

7.1.5 VEHICLES

Public Act 097-0922, Section 10 (a) & (b) requires the Attorney General to post its Vehicle Use Policy on the office website. The Director of Office Services shall serve as the vehicle use officer.

The policy of the Attorney General's Office is to permit agency-owned vehicles to be used only for official business related to the fulfillment of the OAG's mission and in the performance of an employee's assigned duties. A vehicle may be operated only by an authorized employee who possesses a valid driver's license with the proper classification for the vehicle being driven. Only Attorney General employees or employees of the State of Illinois will be transported, except:

- (a) when transportation of other persons is necessary for conducting business;
- (b) when it would be inhumane not to do so; or
- (c) when written permission is granted by the Attorney General or designee to transport other persons.

All persons riding in an agency owned or controlled vehicle will wear the seat belt or seat belt/shoulder harness provided. All vehicles will be locked when unattended, except in those situations where doing so would be impractical. All vehicles assigned to specific employees must be properly maintained. All employees assigned an agency owned or controlled vehicle must purchase liability insurance coverage extending to the employee as set forth in Illinois Vehicle Code (625 ILCS 5/7-601 (c)). A certification form must be completed annually and submitted to Human Resources and is maintained on file as proof of required coverage.

Payments for routine repairs / maintenance such as: gasoline, oil, oil changes and car washes may be made by utilizing the office-issued Voyager vehicle card or in the form of a direct bill. All transactions in excess of \$99.99 must be submitted on a Purchase Request Form to the Director of Office Services for approval prior to the rendering services. **In cases of emergency where repairs will exceed \$99.99 and conditions will not allow prior approval from the Director of Office Services, the office-issued Voyager vehicle card may be utilized.** All documentation related to an emergency purchase must be forwarded to the Director of Office Services no more than two working days from the date of purchase.

Drivers of agency owned or controlled vehicles are covered by the State of Illinois Self-Insured Vehicle Liability Plan. Any person driving a privately owned vehicle while on State business must have motor vehicle liability insurance in an amount required by the Motor Vehicle Code.

The driver of an agency owned or controlled vehicle is responsible for all tickets or citations for moving or parking violations. Tickets or citations based on mechanical defects are the responsibility of the office or agency assigned the vehicle. All moving or equipment violation tickets or citations received from a law enforcement agency must be reported to the Director of Office Services. The Director of Office Services will analyze tickets and alert the appropriate bureau chief if it appears that a vehicle is not being maintained, its use is being abused, or if a particular driver appears to be an unacceptable risk for purposes of the State Self-Insured Vehicle Liability Plan.

Attorney General employees who are assigned agency owned or controlled motor vehicles are responsible for the following:

- (a) signing and retaining a copy of all charge tickets resulting from the delivery of any product or service;
- (b) submitting a completed Vehicle Operations Report to include all original charge receipts to the Director of Office Services on a monthly basis.

To request the use of a vehicle, staff must complete a Vehicle Request Form and submit it to the Director

of Office Services or designee. The request must be submitted at least 24 hours prior to the time the car is required to ensure availability. Approval must be obtained from the appropriate bureau chief or above, and the Director of Office Services. The Director of Office Services will assign an office-owned pool vehicle. If an office pool vehicle is unavailable, the Director of Office Services shall authorize the use of a privately-owned or rental vehicle under contract with the office. Whenever practical, the most cost-efficient mode of transportation will be authorized.

If travel over a holiday or weekend is required to conduct State business the requestor must check the box identified on the Vehicle Request Form prior to securing the appropriate authorizing signature.

A Vehicle Request/Private Rental Firm Form must be completed and approved by a bureau chief or above where circumstances require the use of a rental vehicle from a company other than those under contract with the State. The form must be forwarded to the Director of Office Services, who will obtain the approval of the Deputy Chief of Staff-Administration, or designee prior to the time for which the vehicle is requested. In these instances, the most economical vehicle available and suitable for the conduct of the State's business must be obtained.

Accidents. Any employee driving an agency owned or controlled vehicle who is involved in an accident must provide the following within three working days of the occurrence:

- (a) Provide a copy of the local Municipal Police Report;
- (b) complete and provide an SR-1 Illinois Motor Vehicle Accident Report Form; and
- (c) submit a written narrative detailing the chain of events, in memorandum form, to the Director of Office Services.