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| <b>Volume G2:</b><br>General Administrative | <b>G2.02.4</b><br><br><b>Vehicle Services</b><br><br><b>Effective Date:</b> 12/01/2015<br><b>Last Revised:</b> mm/dd/yy<br><br>PUBLIC COMMENT DOCUMENT | <b>Responsible Office:</b><br>Vehicle Services                                  |
| <b>Chapter 02:</b><br>Auxiliary Services    |  | <b>Responsible Officer:</b><br>Vice President for Finance<br>and Administration |

## POLICY STATEMENT

Northeastern Illinois University (the "University") provides vehicle services by coordinating the rental of passenger vehicles by the University community for use in conducting official University business.

## PURPOSE OF THE POLICY

To provide an overview of the policies and operations of Northeastern Illinois University's Vehicle Services (formerly, the Motor Pool).

## WHO IS AFFECTED BY THIS POLICY

This policy applies to all University employees and to members of University Student Organizations who request use of the Fleet or Rental Vehicles through Student Affairs.

## DEFINITIONS

**Authorized use:** when conducting official business on behalf of the University.

**Fleet vehicle:** a University-owned (*i.e.*, state-owned) vehicle.

**Rental vehicle:** a non-University vehicle rented from a third-party vendor with which the University has an official relationship.

## REGULATIONS

[Authorized Use of State Vehicles 44 Ill Administrative Code Ch. I, Sec 5040.350](#)

[80 Illinois Administrative Code, Part 3100, Auto Liability](#)

[Illinois Vehicle Code 625 ILCS 5/7-203](#)

[Illinois Vehicle Code 625 ILCS 5/95-1/2, 6-101](#)

[State of Illinois Vehicle Guide](#)

[State of Illinois Self Insured Motor Vehicle Liability Plan](#)

[State Officials and Employees Ethics Act 5 ILCS 430/](#)

## AUTHORIZED USE

Vehicle Services coordinates the use of University Fleet Vehicles and the rental of passenger vehicles through its preferred rental vendor. Vehicles are to be used only for conducting official University business. Personal use of vehicles coordinated through University Vehicle Services is expressly prohibited. Any employee, including student employees, using a Fleet Vehicle or a Rental Vehicle through University Vehicle Services for personal use will be denied liability coverage and shall be held personally responsible for any and all injuries



and damages. Additionally, employees using University vehicles or vehicles rented through University Vehicle Services for unauthorized use may face disciplinary action, up to and including termination and/or criminal referral. Furthermore, knowingly and willfully using or authorizing use of a state-owned vehicle for an other-than-official purpose is a violation of the State Officials and Employees Ethics Act, 5 ILCS 430/

### **VEHICLE USE RESTRICTIONS**

In order to operate a Fleet or Rental Vehicle, University employees are required to have a current, valid driver's license issued by a state within the United States or its territories. Employees must also hold a current personal vehicle insurance policy or a current non-owner policy in order to operate a Fleet or Rental Vehicle. Non-University passengers are only permitted in Fleet or Rental Vehicles being operated by a University employee. All passengers must have an official affiliation with the University.

### **VEHICLE RESERVATIONS**

When making vehicle reservations, drivers must provide the purpose of their trip, destination, and the planned duration of the vehicle use. Drivers are responsible for adhering to their itinerary and may not use a Fleet or Rental Vehicle for any other purpose. Trips with no destination will not be approved.

Reservations will only be confirmed upon receipt of a completed Vehicle Services Request Form, verification of a valid driver's license, proof of personal insurance, a funded University Account, and a list of all intended drivers. Copies of driver's licenses and/or insurance policy declarations will be retained by the University in connection with a vehicle use approval.

### **INSURANCE**

Fleet Vehicles are covered by the State of Illinois Self-Insured Motor Vehicle Liability Plan, which is managed by the Department of Central Management Services (CMS), Division of Risk Management/Auto Liability Section. A summary of the plan can be found at:

<https://cms.illinois.gov/benefits/rm/autoliabilityprogram.html>

CMS coverage provides protection to the University and authorized vehicle drivers/operators in the event of an automobile accident when the University driver/operator is "at fault" for an accident. There is no liability coverage for State employees if they operate a state-owned or rented vehicle outside the scope of authorized travel; i.e. for personal use or unauthorized side trips. When traveling to an out-of-state location, liability insurance coverage is provided by State of Illinois Risk Management.

In accordance with the [Illinois Vehicle Code 625 ILCS 5/7-203](#), all drivers must meet the minimum auto insurance liability requirements mandated by the State; currently \$25,000 per person, \$50,000 per accident for personal injury and not less than \$20,000 property damage per accident.

### **DRIVER RESPONSIBILITIES**

All vehicle use is approved for official University business only; approved faculty, staff and designated student employees may operate a vehicle. The University does not allow more than 5 or 7 passengers (including the driver) in a vehicle at one time. Vehicles needed for 8 or more passengers may be broken into multiple vehicle use with authorized drivers for each.

All parties interested in using vehicles through the Vehicle Services Office must certify they have familiarized themselves with the applicable policies regarding citations and accident reporting. It is the responsibility of the driver to be aware of the driver's requirements regarding the use of state-owned and rented vehicles.

All tolls and traffic and parking citations are the sole responsibility of the driver. Appropriate tolls may be reimbursable through travel funds. Fuel cards are available for renter's use and are charged back to the appropriate department's account. If a gas card is not available through Vehicle Services at the time of vehicle pick up, the purchase of gas may also be reimbursable through travel funds. See the University's [F1.08.1 Travel Regulations](#) for more information.



## **ACCIDENT REPORTING**

In the event of any incident involving a Fleet or Rental Vehicle, no matter how minor, it is the responsibility of the driver to obtain an official report of the incident and promptly furnish the report to Vehicle Services staff. In addition to the official accident report, [Illinois form SR-1](#) is the applicable accident report form that drivers must complete and submit for any incident. There are no exceptions to these state-mandated policies.

## **PROCEDURES**

### **VEHICLE RESERVATION PROCEDURE**

Vehicle reservations may be made by current University employees, and in the case of student organizations, by the Student Leadership Development Office. Requests for vehicle use may be made by following the links in the Appendix section for the online request form. Questions about vehicle use should be emailed to: [vehiclesvcs@neiu.edu](mailto:vehiclesvcs@neiu.edu)

### **VEHICLE PICK UP PROCEDURE**

Vehicle pick up and parking locations may change at any time, and reserving parties may contact the Vehicle Services at phone extension 5319 prior to a rental to confirm vehicle location.

Drivers will be required to present a valid driver's license and insurance card to obtain the vehicle keys from the Service Enterprises Manager. Before entering the vehicle, drivers should perform a cursory inspection of the vehicle's overall condition and immediately report any damage or questionable condition to Vehicle Services before beginning your travel.

### **VEHICLE DROP OFF PROCEDURE**

Upon completion of the trip, drivers will promptly return the vehicle to the same area from which it was picked up, and return the vehicle keys to the Public Safety department or be subject to penalties.

### **OTHER INFORMATION**

There is no mileage cap and rental cars may be driven out of state, but not out of the country.

Vehicles dropped off with empty gas tanks or in a state of cleanliness not indicative of normal or responsible use may result in additional fees being added to the charges for that rental. Other fees may be applied for lost keys, tolls, and parking violations.

## **GUIDELINES**

When traveling to an out-of-state location with a rental vehicle, the purchase of collision insurance at renter's expense is optional. Collision insurance can be purchased from the rental company or be covered by the driver's personal insurance, if it is included in their policy. It is not the responsibility of the University to provide such coverage or to verify that the driver's own policy provides such coverage. Any and all damage to a rental vehicle not used on official University business is the responsibility of the driver.

## **AUTHOR REFERENCE**

[IL Department of Central Management Services, Fleet Management](#)



## HISTORY

Formerly Fiscal Agent Handbook L11: Motor Pool, effective dated 03/26/2003  
Policy enacted 12/01/2015  
Policy revised 01/29/2026 and posted for public comment on

## RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

[Auto Liability Uniform Cover Letter](#)  
[Auto Liability Transmittal Sheet](#)  
[Illinois Motorist Report](#)

## APPENDICES

Appendix A: [Fleet Vehicle Request Form](#)  
Appendix B: [Vehicle Rental Form](#)

## CONTACT INFORMATION

Please direct questions or concerns about this policy to:

| Contact          | Phone          | E-Mail   |
|------------------|----------------|--|
| Vehicle Services | (773) 442-5319 | <a href="mailto:vehiclesvcs@neiu.edu">vehiclesvcs@neiu.edu</a> |

## DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.