

Office of the State Treasurer Vehicle Use Policy

Public Act 97-0922, Section 10(a) & (b) requires the Office of the State Treasurer to post its Vehicle Use Policy on the Internet.

Vehicle Use and Safe Driving

The purpose of this Vehicle Use and Safe Driving Policy (“Driving Policy”) is to set forth the requirements applicable to the use of vehicles for official State business as well as promote the safety and well-being of all employees of the Treasurer’s Office. From time to time, employees may use Treasurer Office motor pool vehicles or their personal vehicles for official State business. When using any vehicle for official State business, employees must always adhere to this Driving Policy. It is the driver’s responsibility to operate all vehicles in a safe manner and to drive defensively to prevent injuries and property damage. Treasurer employees must follow all state motor vehicle laws and regulations relating to driver responsibility.

Motor Pool Vehicles

The Treasurer’s Office motor pool vehicles are available for use by employees in the Chicago and Springfield Offices for official State business. Treasurer’s Office motor pool vehicles may only be used in the performance of official duties. They may not be used for private purposes. Motor pool vehicles must be returned to the motor pool as soon as possible upon completion of the trip. As a cost saving measure, employees are encouraged to use the Treasurer’s Office motor pool vehicles when available. Employees may reserve a vehicle by using the Outlook Calendar reservation system.

Motor pool vehicles may be used for:

- a. Travel between places of State business, places of temporary lodging, places near the work location for obtaining meals, and/or other locations necessary to perform official duties;
- b. Travel to/from places to obtain emergency medical assistance or supplies;
- c. 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, or others only as authorized in advance by management;
- d. Operation of a State vehicle by a State contractor when required to meet the needs of a State contract and when authorized in advance by management; and
- e. Transport of materials, equipment, supplies, parcels, luggage or other items necessary or required to perform official duties.

Motor pool vehicles may not be used at any time for:

- a. Transportation for purposes unrelated to the performance of official State business, this may include, but is not limited to, the following: shopping, meals, entertainment, recreation or vacation;
- b. Transport of any person for any purpose unrelated to official State business;
- c. Transport of materials, equipment, supplies, luggage and/or other items unrelated to the performance of official State business;
- d. Transport of hazardous or dangerous materials or any other items not authorized by the Treasurer;

- e. Transport of any animals, including but not limited to pets;
- f. Transport of items or equipment that may constitute an obstruction of safe driving or hazard to pedestrians or other vehicles; and
- g. Any use in violation of applicable statute, rule or executive order.

The following are the motor pool vehicle use procedures:

- a. Schedule your use of the vehicle by using the Outlook Calendar reservation system.
- a. Before returning the vehicle to the office, the gas tank should be filled. A log of beginning and ending mileage and the purpose of each trip must be maintained.
- b. State employees are required to use State authorized vendors by Wright Express (the current State gasoline credit card) or State garage facilities where available for fuel purchases.
- c. After you swipe the credit card, you will need to type in the current mileage and a 4-digit pass code.
- b. A receipt must be obtained for all fuel purchases.
- a. Upon trip completion, return all receipts with the key and credit card to the vehicle check out area.
- b. Drivers shall inspect the interior and exterior of the vehicle prior to departure and report any damage to the Vehicle Use Officers.
- c. Any materials or supplies being transported should be stored in the trunk to avoid soiling or damaging the vehicle's interior.
- d. Lock the vehicle when unoccupied. Never leave confidential information or State equipment in an unlocked vehicle or overnight in a vehicle, even if locked.
- e. Drivers may not delegate driving responsibilities to any other driver without prior authorization of the Vehicle Use Officers.
- f. Drivers must have a current valid driver's license and maintain automobile insurance in the amounts required by law. Drivers must complete a Driver's License & Insurance Verification Form and file it with the Human Resources Department.

Safety Requirements

- a. **Wear Seat Belts:** Illinois law requires all passengers to properly wear seat belts, regardless of where they are seated in the vehicle. Accordingly, employees are required to wear seat belts while operating or riding in any motor vehicle. Employees also are strongly encouraged to require all occupants in any vehicle to obey this Driving Policy and to wear their seat belts. Employees also are reminded that Illinois law states that every person transporting children is responsible for ensuring they are secured in an age-appropriate child safety seat if under 8 years old, and properly secured in a seat belt if younger than 16 but older than 8.
- b. **Avoid Distracted Driving:** Illinois law prohibits the use of hand-held cellphones, texting, or using other electronic communication devices while operating a motor vehicle. Hands-free devices or Bluetooth technology is allowed for persons age 19 and over; however, using a cellphone on speakerphone while holding the phone is not considered hands-free. Treasurer employees are not allowed to use hand-held

cell phones or any other hand-held electronic communication device while operating a motor vehicle for official State business. Additionally, employees must not initiate or answer phone calls or read or respond to text messages, emails, or social media while driving. Drivers who need to make a call or otherwise communicate using a hand-held electronic communication device must first park the vehicle in a safe location. Further, any activity that causes distractions is discouraged while driving a vehicle for official State business, including drinking, eating, and grooming. Smoking is also prohibited in all State vehicles.

- c. **Do Not Drive Impaired:** Alcohol and drugs affect a person's driving even if they are below the level of illegal intoxication. Treasurer employees may not use alcohol or other drugs before or while operating a motor vehicle on State business. Further, employees may not operate a vehicle when their ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- d. **Avoid Aggressive Driving:** Aggressive driving can include speeding, tailgating, lane weaving and running red lights or stop signs. Drivers in Illinois can be fined for each moving violation associated with aggressive driving and may spend time in jail. Treasurer employees are expected to obey all traffic laws, including but not limited to speed limits, traffic signals, and traffic signs.
- e. **Obey All Laws:** Employees must obey all State and local laws when operating a vehicle. Employees must obey all traffic lights, stop signs, and speed limits, including any applicable school zone speed limits. Further, employees must not engage in unlawful aggressive driving (e.g., tailgating, lane weaving).

Employee Liability

Any employee using a State vehicle in a manner contrary to this Driving Policy shall be personally responsible for all costs, damages, and expenses arising out of that use, including but not limited to personal injury to the employee, any passengers and third parties and damage to the property of the employee, any passengers, the State and third parties. In addition, the employee may receive tickets and fines for speeding and traffic light infractions even if the employee does not get pulled over by a police officer. All employees assume personal responsibility for all citations, traffic violations, parking violations, fines, tolls and towing and/or storage fees resulting from parking violations. Any violation of this Driving Policy may result in the employee no longer being allowed to use Treasurer's Office motor pool vehicle(s) and/or disciplinary action up to and including termination.

Take Home Vehicle Policy

The Treasurer's Office does not issue take-home vehicles for employees. State-owned vehicles may not be used for regular employee commuting that would constitute compensation under IRS guidelines. Occasional overnight usage of state-owned vehicles is permitted, however. Such occasional usage of state vehicles may occur when an employee conducts state business away from the employee's normal place of work, and/or outside an employee's normally scheduled work day so long as the operational needs of the office are met. An employee may make emergency use of a state-owned vehicle during such occasional overnight usage. This policy is intended to satisfy the requirements of 30 ILCS 617/10(b)(1).