

TITLE 44: GOVERNMENT CONTRACTS, GRANTMAKING,
PROCUREMENT AND PROPERTY MANAGEMENT
SUBTITLE D: PROPERTY MANAGEMENT
CHAPTER I: DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

PART 5040
STATE VEHICLES AND GARAGE

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 69 AUTHORITY: Implementing Sections 405-280, 405-285, and 405-215 of the Department of
 70 Central Management Services Law [20 ILCS 405/405-280, 405-285, and 405-215] and Sections
 71 1 and 2 of the State Vehicle Identification Act [30 ILCS 610/1 and 2] and authorized by Section
 72 405-280 of the Department of Central Management Services Law [20 ILCS 405/405-280].

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 74 SOURCE: Adopted at 4 Ill. Reg. 28, p. 173, effective July 1, 1980; amended at 4 Ill. Reg. 30, p.
 75 1225, effective July 1, 1980, by the Department of Administrative Services; transferred to the
 76 Department of Central Management Services by Executive Order 82-1, effective July 1, 1982;
 77 amended at 7 Ill. Reg. 2483, effective March 1, 1983; codified at 8 Ill. Reg. 8180; amended at 9
 78 Ill. Reg. 13720, effective August 21, 1985; amended at 13 Ill. Reg. 13829, effective August 22,
 79 1989; amended at 15 Ill. Reg. 7553, effective May 7, 1991; amended at 19 Ill. Reg. 14774,
 80 effective October 5, 1995; amended at 25 Ill. Reg. 6221, effective April 17, 2001; amended at 26
 81 Ill. Reg. 9695, effective June 19, 2002; amended at 30 Ill. Reg. 4587, effective March 1, 2006;
 82 amended at 36 Ill. Reg. 2089, effective January 24, 2012; amended at 38 Ill. Reg. 16839,
 83 effective July 25, 2014; recodified Title of the Part at 39 Ill. Reg. 5903; amended at 42 Ill. Reg.
 84 7672, effective April 11, 2018; amended at 48 Ill. Reg. 16139, effective October 29, 2024;
 85 amended at 50 Ill. Reg. _____, effective _____.
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SUBPART A: GENERAL

Section 5040.130 Definitions

"Agency Head" – The top appointed or elected person within a State entity or the person authorized to act on the State entity's behalf.

"Agency Vehicle Coordinator/Vehicle Use Officer" – The individual designated by each State agency utilizing CMS, Division of Vehicles services to act as the agency's liaison with DOV.

"Claim Intake Form" – The form developed and provided by the CMS Risk Management Auto Liability Unit, or an equivalent form used by another Executive Department that is approved by CMS.

"CMS" – The Illinois Department of Central Management Services.

"DOV" – The CMS Division of Vehicles.

"Equipment" – Any motorized implement or vehicle used to perform official State business.

"General Purpose Passenger and Light Duty Vehicles" – Cars, minivans, sport utility vehicles, crossovers or other vehicles with not more than a 10 passenger capacity, and/or vans, pickups or trucks with 8,000 lbs. or less gross vehicle weight rating.

"Law" – The Department of Central Management Services Law [20 ILCS 405].

"State Employee" – Any person who is paid on a State warrant or providing a service to the State and who has permission from the "agency head" may use a State vehicle.

"State Entity" – Agencies under the jurisdiction of the Governor.

"Vehicle" – Any automobile, truck or other conveyance capable of independent locomotion on the roads and highways of the State other than special mobile equipment as defined in Section 1-100 of the Illinois Vehicle Code [625 ILCS 5/1-100].

"Vendor Fleet Card" – A card issued by a private vendor, under contract with CMS, as a means of identifying a particular piece of equipment and used to purchase fuel and maintenance and repair goods and services.

(Source: Amended at 50 Ill. Reg. _____, effective _____)

SUBPART E: MISCELLANEOUS

Section 5040.520 Accidents Report Procedures

- a) The driver of any vehicle that is involved in an accident of any type while the driver is acting within the scope or course of the driver's employment shall report the accident to the appropriate law enforcement agency, the CMS Risk Management Auto Liability Unit, and, if a State agency owns the vehicle, to that agency. For purposes of this Section, "accident" means an incident involving a State-owned or leased vehicle.
- b) The ~~CMS~~ Claim Intake Form shall be used for all automobile accidents. This form may be obtained as follows from the:
 - 1) CMS Risk Management Auto Liability Unit; ~~or,~~
 - 2) the agency Vehicle Coordinator.
- c) The ~~CMS~~ Claim Intake Form shall be completed, as nearly as possible, in its entirety, including a clear description of the accident and the conditions surrounding the accident.
- d) When possible, the name of the other party's insurance company and the insurance company's address should be obtained and clearly entered on the ~~CMS~~ Claim Intake Form in the indicated space.
- e) Copies of the ~~CMS~~ Claim Intake Form shall be retained by the employing State agency of the driver who was involved in the accident.
- f) In all cases in which there has been a personal injury as a result of motor vehicle accident, or if there has been serious property damage, call the CMS Risk Management office (collect, if necessary) at 217-782-0202. A telephone call does not relieve the driver of the requirement of completing the ~~CMS~~ Claim Intake Form.
- h) For accidents other than those described in subsection (f), the Claim Intake Form shall be completed as soon as possible and submitted to the driver's vehicle coordinator within 3 days following the accident. If the State driver is incapable of completing the report because of death or disability, the driver's supervisor shall complete the form.

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174 i) In all cases, the agency's vehicle coordinator must submit the completed ~~CMS~~
175 Claim Intake Form to the CMS Auto Liability Unit no later than 7 calendar days
176 following the accident or the driver and State agency risk forfeiture of coverage
177 under the State's auto liability plan.
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179 (Source: Amended at 50 Ill. Reg. _____, effective _____)