

	Central Management Services	SOP #	1.02 CMS Vehicle, Equipment and Driver Policy
		Revision #	2
		Implementation Date	October 2020
Page #	1 of 28	Last Reviewed/Update Date	October, 2020
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ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

CMS Vehicle, Equipment and Driver Policy

BUREAU OF AGENCY SERVICES (BOAS) OVERVIEW

The Illinois Department of Central Management Services' (CMS) Bureau of Agency Services (BOAS) is comprised of three (3) divisions. BOAS oversees the Division of Vehicles (DOV) which coordinates the acquisition, repair, maintenance, fueling, and management of State-owned vehicles, many of which provide critical services such as snow removal, law enforcement, and emergency management services. Additionally, BOAS handles Mail and Messenger services, Surplus Property, and Recycling Initiatives. Through its Surplus Property Division, BOAS redistributes and disposes of surplus State property and administers the distribution of Federal surplus property through the Law Enforcement Support Office (LESO) and Government Services Administration (GSA) programs. BOAS conducts online public auctions of surplus items and provides recycling services at CMS-managed facilities and electronics recycling services for equipment such as computers, monitors, printers and fax machines.

Division of Vehicles (DOV) Overview

All State of Illinois Agencies, including Commissions, supervisors and employees must adhere to the following CMS Vehicle and Equipment Policy (Policy) which a latest copy can be found at CMS DOV's website. These guidelines are maintained by CMS in consultation with the Governor's Office and the Governor's Office of Management and Budget (GOMB). DOV policies govern State-owned, leased and rented vehicles including automobiles, trucks, utility vehicles and vans. All Agency Heads, through their designated Vehicle Coordinators (VC), are responsible for administering DOV policies and procedures, and all employees who operate State vehicles or State equipment must know and follow the policies and procedures.

Public Act 97-0922, effective 01/01/13 (<http://www.ilga.gov/legislation/publicacts/97/097-0922.htm>), is the State Vehicle Use Act. This Act established and updated policies and/or required CMS DOV to collect data on vehicle acquisition; vehicle use officers; vehicle use; mileage reimbursement; take-home vehicles; vehicle use and mileage logs; State garages; vehicle repairs and maintenance; fuel type and use; evaluate the costs of GPS systems; vehicle cost data; breakeven mileage (mileage driven validates vehicle use/assignment); etc. Title 44, Chapter 1, Part 5040 – State Vehicles and Garages (<http://www.ilga.gov/commission/icar/admincode/044/04405040sections.html>) of the Administrative Code are the rules that CMS' DOV and vehicle using agencies must follow to ensure State vehicles are acquired, assigned, used, etc. in a proper manner. CMS' DOV also established additional fleet policies and tools that are available at the DOV webpage (https://www2.illinois.gov/cms/agency/vehicles/Pages/FleetRules_Policies.aspx) for using agencies and drivers. Agencies are required to establish internal vehicle policies that are at least as stringent as the ones created by the above public act, administrative rules, and CMS' DOV.

Each Agency utilizing State vehicles appoints a Vehicle Coordinator (VC)/Vehicle Use Officers (UO). A network of VC/UO serve as the primary liaison and point of contact between their drivers/travelers and the CMS DOV on fleet and mobility related topics. They are the individual Agencies' fleet experts with the following responsibilities:

- Managing their departmental fleet vehicles, including but not limited to the acquisition, operation, maintenance, and administration of vehicles;
- Maintaining a current list of individually assigned and pool State vehicles that will be reconciled with CMS's computerized database. The list should include the following information at a minimum:
 - Make, Model, Vehicle Identification Number (VIN) and License Plate Number;
 - Assignment (individually assigned or pool);
 - All headquarters, parking locations including overnight parking location; and
 - Home address of employees in case of individual vehicle assignment and/or take-home privileges.
- Ensuring approved Individual Assignment or Take-Home Authorization forms are current and on file at the Agency and CMS;
- Ensuring all vehicles, other than Individually Assigned (IAV) and Take-Home Vehicles, are assigned to an Agency-designated parking location for after work hours. CMS will review the list;
- Ensuring any changes in parking locations to be reported to CMS within 24 hours and via e-mail. CMS may make periodic visits to ensure Agency compliance with this Policy;
- Reporting any vehicle issues to CMS and sharing new CMS vehicle policies and fleet information within their agency;
- Monitoring and reporting any vehicle and driver safety issues, mis-utilization, and inefficiencies;
- Tracking necessary cost reporting for fuel usage, repairs, and maintenance services; and
- Communicating other important information on State employee business transportation rules and regulations.

SUMMARY OF POLICY

The purpose of this Policy is to establish standards and procedures for determining the responsibilities, need, use and processes for the lease, purchase and maintenance for the State vehicles and equipment for the Illinois Department of Central Management Services (CMS) and all other State agencies.

All State of Illinois Agencies, including Commissions, supervisors and employees must adhere to the CMS Vehicle and Equipment Policy (Policy) which are maintained by CMS in consultation with the Governor's Office and the Governor's Office of Management and Budget (GOMB). This Policy governs State-owned, leased, and rented vehicles including passenger vehicles, trucks, vans, heavy-medium and light duty State vehicles.

All Agencies and entities using State vehicles, through their designated Vehicle Coordinator (VC) and Vehicle Use Officers (UO), are responsible for administering these policies and procedures, and all employees who operate State vehicles or State equipment must know and follow the policies and procedures. Failure to comply with this Policy will result in discipline up to and including termination.

It is the policy of CMS to provide the highest level of public service possible to its customers and ultimately the residents of Illinois in the most economically and efficient manner, within the provisions of applicable collective bargaining agreements, as well as state and federal law. To the extent that any of the provisions set forth in this Policy conflict with existing laws, rules and/or applicable Collective Bargaining Agreements (CBAs), the provisions of such laws, rules and/or applicable CBAs will supersede the applicable provisions of this Policy. Moreover, this Policy is subject to change by the State unilaterally at any time, subject to applicable CBA provisions. Agencies are expected to minimally adhere to the provisions outlined in this Policy; Agency heads may, however, adopt stricter provisions.

LEGISLATION

CMS' fleet management is governed by following Codes:

The Joint Committee on Administrative Rules - 44 Ill. Admin. Code 5040.110:

<http://www.ilga.gov/commission/jcar/admincode/044/044050400A01100R.html>

"The Department of Central Management Services (CMS) shall be responsible for the proper operation of the State garages and for ensuring that vehicles necessary for the operation of State government are acquired, maintained and used in the most efficient and least costly manner that comports with the State's needs. State vehicles shall only be used for the performance of State duties and purposes incident to the performance of those duties. As set forth in further detail in this Part, each State agency, with the assistance of the vehicle use officer, shall draft a vehicle use policy that is at least as stringent as this Part."

Requirements and procedures concerning *daily vehicle use logs and mileage recording* [30 ILCS 617/10];

Individually Assigned Vehicles (IAVs) are governed by Joint Committee on Administrative Rules - 44 Ill. Admin. Code 5040.340;

Additionally, the Use of Vehicles is governed by Joint Committee on Administrative Rules - 44 Ill. Admin. Code 5040.300:

<http://www.ilga.gov/commission/jcar/admincode/044/044050400C03000R.html>

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

OVERVIEW OF DIVISION OF VEHICLES

Division of Vehicles (DOV) is part of CMS' Bureau of Agency Services (BOAS) and manages the State vehicle fleet for Agencies under the Governor, operates garages for repair and maintenance of the state fleet, coordinates vendor repair and maintenance, manages internal and external fuel, and administers a vehicle usage and maintenance program.

DOV manages 13 garage locations statewide and 12,500 vehicles (made up of 9,200 passenger vehicles and 3,200 trucks). DOV assists nearly 80 State Agencies in determining the most economical mode of transportation, travel time, cost, and requirements for their employees as part of the State Employee Business Transportation Options and annual fleet efficiency training. The State's fleet currently exceeds industry age, mileage and efficiency standards which is resulting in higher maintenance, repair and fuel costs, and emissions.

DOV sets policies for fleet for agencies and is responsible for replacing vehicles under the vehicle usage program. The agencies are responsible for replacing vehicles under the vehicle maintenance program, which includes maintenance and repair only. Illinois State Police (ISP), Illinois Department of Transportation (IDOT) and Commerce Commission participate in the vehicle maintenance program. Agencies not under the Governor's jurisdiction may choose to participate in individual DOV programs as well.

Additional information can be obtained at CMS' BOAS-DOV Administrative office in Springfield:

CMS, Bureau of Agency Services

Division of Vehicles, Administrative Office

200 East Ash Street, Springfield, IL 62704

Regular Hours: Monday - Friday, 7:30am to 4:00pm

Phone: (217).782.2536 (ext. 351)

Off-hours Phone Traveling **in Illinois**: (800).782.7860 if traveling in Illinois and unable to obtain vendor services

Off-hours Phone Traveling **out of Illinois**: (217).782.7860 if traveling out-of-state and unable to obtain vendor services

<https://www2.illinois.gov/cms/agency/vehicles/Pages/default.aspx>

USER AGENCY RESPONSIBILITIES

Operators of State vehicles and equipment must be current State employees in possession of a valid Illinois driver's or operator's license. No employee will operate a State vehicle or equipment without authorization from his or her supervisor.

State vehicles and equipment are property that are to be used only for State business, which is defined as activities specifically related to the day to day execution of a State employee's work assignment except to purchase a meal while in route to an assignment during the department's defined "lunch or break period". State vehicles cannot be used for personal business or any other activity that is not specifically related to State business.

State vehicles should not be taken outside of the state of Illinois unless such travel is required to execute State business in the most effective manner possible. Vehicles traveling out of state must carry a Certificate of Insurance, which can be obtained from the CMS' Risk Management and such travel must be approved by CMS.

Employees are responsible for tickets, violations and fines (i.e. parking tickets, red-light violations, speed camera violations, tollway violations, etc) incurred while using State vehicles and equipment.

No State employee will act as a chauffeur or personal driver.

Emergency lights and equipment are to be used only for the safety purposes or in emergency situations. Emergency lights and equipment should not be used to circumvent red lights and/or heavy traffic. All lighting and sirens must be installed and used in accordance with the Illinois Vehicle Code (625 ILCS 5/12). The use of amber lighting is permitted when necessary for traffic control. Red, blue, green and other colors of lighting are permitted for us only by departments and operators authorized by the Illinois Vehicle Code.

Strict compliance with these guidelines will be required of all State employees, including, but not limited to, Department Heads, Commissions, Boards, vehicle operators and supervisors. Misuse of any State vehicles or equipment or failure to adhere to the above procedures shall result in disciplinary action up to and including termination.

Agencies, Commissions and entities utilizing State vehicles appoint a Vehicle Coordinator (VC)/ Vehicle Use Officers (UO) to serve as the primary liaison and point of contact between employees (drivers) and the CMS DOV on fleet and mobility related topics.

Agencies and entities shall promptly inform CMS in writing of any changes to their assigned staffing. They must also inform CMS in writing when a State vehicle or equipment assignment has been made or there is an operational need for additional vehicles to department's fleet.

VEHICLES

Strict compliance with these guidelines will be required of all State employees, including Agency heads, vehicle operators, and supervisors. Misuse of any State Vehicles or State Equipment or failure to adhere to the above procedures shall result in disciplinary action up to and including termination.

Vehicle Use

Agencies, Commissions and entities using State vehicles, with the assistance of their VC and UO, shall draft an internal vehicle use policy. Vehicle use policies, other than those drafted by a constitutional officer, shall be submitted to DOV and shall be made publicly available on CMS' website. A State agency's vehicle use policy must be at least as stringent as this Policy and shall include the following at a minimum:

Requirements and procedures concerning user agency responsibilities, take-home vehicles, including requirements for emergency use of take-home vehicles and restrictions on the use of these vehicles solely for commuting; and

Requirements and procedures concerning *daily vehicle use logs and mileage recording*. [30 ILCS 617/10]

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

Agency Vehicle Usage Options

The following vehicle usage options are currently available to all agencies and entities. CMS is in the process of evaluating possibilities of other vehicle use programs as well as looking at the future of State fleet for ultimate recommendations.

a. Agency Pool Vehicles

Agency pool vehicle shall mean one or more vehicles that are not assigned to one individual but for a group of employees to share and utilize.

The Agency VC/UO is required to maintain a current list of pool Agency vehicles and the day-to-day assignments of those vehicles.

Agency pool vehicles should be parked overnight at a designated State parking location. Any State vehicle, other than an approved Individually Assigned or Take-Home Vehicle, that is parked after hours at a non-State location will be considered an unauthorized Take-Home vehicle. Unauthorized use of a State vehicle will result in appropriate disciplinary action as determined by the Agency Head, including but not limited to suspension of all State driving privileges and employee termination.

Agency Heads may grant Individually Assigned Vehicles (IAVs) or occasional take-home use of Agency pool vehicles to staff under exceptional circumstances as noted below.

b. Individually Assigned Vehicles (IAVs)

Temporary assignments of State vehicles shall be governed by subsection C hereunder. IAVs shall be governed by this subsection B and shall mean vehicles assigned to individual State employees if the following is met.

IAVs are governed by, and use must be consistent with, Joint Committee on Administrative Rules - 44 Ill. Admin. Code 5040.340 – Assignment to Individuals

Vehicles may be assigned to specific individuals if authorized in writing by the head of the Agency to which the vehicle is assigned. Requesting agencies must submit an Individually Assigned Vehicle (IAV) Request (Attachment A), of this guide to CMS for review and approval. 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:

- The vehicle is specially equipped to perform law enforcement services and the law enforcement employee is on call 24 hours a day.
- 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.
- 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.
- The employee is regularly subject to special or emergency calls related to his or her official job functions from his or her residence during non-duty hours.

When the condition or conditions for the IAV justification no longer apply, the IAV authorization will lapse and it shall be the responsibility of the Agency to promptly notify CMS.

Vehicles usage shall be in accordance with the provisions of Section 5040.350. *(Source: Amended at 38 Ill. Reg. 16839, effective July 25, 2014)*

c. Take-Home Vehicle Use

Take-home vehicles shall mean individually assigned or pool vehicles to be taken home on a temporary basis if the following is met.

State employees may be authorized to take home State vehicles to respond on a 24 hour per day basis as required by that employee's job responsibilities. An employee's title alone shall not act as justification for vehicle take-home privileges. CMS will consider all requests for take-home State vehicles on a case-by-case basis if the requesting employee and their Agency Head justify that such use is in the best interest of the State of Illinois. Eligibility and justification criteria for take-home vehicles may include, but is not limited to:

- Eligibility and justification criteria for take-home vehicles may include, but is not limited to:
 - The position is called back frequently because of unforeseen emergencies (with consideration for the number of actual emergency responses);
 - The position may be required to deploy to the field with special equipment;
 - The position is required to respond within an established framework;

- Types of special equipment needed and response times;
- Vehicles not to be assigned by title.

All requests should be made based on availability and Agency prioritization. An Agency should consider temporary vehicle assignment when an employee is on-call. It is recommended that a rotational take-home vehicle usage model should be considered prior to requesting specific individual Take Home privileges.

All State employees requesting take-home authorization must complete a “Take Home / Unmarked Vehicle Authorization Request” form (Attachment D) and receive written approval prior to taking home a State vehicle. Such approval shall be valid for no more than six months, at which time the need for take-home authorization must be revisited.

Use of all State vehicles must be in full compliance with this Policy. Under no circumstances may State vehicles be used during a State employee’s secondary employment. Failure to adhere to this restriction shall result in discipline up to and including termination.

Agency Heads may grant take-home use of State vehicles by staff under exceptional circumstances up to a maximum of five (5) consecutive days. These circumstances are limited to those employees who are “on call” and required to respond to emergency / critical situations. Employees receiving take-home authorization under these circumstances may not use a State vehicle for anything but State business.

Use of State vehicles for commuting to and from work and other personal use is a benefit subject to federal income tax and must be reported in accordance with IRS regulations. Employees may contact the Agency of Finance for additional information. Employees are also encouraged to consult their own tax advisors regarding any tax implications.

d. Use of Personally Owned Vehicles

An Agency Head may allow the use of personally owned vehicles to conduct State business. Use of personally owned vehicles for State Business, including reimbursement guidelines for such use, \$0.575 /mile (effective January 1, 2020- see section 3000.300(f)(2) of the Travel Regulation Council Rules). Out-of-town travel and other circumstances are governed by the Governor’s Travel Control Board. More information can be found at:

<https://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx>

It is the responsibility of the State employee using personal vehicles for official duties to contact their personal insurance company to verify if their vehicle would be covered in the event of an accident or if an additional policy (rider) would need to be added. The State self-insurance policy does not cover damages to personal vehicles even while on State business.

e. Surplus Vehicles

Underutilized vehicles that are not able to be redeployed due to age, mileage, and/or condition will be turned-in to CMS’ Surplus Property to be disposed through a sale on Ibid, the State’s online auction site, or offered to another agency at CMS’s discretion.

f. Rental Vehicles

The State of Illinois has a current contract with Hertz for car rental. These services may be useful for State employees when vehicles are needed infrequently for travel on State business. Increased utilization of these contracts may help the State to reduce (reallocate or sell) the number of vehicles that have minimum usage and therefore realize cost savings.

Hertz offers car rental for State employees looking to rent a car for 24 hours or more. Current contract daily rates range from \$39 (compact) to \$103 (12-passenger van) in the Chicago area and \$31 (compact) to \$95 (12-passenger van) outside the Chicago metro.

DOV is committed to publicizing this information to bring greater awareness to the program and expanded availability of vehicles.

Use of State Vehicles

State vehicles shall only be used for public purposes and in the best interests of the State. Use of State vehicles is governed by Joint Committee on Administrative Rules - 44 Ill. Admin. Code 5040.350:

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

a. Authorized Use

State-owned vehicles shall only be used for public purposes and in the best interests of the State. When performing official duties on behalf of the State, authorized uses include:

- Travel between places of State business, places of temporary lodging, places to obtain meals, and/or other locations necessary to perform official duties;
- Travel to/from places to obtain emergency medical assistance or supplies;
- Transport of other State officers or employees who are on official State business, consultants or contractors working on behalf of the State, commercial firm representatives working with the State, Wards of the State, Residents of State facilities or institutions and others as authorized in writing by an Agency head;
- Transport of materials, equipment, supplies, tools, parcels, luggage, or other items necessary or required to perform official duties;
- 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;
- 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).

Commuting in an assigned vehicle when one of the conditions set forth in Section 5040.340 is met and the employee has complied with:

- The certification requirements of Section 7-601 of the Illinois Vehicle Code (625 ILCS 5/7-601);
- All applicable reporting requirements of the Office of the Comptroller.

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).

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

Unauthorized use of a State-owned vehicle includes, but is not limited to:

- Transportation for shopping, meals, entertainment, recreation, vacation, or any other personal purposes unrelated to the performance of official State business;
- Transport of any person for any purpose unrelated to official State business;
- Operation of a vehicle beyond the vehicle's rated capability;
- Transport of materials, equipment, supplies, tools, parcels, luggage, or other items unrelated to the performance of official State business;
- Transport of hazardous or dangerous materials including, but not limited to, such as acids, explosives, weapons, ammunition, or highly flammable materials unless authorized in writing by an agency head or in an emergency;
- Transport of items or equipment that may constitute an obstruction of safe driving or hazard to pedestrians or other vehicles;
- Any use in violation of applicable statute, rule, or executive order.

Any employee or official using a State vehicle in a manner contrary to this Section or this Policy shall be personally responsible for and assume the risk of:

- Personal injury to the employee/official and to third parties;
- Damage to the property of the employee/official, the State, and third parties.

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:

- Is responsible for instituting corrective action, which shall include discipline up to and including discharge;
- 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)).

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

Driver Requirements and Responsibilities

Driver Requirements is governed by Joint Committee on Administrative Rules - 44 Ill. Admin. Code 5040.500:

<http://www.ilga.gov/commission/jcar/admincode/044/044050400E05000R.html>

(Source: Amended at 9 Ill. Reg. 13720, effective August 21, 1985)

VC and UO's are responsible for taking reasonable action to verify that drivers are properly authorized to operate State vehicles and have a valid license, permit, privilege, or endorsement appropriate for the type of State vehicle they are required to operate. Individuals who are authorized by their Agency head can operate State vehicles and shall meet following requirements and responsibilities:

- Maintain a valid driver's license or appropriate permit for the vehicle being used. If the license of an employee with access to a State vehicle or State equipment is suspended or revoked, the employee must immediately submit a report to their supervisor describing the circumstances under which the suspension or revocation occurred, and the duration of suspension or revocation;
- Ensure that vehicles are used for official and authorized trips only;
- Exercise diligence always in the proper care, use, and operation of State 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;
- No smoking in state owned or leased vehicles (Public Act 95-0017). Smoke Free Illinois Act, PA 095-1107, effective 1/1/2008, prohibits smoking in public places, places of employment, and governmental vehicles;
- No consuming or possessing alcohol and illegal drugs while operating or in possession of a State vehicle;
- No operating a State vehicle or equipment under the influence of alcohol and/or illegal 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 Policy and the rules and fuel E-85 powered vehicles with ethanol, whenever possible;
- Ensure that all receipts for credit card purchases of fuel, oil, repairs, or other related items are accurate and state the current vehicle mileage reading, and, if applicable, the hour reading. Outside fuel receipts do not always provide an area for recording mileage and, when needed, the mileage should be noted in available space on the fuel receipt;
- Comply with instructions concerning notification and repairs in the event of a breakdown or damage which prevents further operation of the vehicle.

Drivers shall be aware of security when parking or garaging a vehicle and immediately report any involvement in accidents to appropriate authorities, their Agencies, and CMS.

Drivers assume responsibility for violations and fines incurred while operating a State vehicle. Drivers shall provide copies of any moving or equipment violation citations received while operating a vehicle to their supervisor within five (5) working days of receipt. Under certain circumstances, reimbursement for fines, and/or provision of legal counsel may or not be available. Drivers shall contact their VCs and UOs to inquire additional information.

SAFETY, SECURITY, AND CLEANING

Driver safety and security requires careful planning and vigilance by vehicle users. Drivers shall review following pre and post trip checklist steps to ensure safety and security during travels.

a. Pre and Post Trip Checklist

Drivers shall comply with the following trip checklist:

- Drivers shall contact their Vehicle Coordinators fleet information;
- Drivers can use CMS' (Blue and White) Credit Card to purchase fuel at CMS State Garages;
- Drivers can also use WEX Fuel Card to purchase fuel at participating vendors. Although WEX card may be used for other minor repairs and services and EMERGENCY services, including for oil change, windshield wiper replacements and light bulbs and headlight replacement, prior authorization by Agency Heads and CMS is required. Receipts for these expenses shall be tracked and submitted to CMS;

- Drivers shall fill up fuel tanks before and after each trip using the CMS credit card or WEX Fuel Cards;
- Drivers shall inspect vehicles to ensure vehicle is in good operating condition and report any damages to their VC/UOs and CMS immediately;
- CMS DOV shall inspect vehicles at least once a year;
- Drivers shall complete the trip logs before and after each trip; and
- Efficient fleet management requires state vehicles be fully utilized and well maintained including regular oil changes, tire rotations, and prescribed safety inspections. VCs shall keep the vehicle current with all required preventive and annual maintenance requirements.

b. Safety Tips

Drivers shall comply with the following safety tips:

- Drivers shall plan trips in advance and leave itinerary with their office;
- Drivers shall carry maps or navigational device, if the vehicle does not have a GPS device;
- Drivers shall travel only on main roads and avoid isolated places/roads; and
- Drivers shall park in well-lighted areas, lock the doors have keys in hand when approaching a vehicle.

c. Security

Drivers are responsible for ensuring vehicles, keys and vehicle credit cards and pin numbers are properly secured to prevent damage and/or theft.

d. Cleaning

Vehicle travel is essential for many State employees to meet the mission and operational requirements of their State agency. Frequent contact with fellow employees, high touch surfaces, and shared tools during vehicle travel increase the potential spread of infectious viruses and diseases. State agencies and employees must take proactive steps and implement measures to keep its staff, themselves and vehicles safe and mitigate the spread of viruses and diseases. Following safety checklist is developed to be a guiding tool for drivers of vehicles and is not a comprehensive list of all duties and responsibilities:

- Safety First! Follow the policies and guidelines issued by CDC, Illinois Department of Public Health (IDPH) and CMS
- Respect others and stay home if you are sick or not feeling well
- Encourage respiratory etiquette, including covering coughs and sneezes
- Wash hands frequently
- Wear proper Personal Protection Equipment (PPE) and avoid touching your mouth, eyes, or face
- Avoid non-essential work travels and, if you must, travel alone when operationally feasible
- Wear masks when traveling with more than one person and when interacting with others, such as at a toll booth or drive-up window
 - An employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or if it would create an unsafe condition in which to operate equipment or execute a task
- Employees who normally have multiple employees in the vehicle due to safety or work standards should follow their agency-specific protocols when traveling in vehicles:
 - Maintain appropriate social distancing as possible; occupying every other seat and keeping 6 feet distance between employees
 - Handle own belongings and not to share supplies

- Limit stops when operationally feasible or minimize stop times
- Use curbside pick-up and delivery when possible
- Practice contactless pick-up and deliveries, such as no-knock
- Limit contact with high touch surfaces and wipe down any shared items, such as WEX and CMS fleet cards, trip log, pens, etc., after each use if shared with other drivers
- Avoid using recirculated air option for the car's ventilation
- Utilize no-touch trash options in your vehicle and remove any trash when exiting vehicles
- Use disinfecting wipes or paper towels/tissues on fuel pump handles, buttons, etc. before and after each fill-up
- Clean the steering wheel and other high touch surfaces before and after each trip

e. Cleaning Process

Drivers must comply with the following cleaning process:

- Frequent cleaning and disinfecting practices will help minimize the spread of viruses
- Cleaning should be done with appropriate and EPA approved products
- For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application. For disinfection of hard, non-porous surfaces, appropriate disinfectants include:
 - EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2 [external icon](#), the virus that causes COVID-19. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
 - Diluted household bleach solutions prepared according to the manufacturer's label for disinfection, if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
 - Alcohol solutions with at least 70% alcohol.
- For soft or porous surfaces such as fabric seats, remove any visible contamination, if
 - present, and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.
- For frequently touched electronic surfaces, such as tablets or touch screens used in the vehicle, remove visible dirt, then disinfect following the manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect.
- Exterior and interior surfaces can be cleaned with soap and water using paper towels or
 - disposable rags, according to the vehicle manufacturer's recommendations.
- Avoid using product application methods that cause splashing or generate aerosols
- To avoid splashing, spray the cleaning agent into the rag/cloth instead of spraying directly onto the surface
- Use appropriate amounts of water only dampen the cloth or rag. Using excessive amounts of water inside the vehicle could damage the equipment
- High touch touched areas should be cleaned after each use and the start and end of each shift. Examples of frequently touched surfaces include but not limited to the following surface
 - Door handles and surface
 - Trunk latch
 - Mirrors
 - Window glass

- Steering wheel
- Ignition key or fob
- Shifter
- Gauges and switches on dash and in cab
- HVAC louvers on dash
- Exposed dash surfaces
- Radio controls
- Seat covers, adjustment knobs and seat belts and buckles
- Cup holders
- Steering column-mounted stalk controls (turn signals, cruise controls, windshield wiper)
- Gas door or cap
- Other surfaces to be cleaned:
 - Fuel Pumps touched in State owned fuel stations should be cleaned before and after usage
 - WEX Fuel cards and sleeve must be cleaned before and after usage
- Do not use compressed air and/or water under pressure for cleaning, or any other methods that can cause splashing or which might re-aerosolize infectious material. If there is debris that needs vacuumed out of the vehicle, the vacuum cleaners should only be used after proper disinfection has taken place on frequently touched surfaces.
- When cleaning has been completed and gloves have been disposed, immediately wash hands with soap and water. If soap and water are not readily available, use an alcohol-based (no less than 70% alcohol per CDC recommendations) hand gel and wash hands with soap and water as soon as feasible. Avoid touching the face with gloved or unwashed hands.

f. References for Cleaning

CDC: Coronavirus Disease 019 (COVID-19) – “Cleaning and Disinfection for Non-emergency Transport Vehicles” <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

IDPH: <http://dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus>

OSHA: <https://www.osha.gov/SLTC/covid-19/controlprevention.html>

g. Storage

When not in use, drivers shall store vehicles on State property, and if possible, within a secure area. Drivers must maintain control over vehicle keys and credit card in a manner to prevent unauthorized access.

h. Supplies and Equipment

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

FUEL OPTIONS

Fleet Fuel Cards

Drivers must use the CMS’ (Blue and White) Credit Card at CMS’ fuel sites. Please refer to Attachment B for a map of CMS State Garages and Fuel sites or the following CMS’ website:

https://www2.illinois.gov/cms/agency/vehicles/Pages/Fuel_GarageLocations.aspx

Drivers can also use the WEX commercial fleet card at commercial fuel locations. Please refer to following WEX Fuel Locations website:

https://go.wexonline.com/online/public_gotoFlow.do?_flowId=flow-acceptingLocationsPreLoginMgmt&_flowExecutionKey=e1s2

Fleet Fuel Cards are governed by Joint Committee on Administrative Rules - 44 Ill. Admin. Code 5040.400:

<http://www.ilga.gov/commission/jcar/admincode/044/044050400E05400R.html>

CMS Fleet Cards are utilized for fuel purchases and repairs performed at CMS garage and fueling sites. CMS Fleet Cards or CMS approved Vendor Fleet Cards are utilized for outside purchases of full tanks of fuel. Repairs and maintenance on credit cards require prior written CMS approvals. Exceptions are emergency towing and emergency tire repairs which will need to be reported to CMS promptly following the repairs by the next business day.

CMS Fleet Cards are assigned to equipment when placed in service by DOV. CMS will recover the cost of administering Fleet Card services in its rates.

Any State employee involved in the unauthorized use of a CMS or a Vendor Fleet Card shall be subject to discipline or criminal prosecution, or both.

Agency VCs and UOs are responsible for ordering fleet cards (Vendor Fleet Cards) and for maintaining and reporting the inventory of these cards, any expenditures using the credit cards via CMS' vendor on-line systems and formats.

Personal Identification Numbers (PIN) for Vendor Fleet Cards are required for accountability and to prevent theft and abuse. A PIN is required for each vehicle or driver that maximizes the vendor's system security capabilities.

Drivers are responsible for recording accurate mileage information on all Fleet Card transactions.

Lost, Stolen or Damaged Fleet Cards

Drivers are responsible for the appropriate use of and security of both the CMS and Vendor Fleet Cards once received. Drivers are also responsible for reporting damaged, lost, expired or stolen CMS and Vendor Fleet Cards to their Agency VC/UOs immediately. In the case of expired or damaged cards, upon receipt of replacement cards, drivers are responsible for sending the replaced card to the Agency VC/UOs;

Agency VC/UOs must document to CMS a vehicle's lost, stolen or damaged CMS Fleet Card for replacement; and

The Agency VC/UOs must notify the Fleet Card vendor immediately to cancel a Vendor Fleet Card that is lost or stolen.

CMS may establish limits on CMS and Vendor Fleet Card purchases based on criteria including tank capacity, historic and anticipated needs, and market rates for fuel and service. Exceptions may be granted on a case-

by-case basis for reasons including extraordinary operating needs, extraordinary economic circumstances and emergency use.

Agencies are required to utilize Vendor Fleet Card exception report capabilities and establish internal procedures for addressing issues identified through these reports. Exception report capabilities, as applicable, can include, but are not limited to, purchases that exceed transaction limits, fuel purchases greater than fuel tank capacities, excessive number of purchase transactions per day, and purchases of a fuel type inconsistent with the vehicle being operated. In addition, agencies are required to use any other available exception report capabilities that prevent theft and abuse.

CMS establishes twice annual reporting criteria, including card abuse reporting, for this purpose. Agencies shall report the results of exceptions review to CMS on or before July 1 and on or before January 1 of each year, in the form specified by CMS. Agencies shall report the division, date, time, equipment number, license number, driver's name, merchant's name, merchant city, transaction amount, exception issue and the resolution.

Driver Responsibilities on Fuel Cards

Drivers are encouraged to make fuel purchases at CMS State Garages when practical; however, drivers are not expected to substantially deviate from their route to visit a CMS State Garage for fuel.

If a CMS State Garage is not available, drivers should make purchases of fuel and oil from the most economical source.

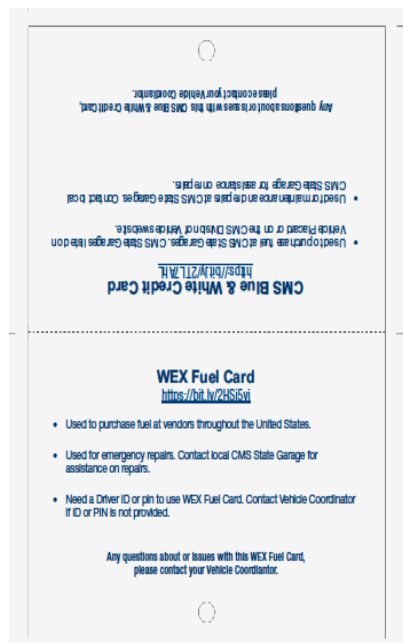
Use E85 and gasohol when available and as applicable to each vehicle's needs.

Use a self-service island unless you are physically unable to operate a self-service pump.

Verify that the service station accepts State credit cards before pumping fuel.

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

For additional information on CMS or WEX Cards, drivers shall contact Agency VCs or UOs.



Images of new CMS Fleet Card and Fleet Card Holder in Vehicles

MAINTENANCE AND REPAIR OF STATE VEHICLES

Maintenance and repair of State vehicles and State equipment will be performed by CMS or a vendor contracted by CMS and the State of Illinois. Agencies are required to bring in State vehicles and State equipment for scheduled servicing or immediately when instructed by CMS. Failure to do so will result in the revocation of all fleet privileges.

For vehicle services, including preventative maintenance and mechanical breakdowns, please contact CMS DOV. The following information will be required: Last Name, Unit Number, Assignment or District, Address or Location of Vehicle and Description of Problem.

CMS, Bureau of Agency Services
Division of Vehicles, Administrative Office
200 East Ash Street, Springfield, IL 62704
Regular Hours: Monday - Friday, 7:30am to 4:00pm
Phone: (217) 782-2536 (ext. 351)

Off-hours Phone Traveling in Illinois: (800) 782-7860 if traveling in Illinois and unable to obtain vendor services

Off-hours Phone Traveling out of Illinois: (217) 782-7860 if traveling out-of-state and unable to obtain vendor services

<https://www2.illinois.gov/cms/agency/vehicles/Pages/default.aspx>

Repairs, fuel, and maintenance is governed by Joint Committee on Administrative Rules - 44 Ill. Admin. Code 5040.400 which provides:

“All state-owned (including federally funded vehicles) or leased vehicles which fall under this Part shall undergo regular service and/or repair 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.”

<http://www.ilga.gov/commission/jcar/admincode/044/044050400D04000R.html>

Drivers shall contact the nearest CMS State Garage for in-house vehicle repairs and maintenance and for prior authorization to utilize vendors for vehicle repairs and maintenance. A list of CMS State Garages is included on Attachment B of this Policy or visit the CMS State Garage and Fuel Locations website:

https://www2.illinois.gov/cms/agency/vehicles/Pages/Fuel_GarageLocations.aspx

DOV Vehicle Maintenance or Repair Services Regular Business Hours:
07:00 a.m. – 03:30 p.m. Monday - Friday

Vehicle Maintenance or Repair Services for After-hours Emergency Roadside Assistance:

- Call (800) 782-7860 if traveling in Illinois and unable to obtain vendor services
- Call (217) 782-7860 if traveling out-of-state and unable to obtain vendor services

Bill payment for after-hours emergency roadside assistance can be processed as follows:

- Drivers shall contact the nearest CMS State garage the next business day and is given a purchase order for the repair;
- Drivers shall charge services to the state credit card;
- If a driver pays out-of-pocket, the driver can submit for reimbursement through his/her agency as a travel expense. DOV will review and provide approvals on the reimbursement voucher where appropriate.

ACCIDENTS AND DAMAGES INVOLVING STATE VEHICLES

In case of an accident or the occurrence of any damage to a State vehicle, a driver must inform his or her immediate supervisor and Agency Head. All incidents must be immediately reported to CMS in addition to following:

- Drivers shall call 911 to notify Law Enforcement of the accident and request medical assistance for injured persons if necessary;
- Drivers are not to assist with injured persons beyond calling for professional medical assistance, except if deemed necessary due to life threatening conditions;
- Drivers shall not speculate or discuss fault;
- Drivers shall contact CMS Division of Risk Management immediately if the accident results in severe injury, death, or substantial property damage.
- Drivers shall contact CMS DOV daytime or after-hours phone numbers provided in this Policy for assistance;
- Drivers shall contact their immediate supervisors and agency VC/UOs as soon as possible to report the accident. Failure to report a motor vehicle accident will result in disciplinary action up to and including termination.
- Obtain the Accident Report - SR-1 "Motorist Report of Illinois Vehicles Accident" – from the Law Enforcement officer or agency. Please see Attachment C of this Policy for an example/template.
- Complete and submit the SR-1 to your Vehicle Coordinator within three (3) calendar days from the date of accident, and to the CMS Division of Vehicles within seven (7) calendar days of the accident.
- Contact CMS Risk Management for additional information.

- Please refer to CMS' Incident Response and Reporting Policy SOP #3.1 for accident and incident reporting process and associated forms.

TITLING, REGISTRATION, AND IDENTIFICATION OF STATE VEHICLES

All State vehicles and equipment will be plated and titled to the State of Illinois by CMS, which shall retain all titles. CMS will assign equipment numbers and place decal markings on all units to establish a uniform identification plan. In accordance with JCAR Title 44, Section 5040.330, all State vehicles shall be assigned a unique equipment number by CMS and may bear State identification markings as approved by CMS except for vehicles used for investigative purposes. It shall be the responsibility of each Agency Head to ensure appropriate compliance. No Agency or employee may remove or cause to be removed State identification markings from any State vehicle or State equipment.

All State vehicles and equipment must display valid license plates with a State (U Plate) vehicle identification, unless conventional plates are authorized by CMS. Lost or stolen license plates must be reported immediately to CMS.

CMS is piloting a new vehicle identification plan for CMS vehicles. The plan includes, at a minimum, the placement of the State seal on the both the front driver and passenger front doors and the placement of the unique equipment number on either the front fender or a rear facing part of the equipment. CMS will roll-out this plan Fleet-wide.



Attachment A: Individually Assigned Vehicle Request Form

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES (CMS)
INTERNAL AGENCY AUTHORIZATION/INDIVIDUALLY ASSIGNED VEHICLES (IAV's)

In keeping with CMS Rules, 44 Illinois Administrative Code – Part 5040.340 and State fleet policy, vehicles may only be assigned to specific individuals if authorized in writing by the head of the Agency to which the vehicle is assigned. Assignment should be approved based on the State's best interests, when a vehicle is necessary for State business use and when it is economically efficient to do so and not based on title or commuting needs. IAV vehicles should accumulate enough mileage or reach CMS established breakeven miles annually to be economically efficient to maintain. IAV requirements include but are not limited to driver logs, taxable fringe benefit reporting, Agency head justification for commuting miles exceeding 30% of total miles, and annual Agency checks to ensure employee has a valid driver's license and proof of required insurance. Annual external reporting to CMS on assignments by this agency and within 30 days of changes that occur is also required.

Employee Name: _____ Date Assigned: _____

Home Address: _____ City: _____ Zip: _____

Work Headquarters Address: _____ City: _____ Zip: _____

Agency: _____

Vehicle Equipment Number: _____

Vehicle License Number (if not covert): _____

Annual Business Miles: _____ Annual Commuting Miles: _____

What is the work reason/justification for this assignment: (Be specific, relate the necessity to this employee's work tasks e.g.: employee is an inspector covering the southern half of Illinois and 25 locations, employee carries calibration equipment and reports to headquarters only quarterly. Other justification examples may include extensive business miles, special equipment or cargo, need to transport clients or passengers most of the time utilized.) An employee's title, alone, cannot act as a justification for an IAV.

Authorization below certifies this assignment meets the requirements of the Office of the Governor Fleet Policy dated April 12, 2010 and the CMS/JCAR Rule criteria for assignment checked below:

- 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 employee headquarters as defined in the regulations concerning State employee travel.
- c) ☐ When the employee is a state official confirmed by the State Senate. (Please note: per Governor's Office fleet policy noted above, in the case of assignment to agency heads under the Governor, policy indicates additional work use justification is also needed as a basis for assignment to be authorized.)
- d) ☐ When the employee is regularly subject to special or emergency calls from his/her residence during non-duty hours.
- e) Vehicle usage will be in accordance with the provisions of Section 5040.270(b) of this part.

CMS certifies the employee assigned this IAV has been required to review the current IAV policy and related regulations on use of a state vehicle, taxable fringe benefits, logs and insurance. Justification to permit commuting over 30% if applicable is included if applicable.

Please refer to State Travel Control Board Rules for headquarters designation and other travel related questions. Please refer to the Illinois Department of Revenue, Legal Services Division, ph. 217-782-7055 for Taxable Fringe Benefit questions on requirements and exemptions. CMS Internal agency policy on Individually Assigned Vehicles is at least as stringent as CMS/Governor's Office Fleet Policy.

Employee Name: _____

Employee Signature: _____

Date: _____

Agency Chief Financial Officer Signature: _____

Date: _____

Agency Head Approval Signature: _____

Date: _____

Cc: CMS/Agency Vehicle Coordinator Assignee



Attachment B: CMS State Garages and Fuel Sites

https://www2.illinois.gov/cms/agency/vehicles/Pages/Fuel_GarageLocations.aspx

Carbondale State Garage
2801 West Murphysboro
(618) 351-5346
Fuel: Gasohol

Collinsville State Garage
1104 Eastport Plaza Drive
(618) 346-5190
Fuel: Gasohol and Diesel

Des Plaines-Suburban North State Garage
9511 Harrison Street
(847) 294-4152
Fuel: None

Dixon State Garage
817 Depot Avenue
(815) 284-1594
Fuel: Gasohol and Diesel

Effingham State Garage
400 West Wabash
(217) 342-8296
Fuel: Gasohol

Elgin State Garage
595 South State Street
(847) 931-2474
Fuel: Gasohol and Diesel

Hillsboro State Garage
Graham Correctional Center
Route 185 South
(217) 532-6811
Fuel: Gasohol and Diesel

Ottawa State Garage
1620 Porter
(815) 434-8400
Fuel: Gasohol and Diesel

Paris State Garage
Route 133 West
(217) 463-4215
Fuel: Gasohol and Diesel

Peoria State Garage
6510 West Highway 150 (Edwards, IL)
(309) 693-5162
Fuel: Gasohol and Diesel

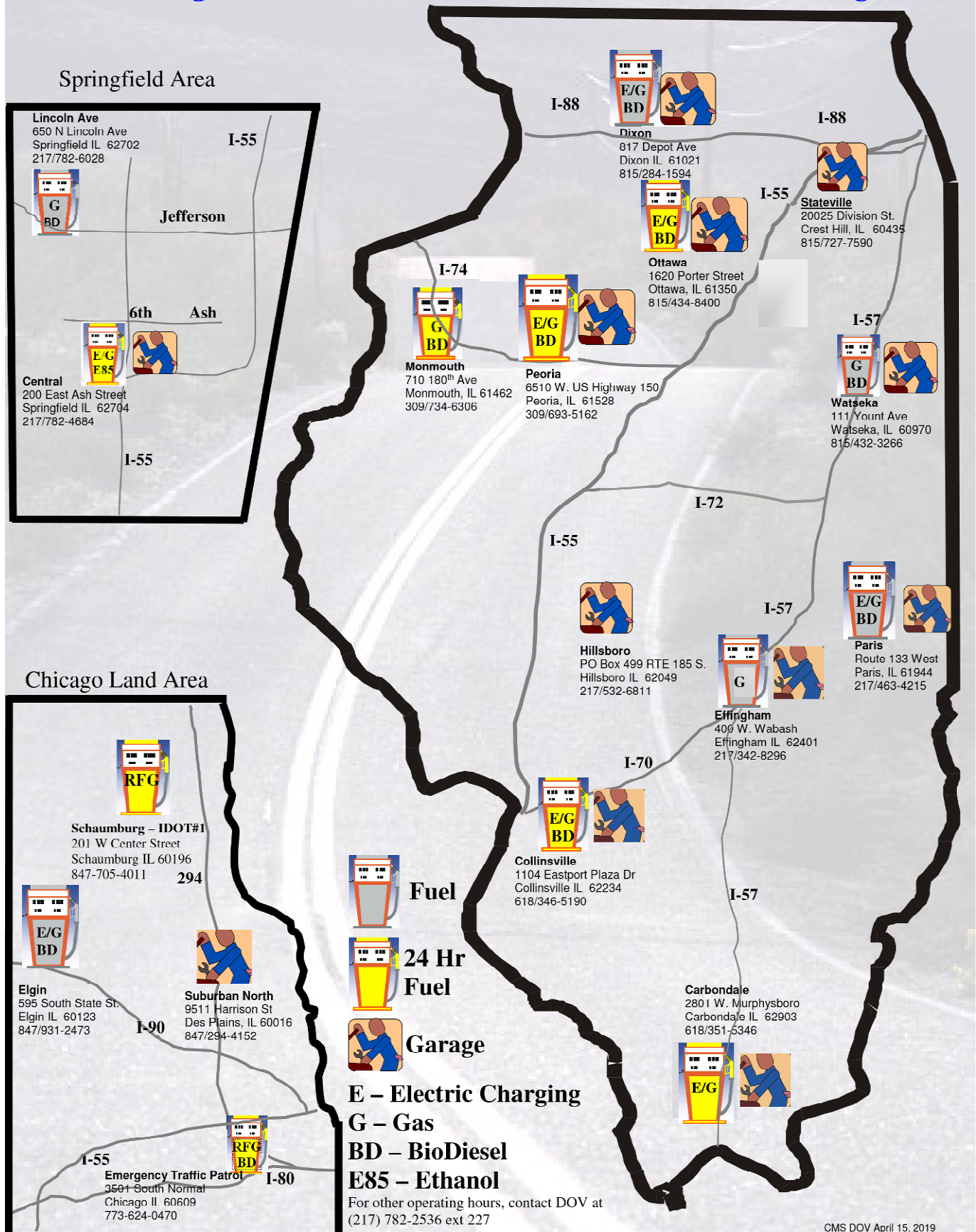
Springfield Central State Garage
200 East Ash Street
(217) 782-4684
Fuel: Gasohol and E85 (Ethanol)

Stateville State Garage #06
20025 Division Street (Crest Hill, IL)
(815) 727-7590 or (815) 727-7591
Fuel: None

Watseka State Garage
111 Yount Avenue
(815) 432-3266
Fuel: Gasohol and Diesel

For additional vehicle or transportation-related questions, please contact your Vehicle Coordinator or the DOV Administrative Office at (217) 785-2536.

State Garages/Automated Fuel Sites are located in the following cities





Division of Vehicles (DOV)

Monday – Friday, 7:30 a.m. to 4:00 p.m.

(217) 782-2536

<https://www2.illinois.gov/cms/agency/vehicles/Pages/default.aspx>

What do I do if I need towing or repair service for a State vehicle during regular business hours?

- If vehicle breaks down during normal business hours, 7:30 a.m. - 4 p.m., contact the nearest CMS State Garage (below).
- State Garages also provide necessary authorization to obtain vehicle repairs and maintenance from other vendors if service is not available at a CMS State Garage.
- If you need emergency roadside assistance **outside of garage business hours**, contact the Illinois Emergency Management Agency (IEMA) response center at **(800) 782-7860 if you are in Illinois** and **(217) 782-7860 if you are outside Illinois** and explain your circumstances. Unless it is unsafe, the response time is expected to be delayed, or advised otherwise by the IEMA or DOV representative, please stay with your vehicle until help arrives. Contact your Vehicle Coordinator or Supervisor to arrange transportation if needed. And, please contact the nearest CMS State Garage the next business day to report incident and obtain after the fact authorization for any roadside assistance and repairs.
- If you are involved in an accident, call 9-1-1 and wait for first responders to arrive.
- For additional vehicle or transportation-related questions, contact your Vehicle Coordinator or the DOV Administrative Office at (217) 785-2536.

State Garages

1 Carbondale State Garage
2801 West Murphysboro
(618) 351-5346
Fuel: Gasohol

2 Collinsville State Garage
1104 Eastport Plaza Drive
(618) 346-5190
Fuel: Gasohol and Diesel

3 Des Plaines-Suburban North State Garage
9511 Harrison Street
(847) 294-4152
Fuel: None

4 Dixon State Garage
817 Depot Avenue
(815) 284-1594
Fuel: Gasohol and Diesel

5 Effingham State Garage
400 West Wabash
(217) 342-8296
Fuel: Gasohol

6 Elgin State Garage
595 South State Street
(847) 931-2474
Fuel: Gasohol and Diesel

7 Hillsboro State Garage
Graham Correctional Center
Route 185 South
(217) 532-6811
Fuel: Gasohol and Diesel

8 Ottawa State Garage
1620 Porter
(815) 434-8400
Fuel: Gasohol and Diesel

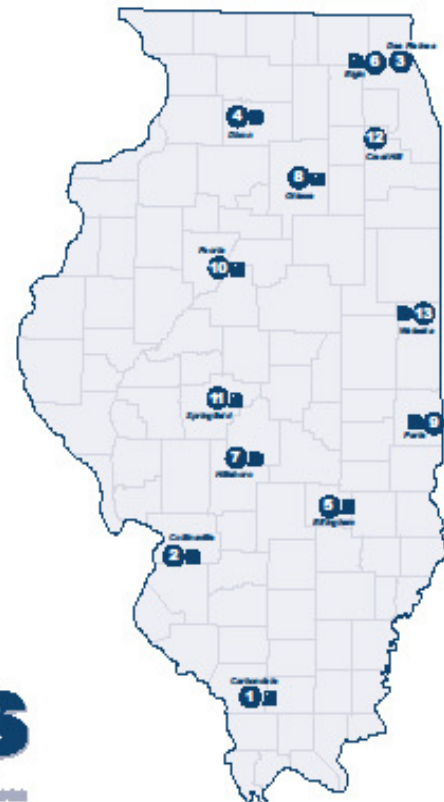
9 Paris State Garage
Route 133 West
(217) 463-4215
Fuel: Gasohol and Diesel

10 Peoria State Garage
6510 West Highway 150 (Edwards, IL)
(309) 693-5162
Fuel: Gasohol and Diesel

11 Springfield Central State Garage
200 East Ash Street
(217) 782-4684
Fuel: Gasohol and E85 (Ethanol)

12 Stateville State Garage #06
20025 Division Street (Crest Hill, IL)
(815) 727-7590 or (815) 727-7591
Fuel: None

13 Watseka State Garage
111 Yount Avenue
(815) 432-3266
Fuel: Gasohol and Diesel



CMS
Illinois Department of
Central Management Services



Attachment C: [Accident / Damage Report Form](#)

Please refer to CMS' Incident Response and Reporting Policy SOP #3.1 for accident and incident reporting process and associated forms.



Attachment D: Take-Home/Unmarked Vehicle Authorization Request Form



State of Illinois

Take Home Vehicle/Unmarked Vehicle Authorization Request

Time period for which take home privileges are being requested (6 months maximum):

Starting date: _____ Ending date: _____

License Plate #: _____

Vehicle make/model: _____

Name of individual to whom the vehicle is assigned: _____

Assignee's job title: _____

Assignee's driver's license number: _____

Justification for Granting Take Home Privileges

1) Job related duties that require access to this State-owned vehicle on a 24 hour per day basis:

2) _____ Efficiencies or other benefits to State of Illinois citizens that result from the requested take home privileges:

3) Vehicle is equipped with GPS (yes or no)? _____

4) Overnight parking location of vehicle (subject to approval of request):

On-Street

Secured Outdoor Lot

Garaged

Assignee's Signature: _____ Date: _____

Justification for Unmarked Vehicle

Job-related duties that require the vehicle to be unmarked:

Bureau Name: _____

Bureau Head Name: _____

Bureau Head Signature: _____ Date: _____

For CMS Division of Vehicles

Approved

Denied

More Information Requested

Signature: _____ Date: _____

Print Name: _____ Title: _____

Revised October 2020