

Vehicle Use Policy

In accordance to https://www2.illinois.gov/cms/agency/vehicles/Pages/FleetRules_Policies.aspx

Purpose and Overall Controls

Chicago State University has implemented the Vehicle Use Policy in order to facilitate the monitoring of the university's vehicle fleet. This policy and its procedures intend to establish appropriate controls in order to ensure that fleet vehicles are for university business only. University Fleet is managed through the CSU Parking Department. The Parking Department strives to deliver and maintain a safe, environmentally friendly, and cost effective means of transportation to support University staff to fulfil their duties effectively.

Centralized Control and Reconciler

- Chicago State University has designated the Parking/Fleet Manager, as the Vehicle Coordinator to monitor the use of State-owned and/or State-controlled vehicles.
- The fiscal officers over the departments that use University vehicles are required to cooperate fully with the Vehicle Coordinator in maintaining the proper control and administration of the University Fleet Vehicles. This responsibility includes monitoring their employee users and complying with the mandated daily mileage reporting requirements of vehicle usage.
- All University fleet vehicles will be available for business use only and charged to the vehicle user's department.
- All vehicles owned by the University will be treated as University fleet vehicles and are listed appropriately.
- All University fleet vehicles are maintained in a safe and roadworthy condition in order to ensure the safety of the driver, occupants, and other road users at all times.

Driver Requirements

- Authorized drivers of University fleet vehicles must possess a valid driver license, and demonstrate safe driving habits, which will be monitored via the Department of Motor Vehicles MVR reports to ensure compliance and safety. When driving practices are demonstrated to be unsafe, the driver will be referred to HR, and Legal, for appropriate action to be taken.
- The driver's license needs to be appropriate for the type of University motor vehicle that the employee is authorized to drive.
- Drivers must agree to operate University motor vehicles in accordance with applicable State and Local laws, and University regulations.
- Drivers must maintain a vehicle mileage log of all vehicle usage.
- The University meets all of its legal obligations with regard to registration of vehicles, and the lawful operation of all University fleet vehicles.
- Employees are encouraged to consider alternate forms of transport before booking University fleet vehicles.

Vehicle Usage

- In accordance with Chapter 1, Section 5040.350 of the Illinois Administrative Code, University motor vehicles shall only be used for University business, and when authorized by the President, or designee, in accordance with this policy. Authorization includes full-time and part-time employees of the University operating a University motor vehicle as a part of their University employment duties.
- Unless a vehicle is assigned to a specific employee, each employee who is authorized to use a University vehicle is required to exercise due care and diligence in safeguarding and returning the vehicle to the university after business duties are performed; including parking and/or storing vehicles in a marked or designated stall near the Physical Plant Building after usage.

Take-Home Vehicles

- At the request of a department director, the University may authorize a take-home vehicle when it is demonstrated the benefit of the University; or in situations whereas an employee is precluded from obtaining advance approval due to an emergency. In those instances, a justification is required to the University within a reasonable time.

Individually Assigned Vehicles (IAVs)

- University Fleet Vehicle are authorized 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.
 - The employee is regularly subject to special or emergency calls from his/her residence during non-duty hours.
 - When the employee has complied with the provisions of Illinois Vehicle Code (625 ILC 5/10-101(b) and the Illinois Administrative Code Title 44 Sec. 5040.500 certification form.

Daily Vehicle Use Logs and Mileage Recording

- Each user department is responsible to carry out the policy and procedure as they relate to their respective department. This includes overseeing and authorizing each designated driver to ensure compliance with the University Vehicle Use Policy.
- The departments must require each authorized driver in the respective department to cooperate fully with the University in the effort to prevent unauthorized use.
- The departments must require each authorized driver to complete a daily trip record indicating usage date, operator name, departure mileage, and return mileage and forward all information to the Vehicle Coordinator.
- The University Fleet Vehicle Coordinator will obtain the required usage and mileage information from each departments authorized user.
- The Vehicle Coordinator will prepare and report vehicle usage and mileage information as requested.

Fleet Policy

Fleet Driver Guide is in accordance to:

- **Section 5040.350 - Authorized Use**
- **Public Act 097-0922**
- **State Employee Business Transportation Policy Issued: March 2018**

All users of University fleet vehicles must agree to comply with the Terms and Conditions for Use of University Vehicles before being allowed to book a vehicle.

- All vehicle users must be employed by Chicago State University.
- All vehicle users must have a valid and current driver license of the appropriate class for the vehicle being used and this license will be kept on file.
- All vehicle users must notify the Parking office of any traffic related convictions, which would prevent them from driving a University vehicle.
- The type of vehicle used should be suitable for the work and conditions you are likely to encounter. Smaller vehicles are to be used for urban and shorter trips.
- Fleet vehicles are provided for the purpose of travel on University business only; private use is not permitted.
- Fleet use period is from 7:00AM to 7:00PM. Overnight use is not permitted for same day travel; except for pre-approved multi day trips.
- No Driver shall consume alcohol, non-prescription drugs, recreational drugs, or intoxicating substances while responsible for a University vehicle.
- A vehicle user must not be driving a vehicle if suffering from fatigue or any condition, which inhibits the ability to drive safely and within the law.
- Any use of mobile devices must be in hands free or voice mode while driving.
- Vehicle users must return University fleet vehicles in the same condition as when the vehicles were issued.
- All garbage and personal belongings must be removed from the vehicle before it is returned to the University.
- Smoking and vaping in vehicles is prohibited.
- Users of University vehicles are personally responsible for any traffic, or parking violations associated with the vehicle while in their possession.
- **Roadside Assistance:** Each vehicle has a WEX card for fuel and the number for roadside assistance is WEX TOW (888) 939-8697
- In the event of an accident, Drivers are required to immediately call the local law enforcement and notify CSU Police at 773-995-2111.
 - Refer to the Vehicle Accident Response Plan that is in the vehicle glove compartment..
- **Vehicle Use Restrictions:**
 - Vehicle users must not allow a third party to drive a University fleet vehicle (except in an emergency) unless that person is authorized by the University to drive the vehicle.
 - All University fleet vehicles owned or leased will have a U-Plate from the DMV.
 - Magnetic or removable signs are not permitted;
 - Vehicles are stored in a central location in the A-16 Parking Lot. All vehicles must be returned to this location and the keys are returned to Parking and/or CSU Police dispatch after hours.
- **Fleet Booking**
 - When booking a fleet pool vehicle, a fleet request form must be emailed to the Parking Department 24 hours prior to the date.
 - Users of the fleet pool vehicles must use the online forms for booking a vehicle.
 - Fleet bookings are charged at the prevailing University rates. The rate charged will cover all expenses and costs to the vehicle including fuel and insurance, but excluding additional cleaning, which will only be levied if required.
- **Vehicle Acquisitions and Disposals**
 - Parking is responsible for the purchase, and disposal of all University Fleet with proper approvals.
- **Department Maintenance**
 - Departments will pay for the maintenance of permanently assigned departmental fleet.
 - Registration of University Fleet vehicles is the responsibility of Parking.
- **Fuel**
 - Each University fleet vehicle is allocated a WEX fuel card;
 - The fleet/fuel card must only be used for fuel, oil purchases and car washes;
 - Fuel may only be purchased using these cards at service stations approved by WEX (<https://www.wexonline.com/fleetpilot/supplier/supplier.cfm?MenuNodeID=38>)
 - It is prohibited for Vehicle users to use the allocated fuel card for fueling any vehicle other than the vehicle to which it is assigned.
- **Fleet Request**
 - In the event that a fleet vehicle is not available due to circumstances beyond the University's control, staff should utilize the university travel policy.
- **Campus Service Vehicles Procedures**
 - These vehicles are for limited use and only driven by pre-approved drivers designated by the Parking Department.