



Board of Commissioners of Cook County

118 North Clark Street
Chicago, IL

Legislation Details (With Text)

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On agenda:	11/18/2015	Final action:		Final action:	12/16/2015
Title:	PROPOSED ORDINANCE AMENDMENT				

VEHICLE POLICY ORDINANCE

BE IT ORDAINED, by the Cook County Board of Commissioners, that Chapter 2, Administration, Sec. 2-671 through Sec. 2-674 of the Cook County Code is hereby amended as follows:

ARTICLE VIII. - COUNTY VEHICLE POLICY

Sec. 2-671. - Establishment of a Countywide Vehicle Steering Committee.

(a) The County Board hereby establishes a Vehicle Steering Committee (VSC) to work closely with the County Board's Finance Committee.

(b) The Vehicle Steering Committee and enforcement of this policy will fall under the auspices of the Chief Administrative Officer.

(c) The Vehicle Steering Committee shall be composed of the following departments and elected officials or their designees:

- (1) Chief Administrative Officer.
- (2) Chief of the Bureau of Information Technology.
- (3) Chief Financial Officer.
- (4) Chief of the Bureau of Human Resources.
- (5) Director of the Department of Budget and Management Services.
- (6) Purchasing Agent. Chief Procurement Officer
- (7) Superintendent of Transportation and Highways.
- (8) Director of the Department of Risk Management.
- (9) Director of the Department of Environmental Control.
- (10) State's Attorney.
- (11) Sheriff's Office.
- (12) Clerk of the Circuit Court.

(13) Chair of the Finance Committee of the County Board.

(14) Chair of the Environmental Control Committee of the County Board.

(d) Department Heads and Vehicle Coordinators may be asked to attend as needed in order to discuss and resolve departmental issues.

(e) The Vehicle Steering Committee shall have the following responsibilities:

(1) Develop a plan to centralize fleet management in the County to be presented to the County Board no later than November 30, 2007. Such plan shall include the text of proposed ordinances, including projected costs and potential cost savings, necessary to implement centralized fleet management.

(2) Administer and ensure compliance with this article.

(3) Advise and make recommendations to the President and Finance Committee.

(2) (4) Review all requests for the purchase or lease of vehicles for compliance with this article.

(3) (5) Review vehicle inventory, vehicle usage, fleet size and fleet utilization to ensure compliance with all policies and ordinances incident and other required reports from all County offices and departments, and ensure compliance with reporting requirements.

(4) Review incident reports and other required reports from all County offices and departments, and ensure compliance with reporting requirements.

(5) (6) Establish procedure to Develop, implement and enforce countywide vehicle policies; track and report to the Cook County Board of Commissioners on compliance with such policies.

(6) (7) Prepare a quarterly report to the Board of Commissioners, in accordance with the Cook County Collision Policy detailing all collision or use-related damage to County-owned vehicles and the

status of the damaged vehicle, any violations resulting in the arrest of the driver of any County-owned vehicle, and any reported unauthorized use of a County-owned vehicle.

(7)(8) Submit annual fleet inventory reports to the Board by December 31 for the prior fiscal year detailing the changes as described herein to the vehicle inventory for the preceding 12 months as well as a list of departments that have failed to submit updated information for the reporting period.

(8)(9) Review department vehicle requests approved by the Department of Budget and Management Services and included in the annual appropriation ordinance.

(9)(10) Develop future vehicle strategies, as needed, in various areas such as:

- a. Centralized purchase of routine maintenance services;
- b. Centralized purchase of major repair services;
- c. Centralized purchase of body work services;
- d. Development of an executive leasing program;
- [e. Reserved;]
- f. Use of car sharing services;
- g. Use of Global Positioning System (GPS) and wireless technology for vehicle location and recordkeeping purposes;
- h. Establishment of personnel disciplinary procedures relating to the operation of vehicles during the course of employment; and
- i. Other matters deemed appropriate.

(10) Establish standard guidelines for the procurement, acquisition, or lease of passenger type vehicles. The Vehicle Steering Committee will establish the procurement specifications that minimize the types or categories of passenger type vehicles available for acquisition and optimize efficiency, pricing, and environmental impact.

(11) The Vehicle Steering Committee shall establish and maintain a vehicle replacement policy for all vehicle classes that provides clear criteria for vehicle replacement. The criteria should consider age, mileage, utilization, maintenance records, and must fit into the overall goals to maximize County vehicle utilization, increase the number of environmentally friendly vehicles, and reduce the County's overall carbon footprint.

- a. Replacement factors for passenger vehicles include, but not limited to, vehicle utilization of more than 10,000 business miles annually, model years over ten (10) years old or with 150,000 miles of service, damage due to accidents, excessive repair and maintenance costs.
- b. Cost comparisons shall be made using total lifecycle costs rather than purchase price. Lifecycle costs shall include, but not be limited to, total purchase price, estimated fuel expenditure, and estimated maintenance costs over the expected lifetime of the vehicle.
- c. The Vehicle Steering Committee shall promote programs and procedures that maximize the overall goals to maximize County vehicle utilization, increase the number of environmentally friendly vehicles, and reduce the County's overall carbon footprint, such as the use of the County's Car Sharing Programs.

(f) Meetings:

(1) Meetings will be chaired by the Chief Administrative Officer or his/her designee.

(2) Meetings will be held quarterly at a minimum.

Sec. 2-672. - Responsibilities of elected officials, departments, and employees and assignment of Vehicle Coordinator.

(a) Bureau chiefs, department heads, and elected officials are responsible for ensuring that Vehicle Steering Committee policies and procedures are administered and adhered to by employees within their offices. Failure of Bureau Chiefs, Department Heads, and Elected Officials to provide information in accordance with this article shall result in the Department's inability to acquire County vehicles, and other actions deemed necessary by the Vehicle Steering Committee, until this information is received.

(b) Vehicle Coordinator.

(1) Each Elected Official or Department Head will designate one employee to be the Vehicle Coordinator for the office. On January 1 of each year, the name, title, email address, and telephone number of the Vehicle Coordinator shall be filed with the Chairman of the Vehicle Steering Committee. The Coordinator may be asked to attend meetings of the Vehicle Steering Committee as required to review purchase requests, department inventories, review vehicle use issues, maintenance records and other matters pertaining to this article.

(2) Department Vehicle Coordinators are to ensure the following procedures are in place within the Department and shall be responsible for keeping all records and preparing all reports required under this article. All forms and database formats required under these guidelines will be provided by

the Vehicle Steering Committee. Vehicle Coordinators shall:

- a. Retain on file a copy of the valid license of each employee authorized to drive a County vehicle or a personal vehicle for which the employee receives mileage reimbursement. The employee must at all times hold a valid proper class Illinois license for the vehicle operated that is not revoked or under suspension. The County's human resource staff shall consult on a monthly basis with the Illinois Secretary of State to check the license status of all employees required to operate vehicles as part of their job duties. The file is to be reviewed and updated on no less than a monthly basis and forwarded to the Board of Commissioners on no less than a quarterly basis. Verification of valid licenses of Sheriff's undercover officers shall be made without requiring pictures of such officers to be maintained on file except as held in the internal files of the Sheriff's Department.
 - b. Ensure all employees authorized take home vehicle privileges comply with IRS Rules on tax treatment of employee vehicle fringe benefits associated with take-home privileges. File a County vehicle disclosure form for each employee whom the Department Head has authorized for overnight use of County vehicles. To facilitate tax withholding obligations for the vehicle benefits associated with take-home privileges, the Department shall identify all employees assigned a take-home vehicle to the Vehicle Steering Committee. To comply with IRS rules on tax treatment of employee vehicle fringe benefits, regular overnight County vehicle use will have an imputed per diem valuation added to an employee's W-2 form at the end of the year. Vehicles regularly used for emergency or law enforcement purposes are exempt from this requirement. Any vehicles which a department designates as exempt must be reported to the Vehicle Steering Committee.
 - c. Maintain an updated vehicle inventory data (see Subsection (b)(2)e., of this section), vehicle maintenance logs, accident logs, vehicle use logs and insurance cards in the form and format established by the Vehicle Steering Committee.
 - d. Follow procedures established by the Sheriff's Vehicle Services Division and approved by the Vehicle Steering Committee to ensure vehicles follow proper preventative and other maintenance schedules. Failure to follow established procedures may result in suspension or elimination of vehicle privileges. Each department shall prepare a report to the Vehicle Steering Committee annually, by May 15, detailing the Department's vehicle maintenance and repair procedures. The report will indicate whether routine maintenance is provided through contractual or in-house facilities and the protocol for routine maintenance, and the average annual cost per vehicle. For departments with in-house vehicle services a detailed cost breakdown showing annual labor, parts and materials, fuel, and other costs for maintaining and operating the vehicle will be included. The report shall further detail the procedures utilized by the Department to provide for fuel supplies for each vehicle and for repairs including both routine and nonroutine repairs.
 - e. Submit an initial, accurate, up-to-date inventory report by February 15, 2005. Subsequent inventory reports shall be submitted at least twice per year on May 15 and November 1 in accordance with Vehicle Steering Committee requirements. This inventory report shall at a minimum have the Department, business unit number, year, make/model/style, color, VIN number, license plate number, department internal I.D. number, use, odometer reading, in-service date, regular overnight and daytime parking location, driver assignment (if take-home vehicle), fuel type, city and highway mileage per gallon as determined by the U.S. EPA and Department of Energy, American Council for an Energy Efficient Economy's Green Score, and annual and aggregate fuel and maintenance costs from the time of purchase or lease for each vehicle assigned, allocated, or used by the Department. This inventory report must be updated and submitted to the Vehicle Steering Committee upon each request for acquisition or disposal of any vehicle in the inventory. Law enforcement vehicles used for undercover, special crimes units and surveillance purposes shall be exempt from disclosure of the vehicle's regular overnight and daytime parking location and driver assignment. Coordinate with internal agency/department staff and track resolution of emission testing notifications, vehicle registrations, vehicle recalls, moving violations, administrative violations, driver complaints, maintenance complaints and other critical safety issues
- (c) Purchase and salvage procedures. The Bureau of Human Resources shall consult on a monthly basis with the Illinois Secretary of State to check the license status of all employees required to operate vehicles as part of their job duties except for employees of the Sheriff's Office and State's Attorney. The Sheriff's Office and State's Attorney shall consult on a monthly basis with the Illinois Secretary of State to check on the license status of its employees, including undercover officers, and shall maintain such files internally. The Bureau of Human Resources file is to be reviewed and updated on no less than a monthly basis and forwarded to the respective agencies for review and any subsequent action. Verification of valid licenses of Sheriff's undercover officers shall be made without requiring pictures of such officers to be maintained on file except as held in the internal files of the

Sheriff's Department.

All prospective employees who are professional drivers or whose primary duty is the operation of a vehicle shall be required to submit a valid driver's license prior to the time of hire. Each agency's Human Resources, as part of a pre-employment background investigation, shall coordinate driver checks. Failure to have a valid driver's license of the proper type, or the existence of a disqualifying driver's record will be grounds to withdraw the conditional offer of employment.

(1) Requests for new or replacement vehicles (owned or leased) shall be submitted for review by the Vehicle Steering Committee prior to any such request being approved for purchase or acquisition. No vehicle shall be purchased, acquired, or leased without the approval of the Vehicle Steering Committee.

(2) The following guidelines will set the minimum vehicle replacement goals.

a. In general, automobiles should be replaced when they reach eight years of service or 100,000 miles, whichever comes first.

b. Departments shall request the smallest possible vehicle for the intended use.

c. Requests that do not meet these criteria will not be considered for replacement unless the Department Head submits a written justification to the Vehicle Steering Committee for the exception which documents the extenuating circumstances.

d. Only specialized equipment, such as heavy highway construction equipment, will be allowed to use other criteria such as hours of service; however, the criteria utilized by the Department should be submitted to justify the vehicle replacement request, and the Vehicle Steering Committee will determine if this information is adequate and the maintenance cost information required.

e. A request for a new vehicle which increases the number of vehicles in the department's vehicle inventory shall be submitted to the Vehicle Steering Committee with a written justification as to why the additional vehicles will be required. Such request must demonstrate that reassignment of existing vehicles would be unable to meet department needs and that sufficient funding is available for both the purchase and the cost of operating and maintaining the vehicle. The request to purchase must state the use intended for the vehicle, whether the vehicle will be assigned with "take-home" privileges and whether the vehicle will bear a municipal license plate.

f. Departments shall submit draft vehicle requests to the Vehicle Steering Committee at the same time they submit capital budget requests to the Department of Budget and Management Services. Finalized vehicle requests shall be submitted to the Vehicle Steering Committee within one month of Board approval of the annual appropriation ordinance or the beginning of the fiscal year, whichever is later.

g. If sufficient funds are available and other conditions of the ordinance have been complied with, the Vehicle Steering Committee may concur in the request for new or replacement vehicles. Such concurrence shall be transmitted to the Purchasing Agent, and where County Board approval is required for the purchase, such concurrence shall be reflected on the County Board's Agenda.

(3) New County Vehicle purchases must adhere to the following green vehicle purchasing guidelines:

(c) Purchase and salvage procedures.

(1) Requests for new or replacement vehicles (owned or leased) shall be submitted for review by the Vehicle Steering Committee prior to any such request being approved for purchase or acquisition. No vehicle shall be purchased, acquired, or leased without the approval of the Vehicle Steering Committee.

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both the purchase and the cost of operating and maintaining the vehicle. The request to purchase must state the use intended for the vehicle, whether the vehicle will be assigned with "take-home" privileges and whether the vehicle will bear a municipal license plate.

f. Departments shall submit draft vehicle requests to the Vehicle Steering Committee at the same time they submit capital budget requests to the Department of Budget and Management Services. Finalized vehicle requests shall be submitted to the Vehicle Steering Committee within one month of Board approval of the annual appropriation ordinance or the beginning of the fiscal year, whichever is later.

g. If sufficient funds are available and other conditions of the ordinance have been complied with, the Vehicle Steering Committee may concur in the request for new or replacement vehicles. Such concurrence shall be transmitted to the Purchasing Agent, and where County Board approval is required for the purchase, such concurrence shall be reflected on the County Board's Agenda.

(3) New County Vehicle purchases must adhere to the following green vehicle purchasing guidelines:

a. Requested vehicles must meet the requirements specific to their class, as follows:

1. Compact Car:

Minimum ACEEE Green Score: 35

Tier range: Tier 2 bin 2 - Tier 2 bin 5/ULEV II - PZEV

Minimum MPG City: 22

Minimum MPG Highway: 32

ACEEE Class Ranking: Above Average - Superior

2. Midsize Car:

Minimum ACEEE Green Score: 35

Tier range: Tier 2 bin 2 - Tier 2 bin 5 / ULEV II - PZEV

Minimum MPG City: 20

Minimum MPG Highway: 30

ACEEE Class Ranking: Above Average - Superior

3. Large Car:

Minimum ACEEE Green Score: 35

Tier range: Tier 2 bin 2 - Tier 2 bin 5 / ULEV II - PZEV

Minimum MPG City: 19

Minimum MPG Highway: 28

ACEEE Class Ranking: Above Average - Superior

4. Station Wagon:

Minimum ACEEE Green Score: 35

Tier range: Tier 2 bin 3 - Tier 2 bin 5 / ULEV II - PZEV

Minimum MPG City: 23

Minimum MPG Highway: 30

ACEEE Class Ranking: Above Average - Superior

5. Sport Utility Vehicle:

Minimum ACEEE Green Score: 33

Tier range: Tier 2 bin 3 - Tier 2 bin 5 / ULEV II - PZEV

Minimum MPG City: 20

Minimum MPG Highway: 26

ACEEE Class Ranking: Above Average - Superior

6. Van:

Minimum ACEEE Green Score: 23

Tier range: Tier 2 bin 5 - Tier 2 bin 8 /LEV II - PZEV

Minimum MPG City: 15

Minimum MPG Highway: 20

ACEEE Class Ranking: Above Average - Superior

7. Light Truck:

Minimum ACEEE Green Score: 25

Tier range: Tier 2 bin 5 - Tier 2 bin 8 /LEV II - PZEV

Minimum MPG City: 16

Minimum MPG Highway: 21

ACEEE Class Ranking: Average - Above Average

8. Other Vehicles: Vehicles not included in any of the above classes shall be considered by the Vehicle Steering Committee on a case-by-case basis.

- b. Cost comparisons shall be made using total lifecycle costs rather than purchase price. Lifecycle costs shall include, but not be limited to, total purchase price, estimated fuel expenditure, and estimated maintenance costs over the expected lifetime of the vehicle.
 - (4) Titles for all County vehicles will be held in the Purchasing Department.
 - (5) Where a Department is requesting to lease vehicles, the request must include a copy of the proposed lease contract, particularly including all terms of the lease with respect to lease costs, maintenance costs and responsibility, and liability for accidents. Leased vehicles shall also be evaluated using the environmental criteria listed in Subsection (c)(3) of this section.
 - (6) The Vehicle Steering Committee may adopt policies governing the salvage of vehicles by Departments. Such policies shall ensure that the disposal of County vehicles occurs in an open and equitable manner and obtains the highest practicable salvage value.
 - (d) Failure of Department Heads to provide information in accordance with this article shall result in the Department's inability to acquire County vehicles, and other actions deemed necessary by the Vehicle Steering Committee, until this information is received. The Sheriff's Vehicle Services Division shall:
 - (1) Establish and communicate vehicle maintenance procedures and routine maintenance schedules.
 - (2) Record and track all vehicle related data including odometer reading, dates and costs of all maintenance services, vehicle utilization data, fuel management, accident history as reported by the using agency/investigating agency, etc.
 - (3) Salvage vehicles as needed.
 - (e) The Office of the Chief Procurement Officer shall
 - (1) Obtain and maintain all vehicle titles for all County owned vehicles; and
 - (2) Maintain a copy of all vehicle leasing agreements.
 - (3) Promulgate and distribute procedures regarding (a) obtaining and verifying receipt of vehicle titles; and (b) providing copies of vehicle titles to third parties for vehicles which have been declared surplus.
- Sec. 2-673. - Authorized use of County vehicles.
- (a) County owned or leased vehicles shall be used only for conducting official County business.
 - (b) County owned vehicles shall not be authorized for use until they are in compliance with all onboarding requirements including proper licensing, municipal sticker, valid insurance card, proper decals and markings as established by the Sheriff's Vehicle Services Division and approved by the Vehicle Steering Committee. Only vehicles that have been authorized by an elected official or department head, have VIN numbers registered in the County Office of the Chief Procurement Officer, carry a valid insurance card issued to the Department by the Department of Risk Management, and meet all other requirements of this section shall be considered County vehicles for use in the course of conducting official County business.
 - (bc) Unless expressly exempted by the Department Head, and approved by the Vehicle Steering Committee, all County vehicles must carry a municipal license plate.
 - (cd) All County owned vehicles shall It is the goal of Cook County that as many vehicles as practicable be equipped with Global Positioning System (GPS) technology. The Vehicle Steering Committee shall develop policy related to vehicle GPSmay develop proposals and guidelines for the deployment of such technology and the use of the resulting vehicle location information and shall present such proposals and guidelines to the Board for approval.
 - (de) There shall be a Chief Administrative Officer shall establish a telephone hotline which members of the public may call to report incidents involving County vehicles.
 - (f) The Inspector General shall have the responsibility of investigating any reports of misuse of County vehicles and shall submit an annual report to the Vehicle Steering Committee and County Board regarding the number and nature of hotline calls and the actions taken in response.
 - (eg) With the exception of law enforcement vehicles usedequipped for undercover, special crimes units and surveillance purposes, all County vehicles shall be emblazoned on both sides with the County name, corporate seal, name of the Department to which the vehicle is assigned, vehicle hotline telephone number, and a short statement identifying the hotline to the general public (e.g., "To report incidents involving this vehicle, call (telephone number)"). Except as otherwise provided, exemptions must be requested by the Department Head and approved by the Vehicle Steering Committee and may only be granted where the anonymity of the vehicle is required.
 - (fh) Vehicle usage logs must be maintained for each pooled County vehicle and include the following information: name of driver; date used; beginning and ending odometer reading; destination; purpose of use; date and time of refueling; and amount of fuel. Where the anonymity of the vehicle and the driver is required, law enforcement vehicles shall be exempt from disclosure of destination

information.

(gi) Only authorized passengers are permitted to ride in County vehicles. Non-County individuals such as volunteers, spouses, and children should not be passengers in a County vehicle unless they are involved in the conduct of business.

(hj) County vehicles are to be assigned to individuals who, in the required course of their employment, need vehicles to complete their required duties on behalf of the County government.

(ik) Eligibility for County vehicle assignment.

(1) Take-home assignment. A County vehicle may be assigned to employees in a service, management or supervisory position on call 24 hours a day, responsible for providing or supporting emergency services. A vehicle disclosure form shall be used and remain on file in the Department for all "take-home" vehicles.

(2) Pool assignment. Pool vehicles are to be assigned on a periodic basis to individuals when the County work assignment requires a vehicle in order to properly conduct County business. A vehicle disclosure form and daily log shall be used and remain on file in the Department for all pool vehicles which are taken home overnight. Those employees authorized for overnight use of County vehicles shall, when away from work for an extended period of time, for vacation, sick leave, compensatory time off, travel, etc., return the assigned County vehicle to the custody of his/her department head during the period of absence.

a. No person shall be authorized to drive a County vehicle unless he/she:

1. Possesses a current, valid driver's license with the correct class for the vehicle driven.

2. Is the age of 18 or older.

3. Meets rental requirements as specified by rental/leasing agencies Is the age of 25 or older to drive a leased or rented car.

54. Is free of any prior convictions for driving while under the influence of alcohol or drugs, or of reckless driving within the previous year. Employees operating a commercial vehicle must comply with all of the requirements of the Commercial Motor Vehicle Safety Act of 1986.

65. All prospective employees who are professional drivers or whose primary duty is the operation of a vehicle shall be required to submit to a driving records check after receiving a conditional offer of employment. The Cook County Bureau of Human Resources, as part of a preemployment background investigation, shall coordinate driver checks. Failure to have a valid Illinois driver's license of the proper type, or the existence of a disqualifying driver's record will be grounds to withdraw the conditional offer of employment.

7. Any employee performing work which requires the operation of a County-owned vehicle or a private vehicle at County expense shall notify his/her immediate supervisor immediately of any current restrictions or changes in driving privileges, including but not limited to revocation, suspension, cancellation, denial, Restricted Driving Permit, Judicial Driving Permit, Probationary License, Family Financial Responsibility Driving Permit, leaving the scene of an accident, refusal or neglect to report a traffic accident, traffic violations, unpaid traffic citations, failure of vehicle titled in the employee's name to pass the vehicle emissions testing, or unpaid parking citations for a vehicle titled in the employee's name. Any restrictions or changes to driving privileges shall be reported by the employee to the employee's Bureau Chief or Elected Official immediately and a record maintained in the department. Any employee who fails to report, and/or continues to operate a vehicle in the performance of County duties, is subject to disciplinary action up to and including termination from County employment.

8. Employees are held personally responsible for all parking and/or traffic violations incurred while operating County vehicles.

b. Collision Procedures. The following collision procedures are to be followed by drivers involved in collisions while operating a County or personal vehicle on County business, and by the department head:

1. Request that all parties remain and render assistance at the scene of the accident, if possible, until a law enforcement representative has released them.

2. Promptly report all accidents involving vehicles or persons on duty and actively engaged in County business to the appropriate law enforcement agency, department vehicle coordinator, and the Department of Risk Management.

3. A record of all driving violations for each employee shall be maintained by the Department Vehicle Coordinator including the date; time; employee name; vehicle identification number; incident report number; date and time report was forwarded to the Department of Risk Management; date reported to the Vehicle Steering Committee and personnel actions taken by the Department against the employee.

4. Logs of all accidents shall be maintained by the Department's Vehicle Coordinator.

Department Heads are to review each collision report prior to their submission to the Department of Risk Management to determine if the employee was at fault and take appropriate personnel action. Department Heads are to prepare a report on their findings and personnel actions taken, and forward it to the Vehicle Steering Committee chairman along with a copy of the accident report forwarded to the Department of Risk Management.

5. Drivers involved in collisions are to refrain from making statements regarding the accident to anyone other than the investigating law enforcement officials, appropriate County officials, and representatives of his or her own insurance company if the employee's privately owned vehicle is involved.

6. Drivers will also complete a Vehicle Incident Form and forward it to the Department of Risk Management's General Liability Division as well as the Department's Vehicle Coordinator within 24 hours of the accident.

7. Drivers will also forward copies of all police reports, an employee statement and any witness statements to the Vehicle Coordinator and Department Head, and to the Department of Risk Management's General Liability Division no more than three days after completion of the investigation.

c. Use of private vehicles for County business:

1. County employees, with the prior permission of their Department Head, may use their private vehicle to conduct official County business. Department Heads shall only approve the use of private vehicles for County business when it is in the best interest of the County to do so.

2. A valid proof of insurance is required to operate a private vehicle, which includes coverage of passengers and a copy must be kept in the vehicle and must be filed with the Department's Vehicle Coordinator.

3. Employees authorized to use their personal vehicles for County business shall comply with the following insurance requirements:

(i) County employees who drive a private vehicle for official County business shall have at least the minimum auto insurance for private vehicles as required by the State of Illinois.

(ii) Employees operating private vehicles in the performance of County duties should have minimum limits of no less than \$100,000.00 per person, \$300,000.00 per accident and have Uninsured Motorist/Under-insured Motorist coverage.

(iii) The employee's vehicle insurance policy must be issued by a company that is licensed by the Illinois State Department of Insurance for the issuing state.

(iviii) In the event a County employee is involved in an accident while driving his/her own vehicle, the employee's personal insurance provides the primary coverage.

(iv) Mileage reimbursement rates will be based on the Cook County Travel and Expense Reimbursement Policy (separate document).

Sec. 2-674. - Miscellaneous rules.

(a) Traffic laws and regulations. Drivers of County vehicles shall observe all traffic laws and regulations. Drivers and passengers in County vehicles shall wear seat belts at all times and shall observe safe driving practices. All drivers of a County vehicle involved in accidents and those who have been fined for or charged with a traffic violation are may be required to attend a driving safety training class conducted by the Department of Risk Management.

(b) Use of tobacco products. Use of tobacco products and electronic vapor cigarettes is prohibited in County vehicles.

(c) Engine idling. Except for purposes of law enforcement including, but not limited to, surveillance and radar gun use activities, the driver of a County vehicle must turn off the engine upon stopping at a destination and must not cause or allow an engine to idle at any location for more than five consecutive minutes or a period or periods aggregating more than five minutes in any one-hour period, except when idling is absolutely necessary for the conduct of County business, for personal safety, or to comply with traffic laws and law enforcement personnel.

(d) Liability for damages. The County shall not be liable for injuries or damages arising from activities outside the scope of employment including, but not limited to, personal use of rented vehicles by employees during a County-authorized business trip. Any damages arising from these circumstances are the responsibility of the employee. To the extent that the County incurs financial liability for the acts of employees which occur outside the scope of employment, Cook County reserves the right to seek reimbursement from the responsible person.

(e) Insurance. The State of Illinois requires that all vehicles have an Illinois Insurance Card at all times. The County Self-Insurance Program is administered by the Department of Risk Management General Liability Division, which will issue a proof of insurance card for each County-owned vehicle. Only vehicles which are included in the County (owned) vehicle inventory shall be registered with the

Department of Risk Management for insurance purposes.

(f) Traffic violations. Employees shall be held personally responsible for all parking and/or traffic violations incurred while operating a county owned or leased vehicle. At no time will County funds be used directly or indirectly to pay or reimburse an employee for parking or traffic violations.

(g) Article not intended to enlarge current County liability, etc., to employees. Nothing in this article is intended or shall be construed to extend or enlarge the obligations, liability, or responsibilities that the County currently has to employees, or third parties, by law or contract, if any, in regard to the operation of motor vehicles.

Secs. 2-675-2-900. - Reserved.

Effective date: This ordinance shall be in effect immediately upon adoption.

Sponsors: TONI PRECKWINKLE (President), LUIS ARROYO JR, RICHARD R. BOYKIN, JERRY BUTLER, JOHN P. DALEY, JOHN A. FRITCHEY, BRIDGET GAINER, GREGG GOSLIN, STANLEY MOORE, TIMOTHY O. SCHNEIDER, PETER N. SILVESTRI, DEBORAH SIMS, LARRY SUFFREDIN, JEFFREY R. TOBOLSKI

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
12/16/2015	1	Board of Commissioners	approve	Pass
12/16/2015	1	Finance Committee	recommend for approval	Pass
11/18/2015	1	Board of Commissioners	refer	Pass

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 - (8) Director of the Department of Risk Management.
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 - (10) State's Attorney.
 - (11) Sheriff's Office.
 - (12) ~~Clerk of the Circuit Court~~.
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- (d) Department Heads and Vehicle Coordinators may be asked to attend as needed in order to discuss and resolve departmental issues.
- (e) The Vehicle Steering Committee shall have the following responsibilities:
- (1) ~~Develop a plan to centralize fleet management in the County to be presented to the County Board no later than November 30, 2007. Such plan shall include the text of proposed ordinances, including projected costs and potential cost savings, necessary to implement centralized fleet management.~~
 - (2) Administer and ensure compliance with this article.
 - (3) ~~Advise and make recommendations to the President and Finance Committee.~~
 - (2) (4) Review all requests for the purchase or lease of vehicles for compliance with this article.
 - (3) (5) Review vehicle inventory, vehicle usage, fleet size and fleet utilization to ensure compliance with all policies and ordinances incident and other required reports from all County offices and departments, and ensure compliance with reporting requirements.
 - (4) Review incident reports and other required reports from all County offices and departments, and ensure compliance with reporting requirements.
 - (5) (6) Establish procedure to Develop, implement and enforce countywide vehicle policies; track and report to the Cook County Board of Commissioners on compliance with such policies.
 - (6) (7) Prepare a quarterly report to the Board of Commissioners, in accordance with the Cook County Collision Policy detailing all collision or use-related damage to County-owned vehicles and the status of the damaged vehicle, any violations resulting in the arrest of the driver of any County-owned vehicle, and any reported unauthorized use of a County-owned vehicle.
 - (7) (8) Submit annual fleet inventory reports to the Board by December 31 for the prior fiscal year data detailing the changes as described herein to the vehicle inventory for the preceding 12 months as well as a list of departments that have failed to submit updated information for the reporting period.
 - (8) (9) Review department vehicle requests approved by the Department of Budget and Management Services and included in the annual appropriation ordinance.
 - (9) (10) Develop future vehicle strategies, as needed, in various areas such as:
 - a. ~~Centralized purchase of routine maintenance services;~~
 - b. ~~Centralized purchase of major repair services;~~
 - c. ~~Centralized purchase of body work services;~~
 - d. ~~Development of an executive leasing program;~~
 - [e. ~~Reserved;~~]
 - f. ~~Use of car sharing services;~~

- g. Use of Global Positioning System (GPS) and wireless technology for vehicle location and recordkeeping purposes;
 - h. Establishment of personnel disciplinary procedures relating to the operation of vehicles during the course of employment; and
 - i. ~~Other matters deemed appropriate.~~
- (10) Establish standard guidelines for the procurement, acquisition, or lease of passenger type vehicles. The Vehicle Steering Committee will establish the procurement specifications that minimize the types or categories of passenger type vehicles available for acquisition and optimize efficiency, pricing, and environmental impact.
- (11) The Vehicle Steering Committee shall establish and maintain a vehicle replacement policy for all vehicle classes that provides clear criteria for vehicle replacement. The criteria should consider age, mileage, utilization, maintenance records, and must fit into the overall goals to maximize County vehicle utilization, increase the number of environmentally friendly vehicles, and reduce the County's overall carbon footprint.
- a. Replacement factors for passenger vehicles include, but not limited to, vehicle utilization of more than 10,000 business miles annually, model years over ten (10) years old or with 150, 000 miles of service, damage due to accidents, excessive repair and maintenance costs.
 - b. Cost comparisons shall be made using total lifecycle costs rather than purchase price. Lifecycle costs shall include, but not be limited to, total purchase price, estimated fuel expenditure, and estimated maintenance costs over the expected lifetime of the vehicle.
 - c. The Vehicle Steering Committee shall promote programs and procedures that maximize the overall goals to maximize County vehicle utilization, increase the number of environmentally friendly vehicles, and reduce the County's overall carbon footprint, such as the use of the County's Car Sharing Programs.
- (f) Meetings:
- (1) Meetings will be chaired by the Chief Administrative Officer or his/her designee.
 - (2) Meetings will be held quarterly at a minimum.
- Sec. 2-672. - Responsibilities of elected officials, departments, and employees and assignment of Vehicle Coordinator.
- (a) Bureau chiefs, department heads, and elected officials are responsible for ensuring that Vehicle Steering Committee policies and procedures are administered and adhered to by employees within their offices. Failure of Bureau Chiefs, Department Heads, and Elected Officials to provide information in accordance with this article shall result in the Department's inability to acquire County vehicles, and other actions deemed necessary by the Vehicle Steering Committee, until this information is received.
- (b) Vehicle Coordinator.
- (1) Each Elected Official or Department Head will designate one employee to be the Vehicle Coordinator for the office. On January 1 of each year, the name, title, email address, and telephone number of the Vehicle Coordinator shall be filed with the Chairman of the Vehicle Steering Committee. The Coordinator may be asked to attend meetings of the Vehicle Steering Committee as required to review purchase requests, department inventories, review vehicle use issues, maintenance records and other matters pertaining to this article.
 - (2) Department Vehicle Coordinators are to ensure the following procedures are in place within the Department and shall be responsible for keeping all records and preparing all reports required under this article. All forms and database formats required under these guidelines will be provided by the Vehicle Steering Committee. Vehicle Coordinators shall:
 - a. Retain on file a copy of the valid license of each employee authorized to drive a County vehicle or a personal vehicle for which the employee receives mileage reimbursement. The employee must at all times hold a valid proper class Illinois license for the vehicle operated that is not revoked or under suspension. The County's human resource staff shall consult on a monthly basis with the Illinois Secretary of State to check the license status of all employees required to operate vehicles as part of their job duties. The file is

to be reviewed and updated on no less than a monthly basis and forwarded to the Board of Commissioners on no less than a quarterly basis. Verification of valid licenses of Sheriff's undercover officers shall be made without requiring pictures of such officers to be maintained on file except as held in the internal files of the Sheriff's Department.

- b. Ensure all employees authorized take home vehicle privileges comply with IRS Rules on tax treatment of employee vehicle fringe benefits associated with take-home privilegesFile a County vehicle disclosure form for each employee whom the Department Head has authorized for overnight use of County vehicles. To facilitate tax withholding obligations for the vehicle benefits associated with take-home privileges, the Department shall identify all employees assigned a take-home vehicle to the Vehicle Steering Committee. To comply with IRS rules on tax treatment of employee vehicle fringe benefits, regular overnight County vehicle use will have an imputed per diem valuation added to an employee's W-2 form at the end of the year. Vehicles regularly used for emergency or law enforcement purposes are exempt from this requirement. Any vehicles which a department designates as exempt must be reported to the Vehicle Steering Committee.
 - c. Maintain an updated vehicle inventory data (see Subsection (b)(2)e., of this section), vehicle maintenance logs, accident logs, vehicle use logs and insurance cards in the form and format established by the Vehicle Steering Committee.
 - d. Follow procedures established by the Sheriff's Vehicle Services Division and approved by the Vehicle Steering Committee to ensure vehicles follow proper preventative and other maintenance schedules. Failure to follow established procedures may result in suspension or elimination of vehicle privileges.Each department shall prepare a report to the Vehicle Steering Committee annually, by May 15, detailing the Department's vehicle maintenance and repair procedures. The report will indicate whether routine maintenance is provided through contractual or in-house facilities and the protocol for routine maintenance, and the average annual cost per vehicle. For departments with in-house vehicle services a detailed cost breakdown showing annual labor, parts and materials, fuel, and other costs for maintaining and operating the vehicle will be included. The report shall further detail the procedures utilized by the Department to provide for fuel supplies for each vehicle and for repairs including both routine and nonroutine repairs.
 - e. Submit an initial, accurate, up-to-date inventory report by February 15, 2005. Subsequent inventory reports shall be submitted at least twice per year on May 15 and November 1 in accordance with Vehicle Steering Committee requirements. This inventory report shall at a minimum have the Department, business unit number, year, make/model/style, color, VIN number, license plate number, department internal I.D. number, use, odometer reading, in-service date, regular overnight and daytime parking location, driver assignment (if take-home vehicle), fuel type, city and highway mileage per gallon as determined by the U.S. EPA and Department of Energy, American Council for an Energy-Efficient Economy's Green Score, and annual and aggregate fuel and maintenance costs from the time of purchase or lease for each vehicle assigned, allocated, or used by the Department. This inventory report must be updated and submitted to the Vehicle Steering Committee upon each request for acquisition or disposal of any vehicle in the inventory. Law enforcement vehicles used for undercover, special crimes units and surveillance purposes shall be exempt from disclosure of the vehicle's regular overnight and daytime parking location and driver assignment.Coordinate with internal agency/department staff and track resolution of emission testing notifications, vehicle registrations, vehicle recalls, moving violations, administrative violations, driver complaints, maintenance complaints and other critical safety issues
- (c) Purchase and salvage proceduresThe Bureau of Human Resources shall consult on a monthly basis with the Illinois Secretary of State to check the license status of all employees required to operate vehicles as part of their job duties except for employees of the Sheriff's Office and State's Attorney. The Sheriff's Office and State's Attorney shall consult on a monthly basis with the Illinois Secretary of State to check on the license status of its employees, including undercover officers, and shall maintain such files internally.. The Bureau of Human Resources file is to be reviewed and updated on no less than a monthly basis and forwarded to the respective agencies for review and any subsequent action. Verification of valid licenses of Sheriff's undercover officers shall be made without requiring pictures of such officers to be maintained on file except as held in the internal files of the

Sheriff's Department:

All prospective employees who are professional drivers or whose primary duty is the operation of a vehicle shall be required to submit a valid driver's license prior to the time of hire. Each agency's Human Resources, as part of a pre-employment background investigation, shall coordinate driver checks. Failure to have a valid driver's license of the proper type, or the existence of a disqualifying driver's record will be grounds to withdraw the conditional offer of employment.

- (1) Requests for new or replacement vehicles (owned or leased) shall be submitted for review by the Vehicle Steering Committee prior to any such request being approved for purchase or acquisition. No vehicle shall be purchased, acquired, or leased without the approval of the Vehicle Steering Committee.
- (2) The following guidelines will set the minimum vehicle replacement goals:
 - a. In general, automobiles should be replaced when they reach eight years of service or 100,000 miles, whichever comes first.
 - b. Departments shall request the smallest possible vehicle for the intended use.
 - c. Requests that do not meet these criteria will not be considered for replacement unless the Department Head submits a written justification to the Vehicle Steering Committee for the exception which documents the extenuating circumstances.
 - d. Only specialized equipment, such as heavy highway construction equipment, will be allowed to use other criteria such as hours of service; however, the criteria utilized by the Department should be submitted to justify the vehicle replacement request, and the Vehicle Steering Committee will determine if this information is adequate and the maintenance cost information required.
 - e. A request for a new vehicle which increases the number of vehicles in the department's vehicle inventory shall be submitted to the Vehicle Steering Committee with a written justification as to why the additional vehicles will be required. Such request must demonstrate that reassignment of existing vehicles would be unable to meet department needs and that sufficient funding is available for both the purchase and the cost of operating and maintaining the vehicle. The request to purchase must state the use intended for the vehicle, whether the vehicle will be assigned with "take-home" privileges and whether the vehicle will bear a municipal license plate.
 - f. Departments shall submit draft vehicle requests to the Vehicle Steering Committee at the same time they submit capital budget requests to the Department of Budget and Management Services. Finalized vehicle requests shall be submitted to the Vehicle Steering Committee within one month of Board approval of the annual appropriation ordinance or the beginning of the fiscal year, whichever is later.
 - g. If sufficient funds are available and other conditions of the ordinance have been complied with, the Vehicle Steering Committee may concur in the request for new or replacement vehicles. Such concurrence shall be transmitted to the Purchasing Agent, and where County Board approval is required for the purchase, such concurrence shall be reflected on the County Board's Agenda.
- (3) New County Vehicle purchases must adhere to the following green vehicle purchasing guidelines:
 - (e) Purchase and salvage procedures.
 - (1) Requests for new or replacement vehicles (owned or leased) shall be submitted for review by the Vehicle Steering Committee prior to any such request being approved for purchase or acquisition. No vehicle shall be purchased, acquired, or leased without the approval of the Vehicle Steering Committee.
 - (2) The following guidelines will set the minimum vehicle replacement goals:
 - a. In general, automobiles should be replaced when they reach eight years of service or 100,000 miles, whichever comes first.
 - b. Departments shall request the smallest possible vehicle for the intended use.
 - c. Requests that do not meet these criteria will not be considered for replacement unless the Department Head

submits a written justification to the Vehicle Steering Committee for the exception which documents the extenuating circumstances.

- d. Only specialized equipment, such as heavy highway construction equipment, will be allowed to use other criteria such as hours of service; however, the criteria utilized by the Department should be submitted to justify the vehicle replacement request, and the Vehicle Steering Committee will determine if this information is adequate and the maintenance cost information required.
- e. A request for a new vehicle which increases the number of vehicles in the department's vehicle inventory shall be submitted to the Vehicle Steering Committee with a written justification as to why the additional vehicles will be required. Such request must demonstrate that reassignment of existing vehicles would be unable to meet department needs and that sufficient funding is available for both the purchase and the cost of operating and maintaining the vehicle. The request to purchase must state the use intended for the vehicle, whether the vehicle will be assigned with "take-home" privileges and whether the vehicle will bear a municipal license plate.
- f. Departments shall submit draft vehicle requests to the Vehicle Steering Committee at the same time they submit capital budget requests to the Department of Budget and Management Services. Finalized vehicle requests shall be submitted to the Vehicle Steering Committee within one month of Board approval of the annual appropriation ordinance or the beginning of the fiscal year, whichever is later.
- g. If sufficient funds are available and other conditions of the ordinance have been complied with, the Vehicle Steering Committee may concur in the request for new or replacement vehicles. Such concurrence shall be transmitted to the Purchasing Agent, and where County Board approval is required for the purchase, such concurrence shall be reflected on the County Board's Agenda.

(3) ~~New County Vehicle purchases must adhere to the following green vehicle purchasing guidelines:~~

a. ~~Requested vehicles must meet the requirements specific to their class, as follows:~~

~~1. Compact Car:~~

~~Minimum ACEEE Green Score: 35~~

~~Tier range: Tier 2 bin 2 – Tier 2 bin 5/ULEV II – PZEV~~

~~Minimum MPG City: 22~~

~~Minimum MPG Highway: 32~~

~~ACEEE Class Ranking: Above Average – Superior~~

~~2. Midsize Car:~~

~~Minimum ACEEE Green Score: 35~~

~~Tier range: Tier 2 bin 2 – Tier 2 bin 5 / ULEV II – PZEV~~

~~Minimum MPG City: 20~~

~~Minimum MPG Highway: 30~~

~~ACEEE Class Ranking: Above Average – Superior~~

~~3. Large Car:~~

~~Minimum ACEEE Green Score: 35~~

~~Tier range: Tier 2 bin 2 – Tier 2 bin 5 / ULEV II – PZEV~~

~~Minimum MPG City: 19~~

~~Minimum MPG Highway: 28~~

~~ACEEE Class Ranking: Above Average – Superior~~

~~4. Station Wagon:~~

~~Minimum ACEEE Green Score: 35~~

~~Tier range: Tier 2 bin 3 – Tier 2 bin 5 / ULEV II – PZEV~~

~~Minimum MPG City: 23~~

~~Minimum MPG Highway: 30~~

~~ACEEE Class Ranking: Above Average – Superior~~

~~5. Sport Utility Vehicle:~~

~~Minimum ACEEE Green Score: 33~~

~~Tier range: Tier 2 bin 3 – Tier 2 bin 5 / ULEV II – PZEV~~

~~Minimum MPG City: 20~~

~~Minimum MPG Highway: 26~~

~~ACEEE Class Ranking: Above Average – Superior~~

~~6. Van:~~

~~Minimum ACEEE Green Score: 23~~

~~Tier range: Tier 2 bin 5 – Tier 2 bin 8 / LEV II – PZEV~~

~~Minimum MPG City: 15~~

~~Minimum MPG Highway: 20~~

~~ACEEE Class Ranking: Above Average – Superior~~

~~7. Light Truck:~~

~~Minimum ACEEE Green Score: 25~~

~~Tier range: Tier 2 bin 5 – Tier 2 bin 8 / LEV II – PZEV~~

~~Minimum MPG City: 16~~

~~Minimum MPG Highway: 21~~

~~ACEEE Class Ranking: Average – Above Average~~

~~8. Other Vehicles: Vehicles not included in any of the above classes shall be considered by the Vehicle Steering Committee on a case-by-case basis.~~

~~b. Cost comparisons shall be made using total lifecycle costs rather than purchase price. Lifecycle costs shall include, but not be limited to, total purchase price, estimated fuel expenditure, and estimated maintenance costs over the expected lifetime of the vehicle.~~

~~(4) Titles for all County vehicles will be held in the Purchasing Department.~~

~~(5) Where a Department is requesting to lease vehicles, the request must include a copy of the proposed lease contract, particularly including all terms of the lease with respect to lease costs, maintenance costs and responsibility, and liability for accidents. Leased vehicles shall also be evaluated using the environmental criteria listed in Subsection (c)(3) of this section.~~

~~(6) The Vehicle Steering Committee may adopt policies governing the salvage of vehicles by Departments. Such policies shall ensure that the disposal of County vehicles occurs in an open and equitable manner and obtains the highest practicable salvage value.~~

~~(d) Failure of Department Heads to provide information in accordance with this article shall result in the Department's inability to acquire County vehicles, and other actions deemed necessary by the Vehicle Steering Committee, until this information is received. The Sheriff's Vehicle Services Division shall:~~

- (1) Establish and communicate vehicle maintenance procedures and routine maintenance schedules.
- (2) Record and track all vehicle related data including odometer reading, dates and costs of all maintenance services, vehicle utilization data, fuel management, accident history as reported by the using agency/investigating agency, etc.
- (3) Salvage vehicles as needed.
- (e) The Office of the Chief Procurement Officer shall
 - (1) Obtain and maintain all vehicle titles for all County owned vehicles; and
 - (2) Maintain a copy of all vehicle leasing agreements.
- (3) Promulgate and distribute procedures regarding (a) obtaining and verifying receipt of vehicle titles; and (b) providing copies of vehicle titles to third parties for vehicles which have been declared surplus.

Sec. 2-673. - Authorized use of County vehicles.

- (a) County owned or leased vehicles shall be used only for conducting official County business.
- (b) County owned vehicles shall not be authorized for use until they are in compliance with all onboarding requirements including proper licensing, municipal sticker, valid insurance card, proper decals and markings as established by the Sheriff's Vehicle Services Division and approved by the Vehicle Steering Committee. Only vehicles that have been authorized by an elected official or department head, have VIN numbers registered in the County Office of the Chief Procurement Officer, carry a valid insurance card issued to the Department by the Department of Risk Management, and meet all other requirements of this section shall be considered County vehicles for use in the course of conducting official County business.
- (bc) Unless expressly exempted by the Department Head, and approved by the Vehicle Steering Committee, all County vehicles must carry a municipal license plate.
- (ed) All County owned vehicles shall It is the goal of Cook County that as many vehicles as practicable be equipped with Global Positioning System (GPS) technology. The Vehicle Steering Committee shall develop policy related to vehicle GPS may develop proposals and guidelines for the deployment of such technology and the use of the resulting vehicle location information and shall present such proposals and guidelines to the Board for approval.
- (de) There shall be a Chief Administrative Officer shall establish a telephone hotline which members of the public may call to report incidents involving County vehicles.
- (f) The Inspector General shall have the responsibility of investigating any reports of misuse of County vehicles and shall submit an annual report to the Vehicle Steering Committee and County Board regarding the number and nature of hotline calls and the actions taken in response.
- (eg) With the exception of law enforcement vehicles ~~used~~ equipped for undercover, special crimes units and surveillance purposes, all County vehicles shall be emblazoned on both sides with the County name, corporate seal, name of the Department to which the vehicle is assigned, vehicle hotline telephone number, and a short statement identifying the hotline to the general public (e.g., "To report incidents involving this vehicle, call (telephone number)"). Except as otherwise provided, exemptions must be requested by the Department Head and approved by the Vehicle Steering Committee and may only be granted where the anonymity of the vehicle is required.
- (fh) Vehicle usage logs must be maintained for each pooled County vehicle and include the following information: name of driver; date used; beginning and ending odometer reading; destination; purpose of use; ~~date and time of refueling; and amount of fuel.~~ Where the anonymity of the vehicle and the driver is required, law enforcement vehicles shall be exempt from disclosure of destination information.
- (gi) Only authorized passengers are permitted to ride in County vehicles. Non-County individuals such as volunteers, spouses, and children should not be passengers in a County vehicle unless they are involved in the conduct of business.
- (hj) County vehicles are to be assigned to individuals who, in the required course of their employment, need vehicles

to complete their required duties on behalf of the County government.

(ik) Eligibility for County vehicle assignment.

(1) *Take-home assignment.* A County vehicle may be assigned to employees in a service, management or supervisory position on call 24 hours a day, responsible for providing or supporting emergency services. A vehicle disclosure form shall be used and remain on file in the Department for all "take-home" vehicles.

(2) *Pool assignment.* Pool vehicles are to be assigned on a periodic basis to individuals when the County work assignment requires a vehicle in order to properly conduct County business. A vehicle disclosure form and daily log shall be used and remain on file in the Department for all pool vehicles which are taken home overnight. Those employees authorized for overnight use of County vehicles shall, when away from work for an extended period of time, for vacation, sick leave, compensatory time off, travel, etc., return the assigned County vehicle to the custody of his/her department head during the period of absence.

a. No person shall be authorized to drive a County vehicle unless he/she:

1. Possesses a current, valid driver's license with the correct class for the vehicle driven.

2. Is the age of 18 or older.

3. ~~Meets rental requirements as specified by rental/leasing agencies~~ Is the age of 25 or older to drive a leased or rented car.

54. Is free of any prior convictions for driving while under the influence of alcohol or drugs, or of reckless driving within the previous year. Employees operating a commercial vehicle must comply with all of the requirements of the Commercial Motor Vehicle Safety Act of 1986.

65. ~~All prospective employees who are professional drivers or whose primary duty is the operation of a vehicle shall be required to submit to a driving records check after receiving a conditional offer of employment. The Cook County Bureau of Human Resources, as part of a preemployment background investigation, shall coordinate driver checks. Failure to have a valid Illinois driver's license of the proper type, or the existence of a disqualifying driver's record will be grounds to withdraw the conditional offer of employment.~~

7. Any employee performing work which requires the operation of a County-owned vehicle or a private vehicle at County expense shall notify his/her immediate supervisor immediately of any current restrictions or changes in driving privileges, including but not limited to revocation, suspension, cancellation, denial, Restricted Driving Permit, Judicial Driving Permit, Probationary License, Family Financial Responsibility Driving Permit, leaving the scene of an accident, refusal or neglect to report a traffic accident, traffic violations, unpaid traffic citations, failure of vehicle titled in the employee's name to pass the vehicle emissions testing, or unpaid parking citations for a vehicle titled in the employee's name. Any restrictions or changes to driving privileges shall be reported by the employee to the employee's Bureau Chief or Elected Official immediately and a record maintained in the department. Any employee who fails to report, and/or continues to operate a vehicle in the performance of County duties, is subject to disciplinary action up to and including termination from County employment.

8. ~~Employees are held personally responsible for all parking and/or traffic violations incurred while operating County vehicles.~~

b. ~~Collision Procedures. The following collision procedures are to be followed by drivers involved in collisions while operating a County or personal vehicle on County business, and by the department head:~~

1. ~~Request that all parties remain and render assistance at the scene of the accident, if possible, until a law enforcement representative has released them.~~

2. ~~Promptly report all accidents involving vehicles or persons on duty and actively engaged in County business to the appropriate law enforcement agency, department vehicle coordinator, and the Department of Risk Management.~~

3. A record of all driving violations for each employee shall be maintained by the Department Vehicle Coordinator including the date; time; employee name; vehicle identification number; incident report number; date and time report was forwarded to the Department of Risk Management; date reported to the Vehicle Steering Committee and personnel actions taken by the Department against the employee.
 4. Logs of all accidents shall be maintained by the Department's Vehicle Coordinator. Department Heads are to review each collision report prior to their submission to the Department of Risk Management to determine if the employee was at fault and take appropriate personnel action. Department Heads are to prepare a report on their findings and personnel actions taken, and forward it to the Vehicle Steering Committee chairman along with a copy of the accident report forwarded to the Department of Risk Management.
 5. Drivers involved in collisions are to refrain from making statements regarding the accident to anyone other than the investigating law enforcement officials, appropriate County officials, and representatives of his or her own insurance company if the employee's privately owned vehicle is involved.
 6. Drivers will also complete a Vehicle Incident Form and forward it to the Department of Risk Management's General Liability Division as well as the Department's Vehicle Coordinator within 24 hours of the accident.
 7. Drivers will also forward copies of all police reports, an employee statement and any witness statements to the Vehicle Coordinator and Department Head, and to the Department of Risk Management's General Liability Division no more than three days after completion of the investigation.
- c. Use of private vehicles for County business:
1. County employees, with the prior permission of their Department Head, may use their private vehicle to conduct official County business. Department Heads shall only approve the use of private vehicles for County business when it is in the best interest of the County to do so.
 2. A valid proof of insurance is required to operate a private vehicle, which includes coverage of passengers and a copy must be kept in the vehicle and must be filed with the Department's Vehicle Coordinator.
 3. Employees authorized to use their personal vehicles for County business shall comply with the following insurance requirements:
 - (i) County employees who drive a private vehicle for official County business shall have at least the minimum auto insurance for private vehicles as required by the State of Illinois.
 - (ii) ~~Employees operating private vehicles in the performance of County duties should have minimum limits of no less than \$100,000.00 per person; \$300,000.00 per accident and have Uninsured Motorist/Under-insured Motorist coverage.~~
 - (~~iii~~) The employee's vehicle insurance policy must be issued by a company that is licensed by the ~~Illinois State Department of Insurance~~ for the issuing state.
 - (~~iviii~~) In the event a County employee is involved in an accident while driving his/her own vehicle, the employee's personal insurance provides the primary coverage.
 - (iv) Mileage reimbursement rates will be based on the Cook County Travel and Expense Reimbursement Policy ~~(separate document).~~

Sec. 2-674. - Miscellaneous rules.

- (a) *Traffic laws and regulations.* Drivers of County vehicles shall observe all traffic laws and regulations. Drivers and passengers in County vehicles shall wear seat belts at all times and shall observe safe driving practices. All drivers of a County vehicle involved in accidents and those who have been fined for or charged with a traffic

violation ~~are~~may be required to attend a driving safety training class ~~conducted by the Department of Risk Management~~.

- (b) *Use of tobacco products.* Use of tobacco products and electronic vapor cigarettes is prohibited in County vehicles.
- (c) *Engine idling.* Except for purposes of law enforcement including, but not limited to, surveillance and radar gun use activities, the driver of a County vehicle must turn off the engine upon stopping at a destination and must not cause or allow an engine to idle at any location for more than five consecutive minutes or a period or periods aggregating more than five minutes in any one-hour period, except when idling is absolutely necessary for the conduct of County business, for personal safety, or to comply with traffic laws and law enforcement personnel.
- (d) *Liability for damages.* The County shall not be liable for injuries or damages arising from activities outside the scope of employment including, but not limited to, personal use of rented vehicles by employees during a County-authorized business trip. Any damages arising from these circumstances are the responsibility of the employee. To the extent that the County incurs financial liability for the acts of employees which occur outside the scope of employment, Cook County reserves the right to seek reimbursement from the responsible person.
- (e) *Insurance.* The State of Illinois requires that all vehicles have an Illinois Insurance Card at all times. The County Self-Insurance Program is administered by the Department of Risk Management General Liability Division, which will issue a proof of insurance card for each County-owned vehicle. Only vehicles which are included in the County (owned) vehicle inventory shall be registered with the Department of Risk Management for insurance purposes.
- (f) *Traffic violations.* Employees shall be held personally responsible for all parking and/or traffic violations incurred while operating a county owned or leased vehicle. At no time will County funds be used directly or indirectly to pay or reimburse an employee for parking or traffic violations.
- (g) *Article not intended to enlarge current County liability, etc., to employees.* Nothing in this article is intended or shall be construed to extend or enlarge the obligations, liability, or responsibilities that the County currently has to employees, or third parties, by law or contract, if any, in regard to the operation of motor vehicles.

Secs. 2-675-2-900. - Reserved.

Effective date: This ordinance shall be in effect immediately upon adoption.