15.4.1 Rent a University Motor Pool Vehicle

**Policy Statement**

University motor pools (Urbana-Car Pool, Chicago-Campus Auto Rental Service, Springfield-Motor Pool) are the custodians of University of Illinois System vehicles, except for vehicles owned by a unit where there is no agreement in place for a university motor pool to serve as the custodian.

Vehicles may be assigned to an employee for a specific trip, or to a university unit. Units are charged by mileage and/or time for use of the vehicle. The rate charged is based on the actual operating, maintenance, and depreciation costs incurred by the university motor pool.

**Procedure**

To rent a university motor pool vehicle:

Obtain permission from the unit head. Confirm funding is available for the motor pool vehicle rental charges.

Consult [15.4.2 Become Eligible to Drive a University](https://www.obfs.uillinois.edu/bfpp/section-15-travel/eligible-to-drive-university-motor-vehicle) Motor Vehicle to ensure the driver is eligible. If the driver is not eligible, they will be denied use of the vehicle.

Consult [15.4.5 Determine When to Use Commercially Insured University Motor Pool Vehicles](https://www.obfs.uillinois.edu/bfpp/section-15-travel/use-university-motor-pool-vehicles) to address whether State of Illinois Self-Insured Motor Vehicle Liability Plan will cover the vehicle’s use, and, if it will not, a commercially-insured vehicle should be used.

Complete and submit the [Car Release Order](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=250142) form to request a vehicle. Have any alternate driver complete and submit the [Car Release Order - Alternate Drivers](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=250140) form.

Pick up the vehicle at the applicable university motor pool office. A valid driver's license must be presented by the primary driver when picking up the vehicle. Any alternate driver must also present a valid driver's license.

Once the car is in use, if the rental period needs to be extended, approval must be obtained from the applicable unit head. The unit must notify the applicable university motor pool to request the approved extension.

Return the vehicle at the time and place specified on the [Car Release Order](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=250142) form.

If the vehicle is kept longer than the initial rental period and the applicable university motor pool is not notified, the unit may be subject to an additional charge. Unauthorized extensions may be considered theft.

Vehicle Reservation Requests:

Urbana-Champaign: Use the Facilities and Services portal for all vehicle requests and approvals. Contact the Car Pool at 217-333-3910 for information about portal access.

Chicago: Call the CARS Reservation Office at (312) 996-2886 (6-AUTO) to reserve a vehicle.

Springfield: Contact Facilities and Services Motor Pool at (217) 206-6531.

**Forms Used in this Procedure**

[Departmental Driver Approval](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=250144)

[Car Release Order](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=250142)

[Car Release Order - Alternate Drivers](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=250140)

**Related Policies and Procedures**

[15.4.2 Become Eligible to Drive a University Motor Vehicle](https://www.obfs.uillinois.edu/bfpp/section-15-travel/eligible-to-drive-university-motor-vehicle)

[15.4.4 Determine Approved Use of Department and Motor Pool Vehicles](https://www.obfs.uillinois.edu/bfpp/section-15-travel/determine-approved-use-of-vehicles)

[15.3 Motor Vehicle Accidents](https://www.obfs.uillinois.edu/bfpp/section-15-travel/motor-vehicle-accidents)

**Additional Resources**

[Enterprise Car Rental](https://login.uillinois.edu/auth/SystemLogin/sm_login.fcc?TYPE=33554433&REALMOID=06-5dd55f36-536d-4b3d-8849-fb45e528f04b&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-%2f0mZ90ceeMVhuw527dHyvcI%2bBzQ0CepiyRxOo2c0Q2%2b70h3GMaO2XfKghI3NAHZB&TARGET=-SM-HTTPS%3a%2f%2fwww%2eobfs%2euillinois%2eedu%2fgateway%2fLogin%2easpx%3fReturnUrl%3d-%2ftravel-%2fcar--rental-%2f)

[Urbana Car Pool](https://fs.illinois.edu/services/transportation-automotive/car-pool)

[Chicago Campus Auto Rental Services](https://transportation.uic.edu/vehicles/campus-auto-rental-service-cars/)

[Springfield Facilities and Services](https://www.uis.edu/facilities-services)

**15.4.2 Eligibility to Drive a University Vehicle**

**Policy Statement**

The applicable motor pool or unit authorizing a driver to use a university vehicle is responsible for verifying the driver’s eligibility. A driver of a University of Illinois vehicle must be a system employee and:

* Have a valid driver's license that is not suspended or revoked
* Follow system policy on appropriate business use of the university vehicle
* Must not use a university vehicle for personal use
* Obey state and local traffic regulations
* Report all motor vehicle accidents that involve bodily injury and/or the damage or destruction of system property or the property of others within 24 hours to the applicable university motor pool office and employee’s immediate supervisor
* Respond to or pay any traffic violations incurred
* Not consume or be under the influence of alcohol or controlled substances while driving, nor transport alcohol or controlled substances unless it is consistent with the vehicle’s primary purpose, such as a catering vehicle or a box truck
* Be familiar with the State of Illinois [Rules of the Road](http://www.cyberdriveillinois.com/publications/motorist/home.html) booklet and the information in [15.4.4 Determine Approved Use of Department and Motor Pool Vehicles](https://www.obfs.uillinois.edu/bfpp/section-15-travel/determine-approved-use-of-vehicles)

Anyone who does not meet these criteria will have their university motor vehicle driving privileges suspended or revoked, along with disciplinary action.

**Procedure**

Eligibility to drive a university vehicle requires a valid driver's license issued by the driver’s state of residence for the correct class of the vehicle that will be driven.

Employees or student employees who have not declared Illinois as their state of residence may drive on a valid out-of-state or foreign driver's license.

New Illinois residents may drive with a valid out-of-state or foreign driver's license in compliance with Illinois law.

Employees must complete and submit the applicable form(s):

* + [Unit Driver Approval](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=250144) - Required of driver prior to use of unit vehicles at all universities and for UIC units to have on file regardless of whether the vehicle is assigned to the motor pool or a unit
	+ [Car Release Order](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=250142) - Required of primary driver prior to use of motor pool rental vehicles at all universities
	+ [Car Release Order - Alternate Drivers](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=250140) - Required of any driver(s) in addition to the primary driver prior to use of a motor pool rental vehicle at all universities

Signing these forms indicates agreement to operate university motor vehicles in accordance with applicable state and local laws and university regulations.

If the driver is involved in an accident, they must promptly report the accident as outlined in [15.3 Motor Vehicle Accidents](https://www.obfs.uillinois.edu/bfpp/section-15-travel/motor-vehicle-accidents).

**Request an Exception**

To request an exception, contact the applicable university motor pool office (below). Be prepared to submit a written justification.

Urbana-Champaign: Use the Facilities and Services portal for all vehicle requests and approvals.

Chicago: Call the CARS Reservation Office at (312) 996-2886 (6-AUTO).

Springfield: Contact Facilities and Services Motor Pool at (217) 206-6531.

**Forms Used in this Procedure**

**All universities**

[Departmental Driver Approval](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=250144)

[Unit Driver Approval](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=250144)

**Chicago and Springfield**

[Car Release Order](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=250142)

[Alternate Driver Car Release Order](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=250140)

**Urbana-Champaign:** Use the [Facilities and Services portal](https://my.fs.illinois.edu/fsportal/portal/) for all vehicle requests and approvals. Contact the Car Pool at 217-333-3910 for information about portal access

**Related Policies and Procedures**

[15.3 Report an Accident - How Your Personal Insurance Becomes Involved in a Claim](https://www.obfs.uillinois.edu/bfpp/section-15-travel/personal-insurance-involved-in-claim)

[15.4.4 Determine Approved Use of Department and Motor Pool Vehicles](https://www.obfs.uillinois.edu/bfpp/section-15-travel/determine-approved-use-of-vehicles)

**Additional Resources**

The Illinois Secretary of State maintains a website with links to several publications for drivers, including the booklet [Rules of the Road](https://www.ilsos.gov/publications/motorist/home.html).

15.4.3 Comply with Unit Responsibilities for Motor Vehicle Use

**Policy Statement**

Each unit is responsible for ensuring its employees follow all the state and University of Illinois System laws and policies regarding vehicle use. Employees (or their supervisors) must immediately report all accidents in university, rental, or personal vehicles to their university motor pool office and immediate supervisor within 24 hours.

When a vehicle has been assigned to a unit, that unit must still follow the policies in [15.4.2 Become Eligible to Drive a University Vehicle](https://www.obfs.uillinois.edu/bfpp/section-15-travel/eligible-to-drive-university-motor-vehicle), [15.4.4 Determine Approved Use of Department and Motor Pool Vehicles](https://www.obfs.uillinois.edu/bfpp/section-15-travel/determine-approved-use-of-vehicles), and the applicable university’s motor pool requirements regarding vehicle maintenance and use, unless a unit and a motor pool have agreed to and documented an alternative arrangement concerning a vehicle.

**Procedure**

Consult the categories below to determine unit responsibilities for vehicle use:

**Motor Pool (Passenger) Motor Vehicle Use (All Universities)**

Ensure that drivers complete the applicable Car Release Order form(s) and take it with them when they pick up the car from the motor pool. Advise them that they, and any alternate driver, will have to show their driver's license. Ensure they are familiar with [15.3 Motor Vehicle Accidents](https://www.obfs.uillinois.edu/bfpp/section-15-travel/motor-vehicle-accidents).

**Unit Vehicle Use**

Units that have a university vehicle **must** designate an employee to be responsible for oversight and supervision. That person must:

Identify all potential unit drivers of the vehicle, including student employees.

At the start of each fiscal year, inspect the driver's licenses of potential drivers. Ensure that each license is current and valid. Complete and maintain a copy of the Departmental Driver Approval form.

Ensure drivers are familiar with [15.4.2 Become Eligible to Drive a University Motor Vehicle](https://www.obfs.uillinois.edu/bfpp/section-15-travel/eligible-to-drive-university-motor-vehicle) and [15.4.4 Determine Approved Use of Department and Motor Pool Vehicles](https://www.obfs.uillinois.edu/bfpp/section-15-travel/determine-approved-use-of-vehicles).

Maintain copies of employees' signed [Unit Driver Approval](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=250144) form for Employees and Other Individuals for a minimum of two years. These forms, including any driver's license information, must be kept in a secure location. This must be done before employees may drive a motor vehicle.

Submit an annual justification letter attesting to the unit's continuing need for the vehicle and identify each vehicle as either assigned to multiple individuals or assigned to a specific person.

Maintain a sign-in/out log for vehicles used by multiple individuals or otherwise document vehicle use. Vehicles may be assigned to specific individuals for regular use providing this use is directly associated with the employees’ duties and does not include any commuting or personal use.

All vehicles owned and operated by units must undergo and maintain documentation of regular maintenance as recommended by the manufacturer. The only vehicles exempted from this requirement are vehicles removed from service according to each campus’ fleet office.

**Use of Other Vehicles**

Rental Car Agency Vehicle - The State of Illinois and the system have contracts with [rental car agencies](https://login.uillinois.edu/auth/SystemLogin/sm_login.fcc?TYPE=33554433&REALMOID=06-5dd55f36-536d-4b3d-8849-fb45e528f04b&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-%2f0mZ90ceeMVhuw527dHyvcI%2bBzQ0CepiyRxOo2c0Q2%2b70h3GMaO2XfKghI3NAHZB&TARGET=-SM-HTTPS%3a%2f%2fwww%2eobfs%2euillinois%2eedu%2fgateway%2fLogin%2easpx%3fReturnUrl%3d-%2ftravel-%2fcar--rental-%2f). If there is an accident, the driver must follow the steps in [15.3 Motor Vehicle Accidents](https://www.obfs.uillinois.edu/bfpp/section-15-travel/report-accident-commercial-rental-vehicle). For insurance information, consult "Rental Vehicles" in [15.3 Report an Accident - How Your Personal Insurance Becomes Involved in a Claim](https://www.obfs.uillinois.edu/bfpp/section-15-travel/personal-insurance-involved-in-claim).

Personal Vehicle - If there is an accident the driver must follow the steps in [15.3 Motor Vehicle Accidents](https://www.obfs.uillinois.edu/bfpp/section-15-travel/report-accident-commercial-rental-vehicle). For insurance information, consult "Personal Vehicles" in [15.3 Report an Accident - How Your Personal Insurance Becomes Involved in a Claim](https://www.obfs.uillinois.edu/bfpp/section-15-travel/personal-insurance-involved-in-claim).

**Forms Used in this Procedure**

[Unit Driver Approval](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=250144)

[Enterprise Car Rental](https://login.uillinois.edu/auth/SystemLogin/sm_login.fcc?TYPE=33554433&REALMOID=06-5dd55f36-536d-4b3d-8849-fb45e528f04b&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-%2f0mZ90ceeMVhuw527dHyvcI%2bBzQ0CepiyRxOo2c0Q2%2b70h3GMaO2XfKghI3NAHZB&TARGET=-SM-HTTPS%3a%2f%2fwww%2eobfs%2euillinois%2eedu%2fgateway%2fLogin%2easpx%3fReturnUrl%3d-%2ftravel-%2fcar--rental-%2f)

Related Policies and Procedures

[15.4.2 Become Eligible to Drive a University Vehicle](https://www.obfs.uillinois.edu/bfpp/section-15-travel/eligible-to-drive-university-motor-vehicle)

[15.4.4 Determine Approved Use of Department and Motor Pool Vehicles](https://www.obfs.uillinois.edu/bfpp/section-15-travel/determine-approved-use-of-vehicles)

[15.3 Report an Accident - How Your Personal Insurance Becomes Involved in a Claim](https://www.obfs.uillinois.edu/bfpp/section-15-travel/personal-insurance-involved-in-claim)

**15.4.4 Determine Approved Use of University Vehicles**

**Policy Statement**

In accordance with the [Illinois Administrative Code Section 5040.350](http://www.ilga.gov/commission/jcar/admincode/044/044050400C03500R.html), University of Illinois System vehicles may be used only for public purposes and in the best interest of the State, or when authorized in writing by the Vehicle Coordinator. However, all authorizations must comply with the Administrative Code and the examples of approved use given below.

**Procedure**

University vehicles, which include unit and motor pool vehicles, may only be used for public purposes, in the best interest of the State. Employees and student employees may only use university vehicles when operating them is part of their employment duties.

To determine approved use of unit and motor pool vehicles review the information below. If a role, job position, or activity is not listed in the categories below then employees cannot drive or ride in a university vehicle even if their unit has authorized it.

[Expand All] | [Collapse All]

Use by Employees

Employees, including student employees, may drive or ride in university motor vehicles when they are operating the vehicle as part of their employment. Allowed use includes:

* Vehicle use consistent with assigned duties.
	+ To comply with State guidelines, each year employee using university motor vehicles must also submit a Motor Vehicle Insurance Certification form along with a certificate of insurance showing the required coverage. Recognizing that there could be a situation, such as a medical emergency, when an individual must use the assigned university motor vehicle for what the State would deem "personal use," the individual must look to his or her personal automobile insurance carrier, to obtain insurance in the form of an "extended, non-owned automobile liability endorsement." The Internal Revenue Service considers this to be a taxable benefit. Consult [18.5 Fringe Benefits](https://www.obfs.uillinois.edu/bfpp/section-18-taxes/section-18-5) for additional information.
* Traveling between places of system business, places of temporary lodging, places to obtain meals while on travel status, and/or other locations necessary to perform system employment-related duties, including, but not limited to, pick-up and return of a vehicle.
* Employees may only use university vehicles between their home and place of work if, for example, due to the hour of arrival or departure they are beginning or ending a trip at home.
* Commuting to and from an employee's workplace. The reasons for such use must be documented and approved annually by the Vice President/Chief Financial Officer/Comptroller.

For any other use of a university vehicle contact the applicable university motor pool office (below) for prior approval. Be prepared to submit a written justification.

Urbana-Champaign: Use the Facilities and Services portal for all vehicle requests and approvals.

Chicago: Call the CARS Reservation Office at (312) 996-2886 (6-AUTO).

Springfield: Contact Facilities and Services Motor Pool at (217) 206-6531.

Use by Students

Student employees may drive or ride in university vehicles when they are operating the vehicle as part of their University employment.

Registered student organizations may not rent university vehicles. Units may not authorize the use of university vehicles by a student organization. If a student organization needs to use a university vehicle because alternative transportation is unavailable, a unit may request student organization use of a system vehicle from the applicable university motor office. If written approval is granted, a commercially-insured motor pool vehicle must be used in accordance with [15.4.5 Determine When to Use Commercially Insured University Vehicle](https://www.obfs.uillinois.edu/bfpp/section-15-travel/use-university-motor-pool-vehicles).

Transport of Non-Employees

Non-employees may be passengers in a university vehicle, driven by an employee or student employee, if the passengers are:

* Participants of the system's teaching, research, public service, medical research programs, and economic development
* System and University High School students, when the travel is related to the system's public engagement, teaching, research, or medical research programs
* System students participating in official events and practices, including to and from the site of the planned activity, such as athletics and band
* Passengers of the Springfield campus shuttle service for students attending night classes or programs (due to lack of mass transit availability)
* Passengers of a campus shuttle and commuter bus service provided exclusively for system faculty, staff, and students
* Passengers in system police vehicles, for official system police business
* Recruits to the system (faculty, staff, and recruits, including their family members)
* Performers and guests of the system, members of the system community, and family members, who have a role in the activity or event
* Visitors from peer institutions or researchers, as well as their family members
* University Board of Trustees members, their guests, and family members
* Donors or potential donors, their guests, and family members
* Members of a registered student organization who have the prior written approval of the applicable university motor pool office who are riding in commercially-insured motor pool vehicles
* University of Illinois Foundation and/or Alumni Association staff.

Any other use of a university vehicle must be for public purposes and in the best interest of the system and authorized in writing by the applicable university motor pool office.

Unauthorized Use

Unauthorized use of a university vehicle includes, but is not limited to:

* Transportation for shopping, meals, entertainment, recreation, or vacation purposes unrelated to the performance of system employment duties
* Transportation of any person for any purpose unrelated to system business
* Transportation of materials, equipment, supplies, tools, parcels, luggage, or other items unrelated to the performance of system business

Registered student organizations cannot request the use of university vehicles. Units may not authorize the use of university vehicles on behalf of a student organization.

Personal Use

Personal use of university vehicles is prohibited. *De minimis* personal use is considered an extension of business use and not personal use. Examples of *de minimis* personal use includes stopping for meals during business trips, medical emergencies, reasonable deviation from the direct route to reach hotels, restaurants, etc., during the normal course of conducting system business. Examples of inappropriate use would include using a university motor vehicle for shopping, entertainment, recreation, or vacation purposes unrelated to system business.

To request an exception, contact the applicable university motor pool office. Be prepared to submit a written justification.

**Forms Used in this Procedure**

[Motor Vehicle Insurance Certification](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=94805)

**Related Policies and Procedures**

[15.4.5 Determine when to Use Commercially Insured University Motor Pool Vehicles](https://www.obfs.uillinois.edu/bfpp/section-15-travel/use-university-motor-pool-vehicles)
[15.4.2 Become Eligible to Drive a University Motor Vehicle](https://www.obfs.uillinois.edu/bfpp/section-15-travel/eligible-to-drive-university-motor-vehicle)
[18.5 Fringe Benefits](https://www.obfs.uillinois.edu/bfpp/section-18-taxes/section-18-5)

**Additional Resources**

[Illinois Administrative Code Section 5040.350](http://www.ilga.gov/commission/jcar/admincode/044/044050400C03500R.html)

**15.4.5 Determine When to Use Commercially Insured University Motor Pool Vehicles**

**Policy Statement**

The University of Illinois System may consider certain uses of its vehicles as appropriate that the State of Illinois Self-Insured Motor Vehicle Liability Plan does **not** consider appropriate and for which it denies liability coverage. Therefore, the system insures a limited number of vehicles at each university motor pool with a commercial insurance policy.

If there is uncertainty about whether an activity is covered by the State Plan, use a commercially-insured vehicle from the applicable university motor pool. Do not use **any** vehicle for a system activity without liability insurance.

All applicable University policies and procedures apply to commercially insured university motor pool vehicles.

**Procedure**

To determine when to use commercially insured university motor pool vehicles:

Determine whether the event or activity fits into one of the below categories not covered by the State Plan:

* + Intramural sports, including travel to or from a scheduled event or activity
	+ Campus recreation outdoor programs, including travel to or from the planned event/activity
	+ University High School summer educational trips, including travel to or from the planned event/activity
	+ Family housing programs
	+ Graduate community educational programs
	+ Children's pre-school and after school planned educational activities or field trips
	+ System-sponsored academic, music, and sports camps, but only for activities and events directly related to the camp. When transporting children through high school age, the range of travel is limited to Urbana, Champaign, and Savoy and visits to or from Allerton Park.
	+ Visits to or from Allerton Park in conjunction with a system event or program
	+ Department-authorized use by a Registered Student Organization, upon review and written approval by the Vehicle Coordinator

If the event or activity fits into one of the above categories, a motor pool vehicle that is commercially insured must be used.

Plan ahead. Each university has a limited number of commercially insured vehicles.

Contact the applicable university motor pool office. Reserve a commercially-insured vehicle. If no commercially-insured vehicles are available and the activity is not covered by the State plan, the vehicle has no liability coverage, and the driver may have to pay if any claims are made.

**Related Policies and Procedures**

[15.4.2 Become Eligible to Drive a University Motor Vehicle](https://www.obfs.uillinois.edu/bfpp/section-15-travel/eligible-to-drive-university-motor-vehicle)
[15.4.4 Determine Approved Use of Department and Motor Pool Vehicles](https://www.obfs.uillinois.edu/bfpp/section-15-travel/determine-approved-use-of-vehicles)

**Additional Resources**

[15.3 Report an Accident - How Your Personal Insurance Becomes Involved in a Claim](https://www.obfs.uillinois.edu/bfpp/section-15-travel/personal-insurance-involved-in-claim)
[Urbana Car Pool](https://fs.illinois.edu/services/transportation-automotive/car-pool)
[Chicago Campus Auto Rental Service](http://transportation.uic.edu/campus-auto-rental-service-cars/)
[Springfield Facilities and Services](http://www.uis.edu/facilitiesandservices/motorpool/)