I. AGENCY VEHICLE RESERVATIONS

The Illinois State Board of Education (ISBE) provides a limited number of Agency vehicles to staff that are to be used for official State business only. Agency vehicle reservations are scheduled on a first-come, first-serve basis.

1. Drivers must have a valid Illinois driver’s license and be prepared to display it if requested by the Division Supervisor of Facility Management. Random checks of license verifications will be documented.

2. Send a request to the Facility Management e-mail address indicating the dates/times for pick up and return of the vehicle, driver’s name, number of passengers, and destination.

3. After receiving confirmation that an Agency vehicle is reserved, complete an Agency Vehicle Request and Trip Ticket (see Appendix A) and submit to Facility Management Division (S-051) with appropriate signatures prior to travel date. The trip ticket is available as an Agency word template.

4. The requester must pick up a traveler packet that includes the trip ticket, keys, and the black Wright Express Illinois Fleet Card in the Facility Management Division (concourse level) prior to picking up the vehicle.

5. It is the requester’s responsibility to log the odometer readings (before and after the trip) on the trip ticket, refuel vehicle, collect personal belongings, remove any trash, and return the trip ticket, keys, all gas receipts, and the Wright Express Card to Facility Management Division (S-051), concourse level. All gas purchases **MUST** be the least expensive unleaded fuel at the pump. Flex-fuel should be used, if available, on vehicles identified as flex-fuel capable. A list of E-85 stations is included in the traveler packet provided by Facility Management. Please indicate on gas receipts, unless already printed, if fuel type is E-85.

6. The black Wright Express card may be used at all gas stations for the purchase of gas, oil, and windshield washer solvent. It may also be used in emergency purposes for tire repair. If the PIN number is not written on the trip ticket, contact Facility Management at 217/782-4387 for that information. A State of Illinois gas credit card (blue and white) is located in the glove compartment of each Agency vehicle and may be used at CMS locations only for purchasing the above mentioned items. A list of CMS locations is located in the back of the Illinois Vehicle Guide which is in the glove compartment.

7. Should an emergency arise with an Agency vehicle, immediately contact Facility Management at 217/782-4387 during business hours. If assistance is needed to perform emergency repairs or other vehicle assistance after business hours, travelers in Illinois should call 1/800-782-7860 or 217/782-7860 if traveling out-of-state. Notify Facility Management of all emergency repairs within 24 hours. CMS garage facilities may also be contacted. In each vehicle’s glove compartment there is an Illinois Vehicle Guide with CMS garage and fuel locations.
8. Agency vehicles are to be used for official State business only. An Illinois Vehicle Guide is located in the glove compartment and is a quick reference for drivers concerning vehicles set forth in 44 IL Admin Code 5040.100.

9. No smoking is allowed in any Agency vehicles.

10. The signature of the division administrator on the Agency Vehicle Request and Trip Ticket verifies his or her agreement and approval of all dates and times for vehicle usage as indicated on the trip ticket. The division administrator is required to check the appropriate boxes for overnight, weekend, and/or take home approval on the trip ticket and must provide justification for take home approvals.

11. Return vehicle to one of ISBE’s assigned parking spaces (see diagram below). If none are available, park on ramp. DO NOT PARK IN DHS parking spots 1 – 4. Complete the requested information on the Trip Ticket. A checklist is printed on the back of the travel packet (copied below). Remove all personal belongings, collect all trash, lock the vehicle, and return keys, Wright Express card and receipts, and travel packet to Facility Management. Note any maintenance/mechanical issues on Trip Ticket and/or to Facility Management staff.

**ISBE Vehicle Driver Procedures Checklist**

- Log odometer readings BEFORE and AFTER the trip on the Trip Ticket.
- Refuel tank for trips longer than 50 miles from office
- Turn in all GAS receipts with credit card and keys
- Collect personal belongings
- Remove trash
- Note maintenance needed on Trip Ticket
- Return Travel Packet to Facility Management

12. Facility Management must be notified at least 24 hours in advance of vehicle request cancellations.

13. Drivers must adhere to the Driver Procedures for ISBE Vehicles (Appendix A) included with the trip ticket and the Illinois Vehicle Guide (located in each vehicle’s glove compartment).