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 procedure is intended to establish appropriate controls in order to ensure that fleet vehicles are used for university business only.

A. Centralized Control and Reconciler
   1. Chicago State University has designated the Parking and Fleet Manager, as the Vehicle Coordinator to monitor the use of State-owned and/or State-controlled vehicles.
   2. 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.

B. Driver Requirements
   1. Drivers must possess and present a valid driver's license issued in their state of residence.
   2. The driver's license needs to be appropriate for the type of University motor vehicle that the employee is authorized to drive.
   3. Drivers must agree to operate University motor vehicles in accordance with applicable State and Local laws, and University regulations.
   4. Drivers must maintain a vehicle mileage log of all vehicle usage.

C. Vehicle Usage
   1. 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.
   2. Employees 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.

D. Take-Home Vehicles
   1. At the request of a department director, the University may authorize a vehicle to be taken home when it is clearly demonstrated it is in 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 must be submitted via email to the University from the department director within a reasonable time.

E. Individually Assigned Vehicles (IAVs)
   1. A University Fleet Vehicle may be assigned to a specific individual if authorized. Such authorization is to be granted only if one or more of the conditions are met:
      a. The vehicle is specially equipped to perform law enforcement services and the law enforcement employee is on call 24 hours a day.
      b. The employee’s work assignment requires traveling to numerous locations over a considerable territory with infrequent stops at the employee’s headquarters.
      c. When the employee is regularly subject to special or emergency calls from his/her residence during non-duty hours.
      d. 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.

F. Daily Vehicle Use Logs and Mileage Recording
   1. The University vehicle fleet is currently distributed among user departments. 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.
   2. The departments must require each authorized driver in the respective department to cooperate fully with the University in the effort to prevent unauthorized use.
   3. 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.
   4. The University Fleet Vehicle Coordinator will obtain the required usage and mileage information from departments on each of their employees who is authorized to use a University vehicle.
   5. The Vehicle Coordinator will prepare and report vehicle usage and mileage information as requested.
Purpose and Overall Controls

Chicago State University has arranged to use the WEX CARD (WEX Inc.) to facilitate refueling University vehicles that are used for University business purposes and to pay for minor repairs when the vehicle is used outside of the local area or in the case of an emergency. The University is participating in the CMS (Central Management Services) contract (state contract) through an addendum agreement signed for this purpose. This policy and procedure is intended to ensure appropriate controls are in place to maximize the intended benefits of the WEX CARD while minimizing the opportunity for negative outcomes.

G. Control Responsibility of Employee WEX CARD User

1. Each employee who is authorized to use a University vehicle is required to exercise due care and diligence in using the WEX CARD to minimize the risk of its becoming lost or misused by an authorized or unauthorized party. Safeguarding of the WEX CARD associated with a University vehicle carries similar importance to safeguarding the vehicle itself which is the property of the State of Illinois. This includes giving immediate notice to the Parking Department should the WEX CARD become lost or stolen and cooperating fully with any investigation that may be required.

2. Any improper use of the WEX CARD by an employee will cause that employee to be personally responsible for financial loss to the University which can be deducted from the employee’s wages and to loss of privileges to further use of the WEX CARD. Improper use may result in disciplinary action up to and including termination. Each employee will be required to sign an agreement to exercise responsible use of the WEX CARD and to cooperate fully with the University in the effort to prevent unauthorized use or abuse of the card. All users must sign agreements prior to any use of the WEX CARD.

3. Proper use of the card is limited to purchases of fuel (87 octane only) and minor repairs consistent with the spending limits and other limits set up for the individual employee user. Examples of improper use of the WEX CARD are: using the card to refuel any vehicle other than the vehicle to which the card is assigned; making any purchases other than fuel or minor repairs to the vehicle that matches the WEX CARD; obtaining cash back from the vendor either separately or as part of a permitted fuel or repair purchase; allowing any other person, including another employee of CSU, to make any purchase with the WEX CARD or to have custody of the WEX CARD. The University is authorized to deduct from the employee’s salary any personal charges plus any administrative fees charged by the vendor in connection with the misuse made on the WEX CARD.

4. Use of the WEX CARD activates the requirement to ensure it is only used for University business purposes and not for any personal use or gain. Employee users share in this responsibility and must cooperate fully in documenting the appropriate use of the WEX CARD for authorized University business purposes only. This includes the following:
   a) Obtaining a receipt for each purchase and promptly submitting the receipt and business usage purpose of the vehicle to the designated person in the employee’s department promptly after each use.

H. Employee Instructions

1. To be an authorized user of the WEX card employees must meet all the driver requirements as described in the University Vehicle Use Policy. The employee must also forward the following to the Parking Manager:
   a) A signed and completed WEX Card Agreement
   b) Driver’s license number
   c) Cougar Connect ID number

2. Upon approval the Parking Manager will create a Personal Identification number (PIN) for each employee approved who then assumes responsibility for its usage. PIN numbers that are used interchangeably used between employees is considered fraudulent usage.

*All vehicles that are rented by University Administrators or Staff must be completely fueled upon return. If a vehicle is not fueled, then a Parking Agent will refuel the vehicle at the last department’s expense.