ATTACHMENT A

**State Employee Business Transportation Policy, March 2012**

State Travel Control Board Rules indicate agencies and drivers are responsible to select the least costly mode of transportation available for state business. The following policy is intended to assist agencies in cutting the costs and environmental impacts of transportation and in choosing the most efficient transportation option available.

1. Consider if the travel is essential and avoid it if possible utilizing telephone, videoconference or webinar when feasible.

2. Consider mass transit such as Amtrak, train fares are very low cost and provide employees time to work while in transit.

3. If transport by car is the most cost effective option and a State car is available, use it. A fully utilized state vehicle is cost efficient. Contact your agency vehicle coordinator for information on availability. To be fully utilized a vehicle should accumulate a minimum mileage called "breakeven" annually. Currently breakeven mileage for a new compact car is about 8,099 mi., an intermediate sedan is 11,069 mi. and a pickup truck it is 14,909 mi.

   State vehicles are most efficiently utilized in pools as opposed to assignment to individuals, this helps ensure they accumulate enough annual miles to maintain cost efficiency. Special circumstances such as emergency equipment may impact determinations. To discuss methods to more effectively pool your agency fleet vehicles contact the CMS, Division of Vehicles (DOV). If an individual driver accumulates more than 8,099 business miles per year discuss the most cost effective options with your agency vehicle coordinator.

4. Using a personal car and receiving mileage reimbursement can be expensive, consider the available options. If a state car is not available, please look to car sharing or car rental. The state currently has established competitively bid contracts with Zipcar car sharing and Enterprise Car Rental to supplement your transportation needs. These options can be cheaper than reimbursement and your agency vehicle or travel coordinator can provide further details.

5. Zipcar car sharing is available for hourly rental and travel up to two days, costing $6 per hour, with a maximum of $70 per day (24 hour period). The hourly rate includes fuel, insurance and maintenance and the vendor will direct bill agencies. Each day, you are allowed 180 miles (costs 0.25 per mile after that) and it's a round trip rental. The car must be returned from where you picked it up. You must be a member to participate (no cost) and to sign up for this service go to: www.zipcar.com/stateofillinois.

6. Enterprise Car Rental is currently under contract to provide full day and weekly rentals to meet longer term needs. Rates start at $33 per day ($160 weekly), include insurance and maintenance and the vendor will direct bill agencies, excluding fuel. Rentals include unlimited mileage, one-way service is available and rental vehicles can be returned to any location. For reservations call 800-736-8222 or www.enterprise.com use business account # XZ15679 and pin # STA. To sign your agency/bureau up for direct billing, please contact your Travel Coordinator or DOV directly.

Rentals and car sharing are designed for short term, intermittent or periodic use. If available, state pool cars are recommended as a first option to maximize use. To maintain cost efficiency they must be fully utilized and accumulate enough miles relative to breakeven to justify keeping them.

This policy applies to all agencies under the Governor. Agencies may adopt more stringent policies internally. For further information on travel, fleet policies, rules and efficient, green transportation solutions contact your agency vehicle coordinator, travel coordinator or DOV.

When the state acquires vehicles, fuel efficiency and reduction of harmful emissions are important considerations. Use sustainable biofuels including E85 and biodiesel when available. Choose the most fuel efficient vehicle among the available options in vehicle pools.