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[X] AGENCY DIRECTIVE [ ] DIVISON DIRECTIVE		DIRECTIVE NUMBER **2003-002**
[X] GENERAL ORDER [ ] SPECIAL ORDER [ ] NOTICE		DATE ISSUED **01-10-2013**
CLASSIFICATION LEVEL [X] UNCLASSIFIED [ ] CONFIDENTIAL		EFFECTIVE DATE **Immediate**
SUBJECT **Use of State Owned Vehicles**	DISTRIBUTION CODE **Agency Wide**	RESCINDS, AMENDS OR **Rescinds All Previous SOP's**
RELATED STANDARDS **Thirteen (13) Related standards and/or documents; See list In Section VI (Attachments) of this SOP**	RELATED DOCUMENTS **Thirteen (13) Related standards and/or documents; See list In Section VI (Attachments) of this SOP**	RESENDS, AMENDS OR SPECIAL INSTRUCTIONS **Amended: June 19, 2006** **Amended March 5, 2008** **Amended June 11, 2012** **Amended January 10, 2013**

STANDARD OPERATING PROCEDURE

I. PURPOSE

To ensure compliance of IEMA staff with policies and procedures set form by the State of Illinois in reference to state owned motor vehicle usage, reporting, individually assigned vehicles, economic and environmental impacts.

II. POLICY

It is the policy and requirement of the IEMA to comply with all directives and policies as established by the State of Illinois in accordance with state owned, leased, or rental vehicles used by IEMA staff.

III. OBJECTIVE

A. To inform IEMA staff of policies and procedures in accordance with Public Act 097-0922 and the State Business Transportation Policy regarding State Agency fleets.

B. To inform staff of policies, procedures, reporting responsibilities for use of state owned vehicles and for Individually Assigned Vehicles.

C. To review policies and procedures for vehicle requests, record keeping, record reporting, mileage reporting.

D. To review policies and procedures for driver responsibilities of state owned or leased vehicles, i.e. accident reporting, vehicle breakdown, fuel purchases, vehicle safety requirements.

E. To review policies and procedures for fleet maintenance.

IV. PROCEDURES

A. State Employee Business Transportation Policy

1. State Travel Control Board rules indicate agencies and drivers are responsible to select the least costly mode of transportation available for state business. The State Business Transportation Policy of March 2012 (Attachment A) is intended to assist agencies in cutting the costs and environmental impacts of transportation and in choosing the most efficient transportation option available. (Attachment A)

B. Public Act 097-0922

1. According to Public Act 097-0922 the agency has named a Vehicle Use Officer to monitor the use of state owned vehicles and to ensure agency compliance for Individually Assigned Vehicles, vehicle logs and reporting of vehicle cost data. (Attachment B)

C. Authorized use of state-owned vehicles (Section 5040.350) (Attachment C)

a) State-owned vehicles shall only be used for public purposes and in the best interest 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; and
F) Others as authorized in writing by an agency head;

4) Transport of materials, equipment, supplies, tools, parcel, 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]; and
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); and

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; and

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; and

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; and

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.

D. Criteria for Individually Assigned Vehicles, Compliance with Tax Rules and Laws, Compliance with Insurance Requirements, Authorized, and Unauthorized use.

1. All drivers of individually assigned vehicles will use the Automotive Cost Report/Vehicle Log form as provided by CMS/DOV (Attachment D). The Automotive Cost Report/Vehicle Log is to be completely filled-out, signed, and submitted to the IEMA Vehicle Coordinator at the end of the calendar month, no later than the 5th day of the following month, preferably by e-mail, or fax. A copy of the monthly report should also be submitted to the Chief of Staff's Office via email.

2. The forms can be found on the IEMA intranet under Policies and Procedures, Travel Vehicle Policies.

3. IEMA will follow the requirements for individually assigned vehicles and ensure the appropriate tax liability information is current and on file with DCMS, DOV as required for drivers, whom commute using a State owned, leased, or rented vehicle. Drivers of Individually Assigned Vehicles will submit a Determination of Value of Personal Use of State Vehicle at the end of each calendar quarter (March, June, September, December). The completed form should be submitted to the Chief of Staff's Office by the 5th of the following month of quarter end. (Attachment E)

4. The IEMA Vehicle Coordinator will ensure the accuracy of the Individually Assigned Vehicle Annual Report that is submitted to the Department of Central Management Services, Division of Vehicles (DCMS, DOV) in the proper format by September 15 of each year.

5. Unless it is in the best interest of the State, commuting miles should not exceed 30% of miles driven. Commuting miles over 30% will require the Director of the Illinois Emergency Management Agency (IEMA) to submit with the Individually Assigned Vehicle Annual Report an explanation for all cases that exceed 30% commuting miles.

6. Drivers of Individually Assigned Vehicles will make their vehicle available for annual CMS Vehicle inspection, maintenance and any repair issues. Driver will notify the IEMA Vehicle Coordinator of any vehicle issues that need attention in a timely manner. Arraignments can be made for a substitute vehicle while the Individually Assigned Vehicle is being inspected, maintenance or repairs are being performed.

7. The IEMA Vehicle Coordinator will notify driver of an Individually Assigned Vehicle when needed routine maintenance, or recalls need to be performed.

E. Requesting/Obtaining an IEMA Motor Pool Vehicle

1. Driver will, as soon as the need for vehicle is known, submit an electronic Travel Request Form. The Travel Request Form allows the employee to indicate the need for an IEMA pool vehicle. Once the travel has been approved by the supervisor and Chief of Staff, the Vehicle Coordinator will get an electronic request for the need of an IEMA vehicle.

1. When The IEMA Vehicle Coordinator receives the electronic travel request they will assign a vehicle that will meet the driver's needed specifications. An email and calendar reminder will be sent to the traveler indicating the vehicle number assigned.

2. All Drivers must have a valid State of Illinois driver's license or permit with the proper endorsements as needed for the class of vehicle they are operating. Driver will adhere to any driver's license restrictions (i.e. corrective lenses being worn when operating vehicle, etc).

3. The IEMA Vehicle Coordinator will issue to the driver the keys of the vehicle issued and a copy of the Motor Pool Vehicle Checklist. The keys will be issued in a reasonable time prior to departure for travel. When the IEMA Vehicle Coordinator is not present at the Rodger Street location, driver will not retrieve keys or "self-issue" vehicle from the IEMA Vehicle Coordinator's Office without first getting approval from the IEMA Vehicle Coordinator or designee.

4. In almost all cases a suitable vehicle will be available from the IEMA Motor Pool Fleet. If a situation should arise that a suitable vehicle is not available in the IEMA Motor Pool Fleet, the IEMA Vehicle Coordinator will contact the DCMS, DOV to see if a vehicle that fulfills the needs of the driver can be arranged.

5. The IEMA Vehicle Coordinator will issue higher mileage vehicles first that fulfill the driver's need in rotation for trips of 50 miles or less. The longer the distance of the trip the lower mileage vehicle in rotation, and available, will be issued first.

F. Before Departure

1. The driver will record the beginning mileage (and vehicle number if not already entered) on the IEMA Motor Pool Vehicle Log Book.

2. All Drivers of motor pool vehicles must complete the IEMA approved uniform daily log that is provided in each vehicle. This is required for every use of every vehicle, no exceptions.

3. Drivers will ensure their Privately Owned Vehicle (POV) is not parked in the first three rows on the south-side of the Rodger Street facility unless they are Rodger Street staff having a parking place next to the building.

4. The driver will inspect the vehicle for anything that is cracked, broken, bent, missing, loose, or leaking prior to departure; this should also be done when the vehicle is stopped for fueling purposes. Driver will ensure that the vehicle has a full tank of fuel, valid fuel credit cards are in the vehicle, and that two-way radios are on and fully functional by conducting a radio test with the IEMA Communications Center.

   NOTES: *Drivers should have been assigned a IEMA Call Sign, have completed the IEMA Radio Operators Training Program, and be at an operational level with conventional and trunked radio operation before operating two-way radios.*

   For the safety of the driver/occupants of the vehicle, the antenna of the two-way low-band frequency (VHF) radio (if so equipped) must be in the vertical position and not hooked into the hold down clip prior to radio operation. This will assure more successful communication results. Driver will ensure all gauges or, if so equipped, vehicle condition warning lights, all interior and exterior lights, turn signals, brake lights, emergency flashers, warning devices, windshield wipers, and vehicle accessories are in operational condition.

5. Driver will ensure that the vehicle's interior and exterior are clean in a manner that reflects positively and professionally on the State of Illinois and IEMA. Driver will check the vehicles interior and exterior for damage. If any damage is found, the driver shall notify the IEMA Vehicle Coordinator prior to departure.

G. State Vehicle Use Driver Requirements

All supervisory personnel and the Vehicle Coordinator are responsible for taking reasonable action to verify that drivers are properly authorized to operate vehicles and have a valid license, permit, privilege, or endorsement appropriate for the type of vehicle they are required to operate. Individuals who are authorized by their agency head are allowed to operate vehicles. Drivers must maintain a valid driver's license or appropriate permit for the vehicle being used.

Every IEMA employee must complete a Certification of License and Automobile Coverage in July of each year. The Certification should be emailed, faxed or mailed to the IEMA Vehicle Coordinator. (Attachment F)

Drivers' responsibilities are as follows:

- Drive safely; obey all traffic laws; and practice road courtesy
- Exercise reasonable diligence at all times in proper care, use, and operation of vehicles
- Drive safely; obey all traffic laws; and practice road courtesy.
- Wear seat belts as provided in each vehicle and require all passengers to wear seat belts, except as otherwise required by law.
- Refrain from smoking in state owned or leased vehicles (Public Act 95-0017).
- Refrain from consuming or possessing alcohol and illegal drugs while operating a vehicle.
- Refrain from operating a vehicle under the influence of alcohol and drugs.
- Maintain vehicles in a safe operating condition and carefully secure any cargo.
- Purchase fuel, oil, and repair and maintenance services in accordance with this manual and the rules.
- Be aware of security when parking or garaging a vehicle.
- Ensure that vehicles are used for official and authorized trips only.
- Fuel gasoline powered vehicles with gasohol, whenever possible.
- Immediately report any involvement in accidents to appropriate authorities (see Accident Report Procedures, Page 8).
- Comply with instructions concerning notification and repairs in the event of a breakdown or damage which prevents further operation of the vehicle.
- Assume responsibility for violations incurred while operating a vehicle.

H. Fueling of Vehicle

1. E-85 Fuel: Driver will use E-85 fuel in vehicles that are designed to operate on E-85 fuel whenever possible and available. Contact the IEMA Vehicle Coordinator if you have any questions before you fuel the vehicle.

2. Bio-diesel fuel: Driver will use Bio-diesel in vehicles that are designed to operate on bio-diesel fuel whenever possible and available. Contact the IEMA Vehicle Coordinator if you have any questions before you fuel the vehicle.

3. Driver will report lost or damaged credit card(s) to the IEMA Vehicle Coordinator immediately

4. Driver will utilize Department of Central Management Services fueling sites when available and within reasonable distance while traveling.

5. It is the driver's responsibility to verify state credit cards are accepted before purchasing fuel.

6. A State vehicle credit card and Fleet Card are assigned to each vehicle. Dollar limits on credit card purchases of operational items from private sources are as follows:
   - $50 for cars/trucks (7499 GVW and under) and
   - $200 for trucks (7500 GVW and over).
   - For most agencies, minor emergency mechanical repairs are not to exceed $50 (cars and trucks one ton and under) and $100 (all other vehicles) may be charged without prior approval.

   For information on your particular agency's purchasing limits, contact your Vehicle Coordinator.

   To obtain, change the information on, or replace a credit card, request your Vehicle Coordinator notify DOV at (217) 782-2536 ext.220.

   The use of a state vehicle credit card to purchase personal items, or any items not directly related to the repair and operation of a vehicle is prohibited.

I. Completion of Log Sheet(s)

The log sheet(s) will be submitted to the IEMA Vehicle Coordinator at the end of every calendar month, no later than the 5th of the following month, or on an as needed basis. The log sheet(s) will be removed from the Vehicle Monthly Mileage Logbook by the IEMA Vehicle Coordinator from each motor pool vehicle located at the Rodger Street facility at the end of every calendar month. The information from the sheet(s) will then be submitted by the IEMA Vehicle Coordinator.

Vehicle Monthly Mileage Reporting Procedures And Instructions For Completing The IEMA Vehicle Monthly Mileage Logbook Located In Each IEMA Vehicle.

NOTE: This log MUST be filled in to every time the vehicle is driven. There are NO exceptions. All entries must be legible.

1. Month/Year: In this box enter numeric month and year.

2. Beginning Monthly Mileage: Enter beginning monthly mileage.

3. Vehicle Number: Usually found on key ID tag or rear of vehicle. (If unable to locate contact the IEMA Vehicle Coordinator for assistance).

4. Day: Enter numeric day.

5. Printed Name: Enter your printed name. First initial last name is acceptable.

6. From: Enter the location from which you are departing.

7. To: Enter the destination of travel.

8. Odometer End: Enter the mileage upon arrival at destination.

9. Mileage: Enter the mileage at arrival of destination.

10. Grand Total: At the end of the month enter mileage totals for commute and business.

11. At the end of the month, submit the log sheet(s) to the IEMA Vehicle Coordinator by e-mail if possible, fax, or if time permits, CMS Messenger Mail no later than the 5th of the following month.

12. Questions or need assistance in completing the log sheet(s) contact the IEMA Vehicle Coordinator.

J. Motor Pool Vehicles Not Stationed at Rodger Street

For motor pool vehicles that are not stationed at the Rodger Street facility, it will be the duty of the person who issues the keys or is otherwise responsible for the vehicle to remove the sheet(s) from the Vehicle Monthly Mileage Logbook and submit the log sheet(s) in a timely manner to the IEMA Vehicle Coordinator at the end of every calendar month, by the 5th of the following month, via e-mail, fax, or if time permits CMS Messenger Mail.

K. Extended use of IEMA Motor Pool Vehicle

If it is determined that the driver will not be able to return the vehicle as within the time frame listed on the submitted Travel Request, the driver will contact the IEMA Vehicle Coordinator as soon as possible by phone or e-mail and request approval of extension from the employee's supervisor.

L. Vehicle Accident, Mechanical Breakdown, Fuel Credit Card Use For Mechanical Breakdown, and Insurance.

1. If a driver is involved in an accident during authorized State travel driver is to:

   a. Notify police and get an accident report.

   b. Remain silent on the issue of who is at fault.

   c. Do not assist with injured persons beyond calling for professional medical assistance.

   d. Telephone IEMA Communications Center 1-800-782-7860 or 217-782-7860 to report details of the accident.

   e. Complete the Illinois Form SR-1 "Motorist Report of Illinois Vehicles Accident". The SR-1 form is provided for by either glove compartment of the vehicle, or by state trooper investigating accident.

2. For a mechanical breakdown driver is to contract the IEMA Communications Center 1-800-7860 or (217)782-7860.

3. Insurance Coverage - The State of Illinois provides liability coverage for drivers and vehicles. This coverage is extended only to drivers utilizing a vehicle in an authorized manner. In the event a driver causes damage to persons or property while using a vehicle or causing a vehicle to be used in an unauthorized manner, the driver may be held personally responsible for such injury or damaged. Public Act 91-0661 requires certain drivers to maintain personal automobile liability insurance with coverage extended to

the use of state-owned, rented and leased vehicles when on official state business. Any person driving his/her own vehicle or a privately leased or rented vehicle while on state business is required to maintain vehicle liability insurance on such private vehicle in an amount equal at least the minimum amount required by law.

M. Conclusion of Travel

At the conclusion of travel: The driver shall return the vehicle to the IEMA Motor Pool. This is to be done after the driver has completed all the items listed on the Motor Pool Vehicle Checklist Form. Driver will directly submit the keys and the completed Motor Pool Vehicle Checklist Form to the IEMA Vehicle Coordinator when possible. Otherwise the form and keys should be placed in the mailbox slot located on the side of the building at 4800 Rodger Street.

N. Conclusion of Travel Other Than Normal Hours or Workdays

1. At the conclusion of travel after normal working hours the driver shall return the vehicle to the IEMA Motor Pool. This is to be done after the driver has completed all the items listed on the Motor Pool Vehicle Checklist Form. Driver will place the completed Motor Pool Vehicle Checklist Form and keys in the key slot or grey box located next to the door with the key slot. Driver will notify supervisor and the IEMA Vehicle Coordinator of return time of vehicle.

2. If the driver's residence is closer in distance than returning the vehicle to the Motor Pool, it is acceptable for the driver to take the vehicle to their residence and complete the Motor Pool Vehicle Checklist the next day. Driver shall take reasonable precautions to insure security of the vehicle. Driver would then return the vehicle to the motor pool. At no time will the state owned/ leased vehicle be used for personal use. If driver has need for their privately owned vehicle, and taking the motor pool vehicle to their residence would create an inconvenience, then the driver will return the vehicle to the motor pool, Driver will return the next business day and complete the Motor Pool Vehicle Checklist. In any circumstances, driver should notify their supervisor and the IEMA Vehicle Coordinator of their intentions as soon as the delay in returning the vehicle to the motor pool before close of business is known. Taking a vehicle home over the weekend period will be approved by the supervisor and the IEMA Vehicle Coordinator on a case by case basis.

3. Upon exiting the Rodger Street premises the driver will ensure the automatic gate closes completely before leaving. Any problems with the automatic gate functioning properly is to be reported to the IEMA Communications Center 217/782-7860

4. Drivers should use caution when entering the Rodger Street facility during non-normal working hours, especially during times of darkness. Drivers should be observant of their surroundings, and should not enter the facility if signs of suspicious activity are observed. In that case, the driver should leave the area and Contact the IEMA Communications Center 217/782-7860 or 911 if there is an immediate threat to personal safety.

5. Safety and Security

   Drivers are responsible for:
   - Ensuring that vehicles are in good operating condition.

- Performing a visual inspection before operating a vehicle.

For increased safety and security:
- Always park in well-lit areas and lock doors.
- Have keys in hand when approaching a vehicle.
- Avoid stopping in isolated places.
- Plan trips in advance

When traveling to unfamiliar locations:
- Leave a detailed itinerary with office/family.
- Carry maps with routes clearly marked.
- Travel only on main roads.

If someone bumps you from behind, do not get out of the car if you are at all suspicious. Motion the other driver to follow you to a police station.

SECURITY – Ensure that the vehicles, keys and vehicle credit cards are properly secured to prevent damage and/or theft.

STORAGE – When not in use, store vehicles on state property, and if possible, within a secure area. Maintain control over vehicle keys and credit card in a manner to prevent unauthorized access.

SUPPLIES AND EQUIPMENT – Store state-owned supplies and equipment which must be left in a vehicle in an inconspicuous and secure area of the vehicle.

O. IEMA vehicles with Non-U License Plates

Approval of the Director of IEMA and the DCMS, DOV is required to have non-U plates on a State owned vehicle. The Director of IEMA will ensure that IEMA is in full compliance DCMS, DOV regulations and that all reporting requirements are completed.

P. IEMA Vehicle Replacement

1. If a Bureau Chief has a need to acquire a replacement vehicle for their respective bureau, the Bureau Chief must first contact the IEMA Vehicle Coordinator to start the process. The Bureau must have a vehicle to turn in to surplus to obtain a replacement, and the vehicle to be replaced must meet the criteria for being declared surplus.

2. Any new or leased vehicle purchased that is replacing a vehicle that was not driven an average of 18,000 miles per year requires the Director of the Illinois Emergency Management Agency to provide an explanation for the purchase.

Q. Vehicle use Cost Comparison

If State owned, leased, or rental vehicles are driven a minimum number of miles (between 7,000 and 18,000 miles per year depending on the type of vehicle) it may be more cost effective for IEMA to reimburse the employee for use of their Privately Owned Vehicle (POV) than to provide a State owned, leased, or rental

vehicle. IEMA will conduct a breakeven analysis to determine if individually assigned vehicles are cost effective for the State of Illinois.

R. IEMA Vehicle Maintenance and Inspections

The IEMA Vehicle Coordinator will ensure pre and post trip inspections are completed on all vehicles at the Rodger Street Motor Pool facility using the Vehicle Operational Checklist (see attached that is available on the IEMA intranet under Operations forms). The IEMA Vehicle Coordinator will ensure these inspections are completed as needed for Motor Pool vehicles located at facilities other than Rodger Street by contacting the person who authorizes use of those Motor Pool vehicles. The authorized issuer of vehicles located at facilities other than the Rodger Street facility will complete the Vehicle Operational Checklist weekly and submit by email, fax, or CMS Messenger Mail to the IEMA Vehicle Coordinator at the end of each week.

The IEMA Vehicle Coordinator will also be responsible for ensuring the required Annual Inspection of all vehicles at the Rodger Street Motor Pool is performed, and will ensure the Annual Inspections are completed for individually assigned vehicles and Motor Pool vehicles located at facilities other than Rodger Street by contacting the assigned driver or the person who authorizes use of those Motor Pool vehicles.

S. IEMA Emergency Response/Code 3 (Emergency Lights and Sirens) Equipped Vehicles

1. All drivers of Emergency Response Vehicles must have a valid State of Illinois driver's license with the proper endorsements for the type of vehicle they are operating. Drivers will adhere to any driver's license restrictions (i.e. corrective lenses being worn when operating vehicle, etc.

2. Drivers will record all mileage of vehicle use in the IEMA Monthly Mileage Logbook. Drivers will follow all applicable directives as in regards to vehicles in general.

V. Acronyms

IEMA - Illinois Emergency Management Agency

SOP - Standard Operating Procedure

DCMS - Department of Central Management Services

DOV - Division of Vehicles

POV - Privately Owned Vehicle

ISP - Illinois State Police

VI. Attachments – All attachments are available on the IEMA Intranet under Policies & Procedures – Travel/Vehicle Policies.

ATTACHMENT A: State Employee Business Transportation Policy, March 2012

ATTACHMENT B: Public Act 097-0922, Title 44, Part 5040.350

ATTACHMENT C: Joint Committee on Administrative Rules, Title 44, Part 5040, Section 5040.350 Authorized Use

ATTACHMENT D: Automotive Cost Report/Vehicle Log

ATTACHMENT E: Determination of Value of Personal Use of State Vehicle

ATTACHMENT F: Certification of License and Automobile Liability Coverage

ATTACHMENT G: IEMA Motor Pool Vehicle Return Checklist.

ATTACHMENT H: State of Illinois Department of Central Management Services Division of Vehicles List of CMS State Garages

VII: Reference Materials.

CMS Vehicle Usage Program; http://ww2.illinois.gov/cms/agency/vehicles

Administrative Code Title 44 Part 5040 State Vehicles and Garage; http://www.ilga.gov/commission/jcar/admincode/044/04405040sections.html

Illinois Green Fleets; http://www.illinoisgreenfleets.org

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