits published annually by CMS. Any charge over \$50 must be processed on a C 13 voucher instead of being purchased with the credit card. All items purchased with the credit card must be listed individually. *Example: OIL \$10.00; OIL FILTER \$5.95; LUBE \$3.00; LABOR \$5.00*
- 6) String Purchases -- NOT permitted. String purchases, in this case, are defined as splitting repair costs exceeding \$50.00 into two or more credit card charges dated the same day by the same vendor in order to avoid the approval process for repairs in excess of \$50.00.

Example: A single repair totals \$78.55. One credit charge reads \$49.00 and the other reads \$29.55 for a grand total charge of \$78.55

The use of such a purchasing technique may result in disciplinary action.

- 7) Personal Purchases will NOT be accepted on the Vehicle Credit Cards. If any personal purchases have been processed on the Vehicle Credit Cards, the driver will be responsible for payment of these transactions. The driver is responsible for keeping his/her personal purchases separated.

CHAPTER 5

VEHICLE MAINTENANCE AND REPAIRS

All maintenance and repairs of State vehicles shall be performed at CMS garages when possible. The CMS garages operate during the hours of 7:30 a.m. – 4:00 p.m. Monday through Friday. Except, upon notification of the Vehicle Coordinator, CMS may authorize repairs by private vendors that include, but are not limited to, the following situations:

- 1) The CMS garage is unable to perform the needed service or the service can be more efficiently performed elsewhere.
- 2) The location of the CMS garage is remote from the vehicle in need of repair.
- 3) If repairs are needed in an emergency situation and authorization cannot be obtained from CMS, the Agency may have the repairs made and report them to CMS at the earliest time possible. However, if the Vehicle Coordinator cannot be contacted at the time of the emergency, the individual to whom the vehicle has been assigned will use his/her discretion regarding the authorization. Authorization must precede any repairs except in an emergency (call emergency number on back of credit card).

CMS authorization for repair by private vendor shall be obtained from CMS pursuant to approval by the Vehicle Coordinator. Additional Source: 44 IAC 5040.420.

Maintenance -- Assigned Vehicles: All state owned or leased vehicles which fall under this Part shall undergo regular service and/or repair in order to maintain the vehicles in road worthy, safe, operating condition and appropriate cosmetic condition. Driver should check oil, coolant, and battery water levels (if possible) regularly, such as at each refueling (per 44 IAC 5040.400).

The individual to whom a vehicle is assigned will be responsible for ensuring the maintenance of that vehicle. As a general rule, vehicles should be inspected and serviced at least once every 12 months at a CMS garage or contracted vendor. Oil must be changed at least once every six (6) months or 5,000 miles, whichever comes first. Servicing of vehicles will include lubrication, oil change, filter changes, fluid checks, and tire checks and repair. Not included in general servicing are tune ups, exhaust system work, brake repairs, front-end alignment and repair, and any other drive train repair work.

Repairs -- Assigned Vehicles: Repairs and other related purchases under \$50.00 (for example, wiper blades, tire repair, hoses, and belts) may be authorized by the individual without the approval of the Vehicle Coordinator. All repairs and other related purchases in excess of \$50.00 must be approved by the Vehicle Coordinator prior to the repair.

CHAPTER 6

INSURANCE

Insurance is required pursuant to the Illinois Vehicle Code. Individuals using an Agency vehicle must sign a Certification of License and Automotive Liability Coverage Form (APPENDIX C) certifying that the driver has a valid Illinois Driver's License and is covered by insurance in an amount adequate to meet the requirements set forth in the Illinois Travel Regulations. All individuals must attach a copy of their vehicle insurance card or a copy of their policy and driver's license to the completed form. In the event that an individual has had his/her driver's license or insurance policy revoked, suspended, cancelled, and/or expired, he/she must notify his/her supervisor and the vehicle coordinator immediately. In addition, all Agency vehicle users shall abide by the automobile operation rules as published in the Illinois Vehicle Code. The employee's authorization to use the assigned vehicle shall automatically be rescinded based on the following factors including, but not limited to:

- 1) Revocation, suspension, or expiration of the license required to drive the assigned vehicle.
- 2) Cancellation, termination or expiration for any reason of the automobile liability coverage.
- 3) Termination of the bond filed with the Secretary of State.

The Certification of License and Automotive Liability Coverage Form (APPENDIX C) must be completed and submitted to the Vehicle Coordinator before an employee is issued an Individually Assigned Vehicle.

CHAPTER 7

ACCIDENTS

Each driver involved in an Illinois traffic crash must file a crash report if the crash caused a death, bodily injury, or more than \$1,500 of property damage when all drivers are insured. If any driver does not have insurance, the threshold remains \$500. If a police officer does not appear on the scene, you need to file a report with the local police department, sheriff's office, or [Illinois State Police](#) as soon as possible.

An employee or acting agent of the Agency operating a State owned or State controlled vehicle that is involved in an accident of any type shall immediately report such accident to the appropriate law enforcement Agency, then the Agency's Vehicle Coordinator, and the driver's immediate supervisor. Any employee, who fails to report accident/damages within 24 hours of the official Police documented time of the accident, may be held accountable for any incurred damages and may be subject to disciplinary action.

A completed Accident Report Form for Unit One, one Supplemental Accident Report Form for each additional unit/vehicle involved, and the SR-1 should be signed and sent to the Illinois Department of Financial and Professional Regulation Vehicle Coordinator or Supervisor within 48 hours of the official Police documented time of the accident. The driver must submit the completed SR-1 Form with a detailed memo explaining what occurred, two separate repair estimates from two different places of repair business as directed from the CMS or State garages, any witness report(s), and other information relevant to the accident. The police report must be submitted within two weeks of the police report becoming available.

The Vehicle Coordinator will review the SR-1 form accident report for completeness.

The original page of the SR-1 report is kept by the Vehicle Coordinator

- 1 copy of the SR-1 report must be sent to: Accident Report Office (DOT)
- 1 copy of the SR-1 report must be sent to: Department of Risk Management (CMS)

The Vehicle Coordinator will review the Accident Report Form and all Supplemental Accident Report forms for each additional vehicle for completeness. The original Accident Report Forms will be kept by the Vehicle Coordinator in the Accident Report File for the specific accident. This file will be accessible to the Supervisor, the Human Resources and Legal.

Note: Please refer to APPENDIX A for the Accident Checklist that all drivers may use as a guideline when involved in an accident.

The following content is from the CMS rules on accident reporting at 44 IAC 5040.520:

<http://www.ilga.gov/commission/jcar/admincode/044/044050400E05200R.html>

Section 5040.520 Accidents Report Procedures

- 1) The driver of any vehicle that is involved in an accident of any type while he or she is within the scope or course of his or her employment shall report the accident to the appropriate law enforcement Agency, the CMS Auto Liability Unit, and, if a State

Agency owns the vehicle, to that Agency by completing the "Motorist's Report of Illinois Motor Vehicle Accident" Form SR-1.

- 2) Form SR-1 is to be used for all automobile accidents. These forms will be available from the Unit or as follows:
 - a) Furnished by a State trooper, if one investigates the accident. In this event, the Trooper's form should be used.
 - b) From the Agency insurance representative.
 - c) Available at: http://www.state.il.us/cms/download/pdfs/emp_almtrep.pdf
- 3) Form SR-1 is to be completed, as nearly as possible, in its entirety, including a clear description of the accident and the conditions surrounding the accident.
- 4) When possible, the name of the other party's insurance company and the insurance company's address should be secured and entered on the Form SR-1 in any available space, clearly indicating the nature of the information.
- 5) Copies of the Form SR-1 should be distributed as follows:
 - a) Original to Illinois Department of Transportation.
 - b) Copy to the State's insurance carrier.
 - i) Name, address, and phone number can be found by calling the Auto Liability Unit at 217/782-0202.
 - ii) Any questions regarding this procedure should be directed to the Auto Liability Unit.
 - c) Copy to CMS Department of Vehicles regarding any vehicles owned by CMS.
 - d) Copy to be retained by the employing Agency of the driver who was involved in the accident.
- 6) In the space on the Form SR-1 calling for policy number, place name of insurance carrier and contract number. This number applies only to State owned vehicles.
- 7) In all cases in which there has been a personal injury as a result of motor vehicle accident, or if there has been serious property damage, call the current insurance office (collect, if necessary) at 217-782-0202. A telephone call does not relieve the driver of the requirement of completing the Form SR-1.
- 8) For accidents other than those described in subsection (g), the Form SR-1 is to be completed as soon as possible and submitted to the office of the current insurance carrier. In no case is this report to be completed later than 3 days following an accident. If the State driver is incapable of completing the report because of death or disability, the driver's supervisor should complete the form.

- 9) In all cases, the completed SR-1 must be received by the Unit no later than 7 calendar days following the accident or the driver and Agency risk forfeiture of coverage under the State's auto liability plan.

(Source: Amended at 38 Ill. Reg. 16839, effective July 25, 2014)

CHAPTER 8

ADDITIONAL INFORMATION

General Rules

The following general rules shall also apply:

- 1) Passengers -- Only Agency employees or other employees of the State of Illinois will be transported in Agency vehicles unless the following situations apply:
 - a) When transportation of other persons is necessary for conducting Agency business.
 - b) When it would be inhumane not to do so (Emergency situations)
 - c) When permission to transport other persons is granted by the Secretary or Designee.
- 2) Seat Belts -- All persons riding in Agency vehicles will wear the seat belt or seat belt/shoulder harness provided.
- 3) Unattended Vehicle -- All Agency vehicles will be locked when unattended except in those situations where doing so would be impractical. All State owned property having a value of \$100.00 or more will be placed in the trunk and locked for safe keeping when the vehicle is left unattended. The employee driving the vehicle will be held responsible for any stolen or missing items if the vehicle was left unlocked when unattended.
- 4) Personal Property -- The damage or destruction of personal property in the line of duty shall be reimbursed in accordance with the provisions of the State of Illinois' Collective Bargaining Agreements with the American Federation of State, County and Municipal Employees (AFSCME), the Illinois State Employees Association (ISEA) Collective Bargaining Agreements, and the Illinois Federation of Public Employees (IFPE) Collective.
- 5) Restrictions -- Vehicle use is limited to official State business. The IDFPR's State vehicles may not be used for personal purposes, other than commuting or de minimis personal use concurrent with official use (such as a stop for a personal errand on the way between an investigation and the employee's home). Incidental travel is considered official State business while on travel status or for the purpose of trip preparation or maintenance for non-business days. Use for trip preparation or maintenance is allowable with written approval of the supervisor. Said written approval must be attached to the written monthly automotive report.
- 6) Possession of any alcoholic beverage or illegal substance in an Agency vehicle or operation of an Agency vehicle after consumption of any alcoholic beverage or illegal substance is strictly prohibited and may subject the employee to discipline.
- 7) Individually Assigned Vehicles assigned to employees may be used by those employees for transportation in either direction between their homes and their work location(s) if

their homes are their primary headquarters. Similarly, those individuals who qualify for vehicle assignment may use the vehicle for transportation in either direction between their homes and the office even though their homes are not their primary headquarters.

Parking

It is the responsibility of the person using the vehicle to ensure that the vehicle is parked in a secure location. All State vehicles shall be parked in a secured area overnight. Vehicles should be parked in areas designated by the Agency when possible; otherwise, the driver should use his/her discretion in choosing a parking area. Vehicles must be locked when unattended. Valuable items should not be left in State vehicles overnight.

Geographic Use of State Vehicles

In any instance where an individual intends to drive an Agency vehicle across State lines, the individual must request and receive the approval of the Secretary for such intended use of the vehicle prior to departure.

Surrender of Vehicle Keys Requirement

Any driver of a State owned or State leased vehicle shall, upon separation from the Agency (e.g., suspension, discharge, layoff, resignation or termination), immediately surrender any and all keys and credit cards belonging to the vehicle to his/her supervisor. The driver's supervisor must notify the Vehicle Coordinator of the return of such keys within twenty-four (24) hours of receipt.

License Plates

The Agency's vehicles will display U-plates at all times to identify the vehicle as a State of Illinois Vehicle. U-plates do not expire.

Smoking is Prohibited

No person may smoke in any vehicle owned, leased, or operated by the State or a political subdivision of the State (Source: 2008 Public Act 95-0017 Section 15).

Driving Safety

The Department of Financial and Professional Regulation complies with the same standards of Driving Safety as outlined by CMS:

Whether driving your own vehicle, a State-owned vehicle, or a rental car, it is important to practice safe driving habits. In addition, you should use the following driving safety tips while traveling.

- Always park in well lighted areas. Before exiting your car, check for suspicious persons in the area and always lock the doors. Also, backing into a parking space makes for a quicker, easier exit.

- Always have your keys in your hand when approaching your vehicle. Look underneath the car while walking toward it. Before entering, check both the front and rear seats for intruders.
- Keep doors locked and windows closed (if possible) while driving.
- Do not stop at an isolated place for any reason.
- Plan your trip in advance. If you become lost, do not broadcast it. Be very discreet and careful when asking for directions.

When traveling to unfamiliar locations you should:

- 1) Be sure to leave a complete and detailed itinerary with your office and/or family. If possible, call to announce safe arrival at each destination.
 - 2) Carry maps with routes clearly marked.
 - 3) Travel only on main roads and during daylight hours as much as possible.
- If someone "bumps" you from behind (when stopped at a light, for example), do not get out of the car if you are at all suspicious. Motion to the other driver to follow you to a police station. This is also a good procedure to follow if someone you do not know seems to be following you in a strange city.
 - When renting a vehicle, ask for one with nothing on it to identify it as a rental vehicle (i.e., special license plates, company stickers, etc.). Obvious rental cars will usually identify the individual as an out-of-town traveler.
 - When at a rental car counter, write all of your information down so the rental agent does not ask for it aloud (i.e., name, phone number, address, hotel, etc.).

<http://www.illinois.gov/cms/Employees/travel/Pages/DrivingSafety.aspx>

Pool Vehicles

Pool vehicles are currently available to IDFPR staff at all IDFPR offices. All personnel requesting the use of a pool vehicle must have on file or must complete a Certification of License and Automotive Liability Coverage form prior to a pool vehicle being assigned. The form is available on IDFPR's intranet. At each IDFPR location there is a designated person(s) who will maintain the Pool Vehicle Record, also known as the "Log." The designated person(s) is responsible for maintaining the vehicle keys, making sure the Log is completed, and completing the required Monthly Automotive Cost Report.

The Log is designed to identify each vehicle and its usage separately. At the end of each month the Log is copied and reviewed by Administrative Services staff. Administrative Services staff will use this information to determine how the pool vehicles are used and make recommendations to potential adjustments needed within the pools.

CHAPTER 9

MILEAGE AND PURCHASE LOG INSTRUCTIONS

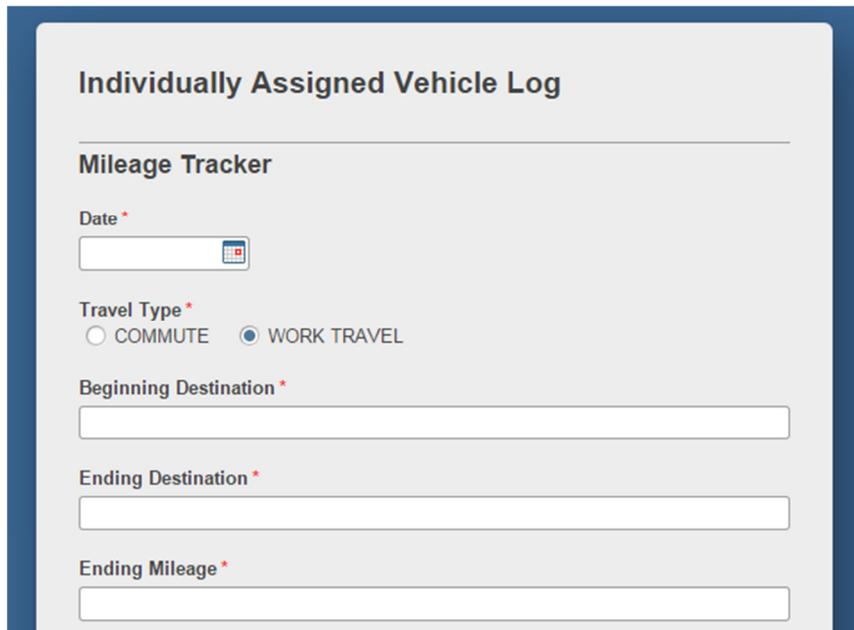
General Overview:

Each IAV recipient will be assigned a smartsheet web form that will be specifically tailored to each car. The purpose of the form will be to (1) track car mileage and (2) track purchases for the IAV. The smartsheet web forms will auto-populate information into a spreadsheet administered by the Department's Vehicle Coordinator. At the end of each month, the Vehicle Coordinator will check each IAV recipient's auto populated log to ensure it is filled out correctly. As such, it is the responsibility of the IAV recipient to ensure all mileage is up to date by the end of each month.

Personal web links to the smartsheet web forms will be emailed by the Department directly to the IAV recipients. In the event of a lost webform link, please make sure to contact the Department's Vehicle Coordinator immediately.

Web Form Instructions:

Mileage Tracker:



The screenshot shows a web form titled "Individually Assigned Vehicle Log" with a sub-section "Mileage Tracker". The form contains the following fields and options:

- Date ***: A date selection field with a calendar icon.
- Travel Type ***: Two radio button options: COMMUTE and WORK TRAVEL.
- Beginning Destination ***: A text input field.
- Ending Destination ***: A text input field.
- Ending Mileage ***: A text input field.

- 1) The date field must reflect the date on which the travel took place.
- 2) For tax purposes commuting travel vs. work travel must be noted.
- 3) Enter the location and address of the beginning destination.
- 4) Enter the location and address of the ending destination.
- 5) Enter the ending mileage exactly as seen on the car odometer (50,500).

Purchase Log:

Purchase Log

Purchase Location

Purchase Type

Other Purchase

Purchase Type 2

Other Purchase 2

Receipt Amount

Receipt Upload
file name Upload...

Powered by [Smartsheet Web Forms](#)
[Report Abuse](#)

- 1) Note whether the purchase was made at a CMS Division of Vehicles facility or at any other location.
- 2) Note the purchase type: (1) gasoline (2) maintenance (3) oil change (4) other.
- 3) If “other,” please indicate the service purchased.
- 4) If more than one purchase is made during one trip, please indicate the purchase in the same manner as steps 2 and 3 above.
- 5) Indicate the total amount of the purchase as seen on the receipt.
- 6) Scan and upload all receipts per purchase.

Fixing Error Submissions

If you have submitted a web form in error or made an error while filling out the web form, please make sure to contact the Agency’s Vehicle Coordinator ASAP.

APPENDIX A

ACCIDENT PROCEDURE NOTICE

In the event of an accident, please complete the [Four Page Accident Report Form for Unit \(Vehicle\) One](#) and the [Supplemental Accident Form](#) for each additional unit (vehicle) involved.

When an Accident Occurs:

1. Remain Calm
2. Get to a Safe Place
3. Check for Injuries
4. Call 911
5. Administer First-Aid

Do Not Say:

1. It's all my fault.
2. My insurance will pay for everything.
3. It's OK, I have full coverage.

While at the Scene:

1. Get as much information as possible.
2. Take pictures.
3. Cooperate with the Police and tell them what you know.

Information you will need to complete the Accident Report Forms:

Driver's Information

6. First, Middle and Last Name
7. Driver's License Number and State where Driver's License was issued.
8. Complete physical address of residence of the Driver and or Owner of the Vehicle.
9. Home and or Cell Phone Numbers
10. Work Telephone Number
11. Driver and or Owner Insurance Company Name, Address and Phone Number
12. Names, Addresses, Home and Work Telephone Numbers of all Passengers

Driver's Vehicle Information

1. License Plate Number and State Issued
2. Color, Make, Model and Year of Vehicle
3. Vehicle Identification Number
4. Vehicle Equipment Number

Accident Information

1. Date, Time and Location (Street Address, City and State) of the Accident
2. Same Driver's and Driver's Vehicle Information for all Vehicles involved
3. Weather Conditions
4. Road Conditions
5. Location of Damage to State and or Your Personal Vehicle
6. Location of Damage to Other Vehicle(s)
7. Damage to Personal Property
8. Damage to any surrounding Property
9. Full name, contact information, phone numbers of any and all passengers
10. Same as #9 for any bystanders or pedestrians injured or involved in the accident
11. Name, Address and Phone Number of the Towing Company, if any
12. Witnesses Statements, Names, Telephone Numbers, Addresses
13. Names, Phone Numbers and Insurance Information of other drivers
14. Color, Make, Model and Year of all other Vehicles involved
15. Any known injuries, names of those injured, and hospitals, if any

Next Steps

1. Contact your Supervisor and Vehicle Coordinator within 24 hours of the official Police recorded time of the accident.
2. Do not discuss personal injury with anyone except your Supervisor, the Human Resources Liaison, and the Vehicle Coordinator.
3. Complete and submit the following to the Vehicle Coordinator:
 - A. Completed Accident Report Forms for Unit (Vehicle) One and a supplemental Accident Report for each additional Unit (Vehicle). Please utilize the fillable PDF form. Due within 48 hours of the official Police recorded time of the accident.
 - B. Completed written or typed Memorandum explaining the accident. Due within 48 hours of the official Police recorded time of the accident.
 - C. Completed SR-1 Report, or the completed SR-1 Report from the Police. Due within 48 hours of the official Police recorded time of the accident.
 - D. The Police Report must be submitted as soon as you receive it. Due within two weeks of the official Police recorded time of the accident.
 - E. Contact the CMS or State garages for direction on where to obtain two estimates for repair must be submitted as soon as you receive them. Due within two weeks of the official Police recorded time of the accident.

APPENDIX C

CERTIFICATION OF LICENSE AND AUTOMOTIVE LIABILITY COVERAGE

I, _____, an employee of the State of Illinois, do hereby certify that I:

Initials: _____: (a) have been duly licensed to drive an automobile by the Illinois Secretary of State; and that I have in effect and will maintain automobile liability coverage on my personal vehicle in the form of insurance, or a bond filed with the Illinois Secretary of State as proof of financial responsibility in the amount equal to, or in excess, of the following:

- Not less than \$20,000 because of bodily injury to or death of any person in any one motor vehicle accident.
- Not less than \$40,000 because of bodily injury to or death of two or more persons in any one motor vehicle accident.
- Not less than \$15,000 because of injury to or destruction of property of others in any one motor vehicle accident.

I acknowledge that I must notify my supervisor and vehicle coordinator in the event my Illinois driver's license is revoked or suspended or if I fail to have in effect automobile liability coverages of the types and in the amounts at least equal to those set forth above.

A copy of my insurance policy or card is attached.

or,

Initials: _____: (b) I certify that I have been duly licensed to drive an automobile by the Illinois Secretary of State. I further certify that I: 1. do not own a personal vehicle; and, 2. use a State vehicle when necessary for State business purposes only, and that I am therefore not required to maintain the automobile liability coverage described in (a) above .

or,

Initials: _____: (c) I am unwilling or unable to certify that I am duly-licensed driver or that I either have the automobile liability coverages of the type and in amounts at least equal to those described in (a) above, or fulfill the requirements described in (b) above.

I acknowledge that I am not authorized to use any vehicle for State business nor seek reimbursement for any such use. I agree to notify my immediate supervisor in writing, by providing him or her a copy of this document, that I have not certified that I possess a valid Illinois driver's license or have in effect the automobile liability coverages of the type and in amounts at least equal to those described in (a) above.

Signature

Name (Print or Type)

Date

**APPENDIX D
STATE GARAGE LISTING**

CARBONDALE STATE GARAGE #32

John Pierson, Shop Supervisor
P.O. BOX 100/2801 W. MURPHYSBORO
CARBONDALE, IL 62903-0100
618/351-5346
Fax 618/549-1804
Gasohol

CENTRAL STATE GARAGE #20

Tony Shoaff, Shop Supervisor
200 EAST ASH STREET
SPRINGFIELD, IL 62704-4793
217/782-4684, 4685, 4686
Fax 217/558-4479
Gasohol and E85 (Ethanol)

COLLINSVILLE STATE GARAGE #31

Dave Grotts, Shop Supervisor
1104 EASTPORT PLAZA DRIVE
COLLINSVILLE, IL 62234-6102
618/346-5190 OR 618/346-5192
Fax 618/346-5193
Gasohol and Diesel

DIXON STATE GARAGE #22

Ron Boyer, Shop Supervisor
817 DEPOT AVENUE
DIXON, IL 61021-3500
815/284-1594 OR 815/284-3049
Fax 815/284-4550
Gasohol and Diesel

EFFINGHAM STATE GARAGE #29

Mark McGuire,
Acting Shop Supervisor
P.O. BOX 587/400 W. WABASH
EFFINGHAM, IL 62401-0587
217/342-8296 OR 217/782-6801
Fax 217/342-9578
Gasohol

ELGIN STATE GARAGE #21

Bill Keeley, Shop Supervisor
595 SOUTH STATE STREET
ELGIN, IL 60123-7603
847/931-2473
Fax 847/931-2477
Gasohol and Diesel

HILLSBORO STATE GARAGE #42

Vacant, Shop Supervisor
ROOM GRAHAM CORRECTIONAL CENTER
P.O. BOX 499/RTE. 185 SOUTH
HILLSBORO, IL 62049-0499
217/532-6811
Fax 217/532-3473

OTTAWA STATE GARAGE #23

Joe Fogarty, Shop Supervisor
1620 PORTER STREET
OTTAWA, IL 61350-1600
815/434-8400 OR 815/434-8432
Fax 815/434-8478
Gasohol and Diesel

PARIS STATE GARAGE #27

Tony Johnson, Shop Supervisor
P.O. BOX 1028/RTE. 133 WEST
PARIS, IL 61944-1028
217/463-4215 OR 217/782-3693
Fax 217/466-5907
Gasohol and Diesel

PEORIA STATE GARAGE #25

Darrell Page, Shop Supervisor
6510 WEST U.S. HIGHWAY 150
EDWARDS, IL 61528-9727
309/693-5162
Fax 309/693-5123
Gasohol and Diesel

STATEVILLE GARAGE #06

Chris Tesinsky, Shop Supervisor
20025 Division Street
Crest Hill, IL 60435
815/727-7590 OR 815/727-7591
Fax 815/727-7588
No Fuel

SUBURBAN NORTH GARAGE #49

Frank Hess,
Acting Shop Supervisor
9511 HARRISON STREET
DES PLAINES, IL 60016-1566
847/294-4152, 4153
Fax 847/294-4154
No Fuel

WATSEKA STATE GARAGE #24

Chris Tesinsky,
Acting Shop Supervisor
111 YOUNT AVENUE
WATSEKA, IL 60970-1272
815/432-3266
Fax 815/432-6756
Gasohol and Diesel

NORTHERN REGIONAL MANAGER

Victor Samaan

SOUTHERN REGIONAL MANAGER

Jerry Huddlestun

APPENDIX E

AGENCY CONTACT INFORMATION

VEHICLE COORDINATORS		
Name	E-Mail	Telephone
Mike Leslie	Mike.Leslie@Illinois.gov	(217) 785-7732
Dinorah Jimenez	Dinorah.Jimenez@Illinois.gov	(312) 814-1648
Kathleen Alcorn	Kathleen.Alcorn@illinois.gov	(217) 836-6102
Melina Lopez	Melina.Lopez@illinois.gov	(312) 793-0886

SUPERVISOR STAFF		
Name	E-Mail	Phone Number
Dennis Weger	Dennis.Weger@Illinois.gov	(217) 785-2841
Maria Garcia	Maria.Garcia2@Illinois.gov	(312) 814-5145
Keith Errett	Keith.Errett@Illinois.gov	(217) 785-8566
Charles DuBois	Charles.DuBois@Illinois.gov	(217) 785-2845
Sherry Eshoo	Sherry.Eshoo@illinois.gov	(312) 814-8722
Willie Jones	William.Jones@Illinois.gov	(217) 557-5510
Al Mazewski	Aloysius.Mazewski@Illinois.gov	(312) 793-7090
Delberto Medina	Delberto.Medina@Illinois.gov	(773) 838-5710

SMART SHEET CONTACTS		
Name	E-Mail	Telephone
Richard Cab Morris	Richard.Morris@Illinois.gov	(312) 350-8907

LABOR RELATIONS CONTACT		
Name	E-Mail	Telephone
Dina Masiello	Dina.Masiello@Illinois.gov	(312) 814-8954