

Volume: General Administrative	G2.02.4 Vehicle Services Policy Effective Date: 12/01/2015	Responsible Office: Parking Office
Chapter: Auxiliary Services		Responsible Officer: Campus Parking Manager

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, vehicle locations, 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 Vehicle Services through Student Affairs.

REGULATIONS

- [Authorized Use of State Vehicles 44 Ill Administrative Code Ch. 1, Sec 5040.350](#)
- [80 Illinois Administrative Code, Part 3100, Auto Liability](#)
- [Illinois Compiled Statute 625 ILCS 5/7-203](#)
- [Illinois Vehicle Code, Section 95-1/2, 6-101](#)
- [State of Illinois Vehicle Guide](#)
- [State of Illinois Self Insured Motor Vehicle Liability Plan](#)

AUTHORIZED USE

Vehicle Services coordinates the rental of passenger vehicles through Enterprise Rent-A-Car. Vehicles are to be used only for conducting official University business. Personal use of vehicles rented through University Vehicle Services is expressly prohibited. Any employee using a vehicle rented 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 vehicles rented through University Vehicle Services for unauthorized use may face disciplinary action, including termination.

INSURANCE

University 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 <http://www.illinois.gov/cms/Employees/benefits/rm/Pages/AutoLiabilityProgram.aspx>.

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. The liability plan covers the other driver's vehicle damage and bodily injury claims but does not pay for damage sustained by a NEIU rental vehicle or personal vehicle regardless of whether it is used for authorized travel. This liability plan provides coverage of up to \$2 million per occurrence on a combined single limit. The plan provides excess coverage over any other available insurance and/or limits as established by statute. 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.

The State of Illinois has negotiated a travel car rental agreement with Enterprise Rent-A-Car. The State of Illinois rental rate includes a full Collision Damage Waiver (CDW) for University employees on authorized business use only when traveling within the State of Illinois, with \$1,000,000 Liability Protection on the rental car included.

When traveling to an out of state location, the purchase of collision insurance at renter's expense is optional. Collision insurance can be purchased from the rental company or 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 damages to a rental vehicle are the responsibility of the driver.

In accordance with [Illinois Compiled Statute 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 vehicles must be used for official university business; only approved faculty, staff and designated students may drive the vehicle.

All parties interested in renting vehicles from the Vehicle Services must familiarize 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 vehicles. A copy of the state Vehicle Guide, a quick reference for drivers, may be obtained in the Parking Office.

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 [Travel Regulations](#) for more information.

ACCIDENT REPORTING

In the event of any incident involving a vehicle rented through Vehicle Services, 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 or Parking Services Manager. 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

1. VEHICLE RESERVATION PROCEDURE

All persons reserving a vehicle from University Vehicle Services must possess a driver's license that will be valid during the entire duration of their rental.

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 rental should be emailed to vehicleservices@neu.edu.

Depending upon vehicle availability, a temporary reservation will be made at the time of the initial request.

When making vehicle reservations, drivers must provide the purpose of their trip, destination, and the planned duration of the rental. Drivers are responsible for adhering to their itinerary and may not use a



vehicle rented through Vehicle Services for any other purpose. Open rentals are not permitted, and trips with no destination will not be approved.

Reservations will only be confirmed upon receipt of a completed Vehicle Services Voucher, Verification of Valid Driver's License and Insurance Statement Form, and Verification of Valid Driver's License and Liability Statement Form which are available from the Vehicle Services Distribution Clerk located within the Parking Office. Submitted forms must include all applicable authorizing signatures and account charge back information. Receipt of these completed forms signifies that all intended drivers for the duration of the vehicle rental will be in possession of a valid driver's license, and that the rental is for the sole purpose of conducting University business. If both of these documents are not submitted prior to a vehicle rental, the reservation will be canceled and the University Parking Office will not release the keys.

2. VEHICLE PICK UP PROCEDURE

Vehicles rented through Vehicle Services are parked on the lower level of the Parking Facility (PF) building, numbered spots one through ten. Vehicle keys are picked up from the Parking Office located on the north side of the Parking Facility. Vehicle parking locations may change at any time, and reserving parties may contact the Vehicle Services Distribution Clerk at phone extension 5331 prior to a rental to confirm vehicle location.

Drivers must present a valid driver's license to obtain the vehicle keys from the Parking Office. 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 driving that day. If the Vehicle Services Office is open at the time of pick up, the office can provide an inspection checklist from the rental car company.

3. VEHICLE DROP OFF PROCEDURE

Upon completion of the trip, drivers must promptly return the vehicle to the same area from which it was picked up and the vehicle keys to the Parking Office or be subject to penalties.

The Vehicle Services staff will record vehicle mileage between each daily rental and record vehicle mileage monthly for monthly rentals. The staff then inputs this mileage information into the vehicle mileage database for use in determining charges as well as tracking vehicle usage and planning maintenance.

There is no mileage cap and rental cars can 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.

HISTORY

Formerly Fiscal Agent Handbook L11: Motor Pool, effective dated 03/26/2003

APPENDIX

Appendix A: Motor Pool Voucher

Appendix B: Verification of Valid Driver's License and Liability Statement Form

Appendix C: Verification of Valid Driver's License and Insurance Statement Form

RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

Fiscal Agent Handbook: Section F – [Travel Regulations](#), effective dated 07/01/2003

Northeastern Illinois University policy on Vehicle Insurance, available in the Parking Office.



CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Parking Office	(773) 442-4102	S-Whitehead@neu.edu

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.



APPENDIX A



**MOTOR POOL
 VOUCHER**



VENDOR NUMBER N 0 0 0 0 0 0 0 1 3 0	DOCUMENT DATE	DOCUMENT NUMBER N_10630
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ENCUMBRANCE DATA

ACCOUNT NAME	ACCOUNT NUMBER TO BE CHARGED	FUND	ORGANIZATION	ACCOUNT	PROGRAM
				7 1 1 2 3 2	

CHARGE DATA

DESCRIPTION	AMOUNT
PURPOSE:	
MILEAGE OUT: _____ MILEAGE IN: _____ TOTAL MILEAGE: _____ X _____	
DATE OUT: _____ DATE IN: _____ TOTAL DAYS: _____ X _____	
VEHICLE #: _____	
ADDITIONAL CHARGES	
ADDITIONAL CHARGES MAY INCLUDE: CLEANING OF VEHICLE, DAMAGE REPAIR CAUSED BY NEGLIGENCE, FAILURE TO RETURN MILEAGE FORMS, CREDIT CARDS, VEHICLES OR KEYS ON TIME.	TOTAL AMOUNT DUE

APPROVALS

REQUESTED BY	DATE	FOR OFFICE USE ONLY		
FINANCIAL MANAGER	DATE	ACTION	STATE / TC	LOCAL / TC
APPROVAL LEVEL 1	DATE	PAYMENT	<input type="radio"/>	<input type="radio"/>
		SOURCE OF FUNDS	AUTHORIZING SIGNATURE & DATE	
		<input type="checkbox"/> E, G or I	PAYMENT OVERRIDE & DATE	

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DISTRIBUTION: WHITE - CONTROLLER'S OFFICE, YELLOW - MOTOR POOL, PINK - DEPARTMENT CHARGED, GOLD - ORIGINATOR

APPENDIX B

**Verification of Valid Driver's License
 and Liability Statement**

Under section 95-1/2, 6-101 of the Illinois Vehicle Code, all drivers of University rental vehicles must have a valid drivers' license. To comply with this regulation each employee(s) or student(s) renting, and/or intending to drive, a rented vehicle(s) must sign below to signify that they are in possession of a valid driver's license. All student drivers must attach a copy of their valid Driver's License to the Requisition for a vehicle rental Purchase Order, or attach it to this document if the vehicle rental is coordinated through the University Motor Pool.

Per Illinois Administrative Code 44 Ch. 1, Sec. 5040.350 vehicles are rented only for the purpose of conducting official University business. Personal use of rental vehicles is prohibited. Any unauthorized use of rental vehicles will result in the driver(s) being held responsible and assuming all risk for personal injury, property damage, fines, fees and penalties to the employee, the University, the State, and third parties.

Print the names of all drivers for this rental here:

 I have verified that all University employee(s) and/or student(s) listed as drivers for this rental possess a valid driver's license and that the purpose of this rental is to conduct official University business in an authorized manner. This form applies to Motor Pool Voucher _____.

Financial Manager Authorizing Vehicle Rental:

 PRINT NAME SIGN and DATE HERE



APPENDIX C

Verification of Valid Driver's License and Insurance Statement

VEHICLE USE STATEMENT:

Per Illinois Administrative Code 44 Ch. 1, Sec. 5040.350 rental vehicles may be rented only for the purpose of conducting official University business. Personal use of rental vehicles is prohibited. Any unauthorized, reckless, or illegal use of rental vehicles will result in the driver(s) being held personally responsible and assuming all risk of personal injury, property damage, fines, fees, and penalties to the employee, the University, the State, and third parties.

DRIVER'S LICENSE STATEMENT:

Under section 95-1/2, 6-101 of the Illinois Vehicle Code, all drivers of rental vehicles must have a valid drivers' license. To comply with this regulation each employee(s) or student(s) renting, and/or intending to drive, rental vehicle(s) must sign below to signify that they are in possession of a valid driver's license. All student drivers must attach a copy of their valid Driver's License to the Requisition for a vehicle rental Purchase Order, or attach it to this document if the vehicle rental is coordinated through the University Motor Pool

INSURANCE STATEMENT:

When used to conduct official University business, rental vehicles are provided with liability coverage by the State of Illinois Central Management Services. **NOTE:** rental vehicles are **not** provided with property coverage, also known as collision and comprehensive coverage. Any and all damages to a rental vehicle are the responsibility of the driver. To rent a vehicle the driver(s) must signify that they possess this coverage, or have purchased this coverage as part of the rental agreement, and that they can provide proof of that coverage upon demand. It is not the responsibility of the University to provide such coverage or to verify that the driver's own policy provides such coverage.

VEHICLE RENTAL AUTHORIZATION:

Purchase Orders/Reservations for rental vehicles will not be prepared use unless this section is completed and signed by the Financial Manager authorizing the vehicle rental.

Print the names of all drivers for this rental here:

The following required items as they relate to this vehicle rental are detailed on Motor Pool Voucher:

1. All University employees and/or students listed as drivers for this rental possess a valid driver's license.
2. All student drivers have provided a copy of their valid driver's license.
3. The purpose of this rental is to conduct official University business in an authorized manner.
4. The purpose, destination city, and dates of this rental have been approved and provided.
5. All University employees or students listed as drivers for this rental possess, or have obtained, valid property (collision and comprehensive) insurance that will cover damages to the rental vehicle.

Financial Manager Authorizing Vehicle Rental:

SIGN HERE

DATE

PRINT NAME HERE