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POLICY STATEMENT

Purpose: To establish procedures and policies to ensure the City Colleges of Chicago’s (CCC) owned/leased vehicles and motorized equipment are selected, acquired, utilized and maintained in a consistent manner across all campuses and in accordance with this Department of Fleet and Facility Management (2FM) manual.

SECTION ONE

VEHICLE ACQUISITION

When a campus requests to purchase a new vehicle, it is first required to substantiate that all existing vehicles are fully utilized and a new vehicle is necessary due to additional support, new programs or needs and that full funding has been identified to cover the purchase.

In order to be eligible for replacement, the user department must demonstrate that they have the necessary funds to acquire a new vehicle and was authorized by their current appropriation to be replaced. The following conditions should be met prior to purchasing a new vehicle:

- Vehicle was destroyed or considered a total loss by the Department of Fleet and Facility Management (2FM).
- No current vehicles are available to serve as a replacement or can be redistributed to meet this requirement.

If all of these conditions are met, the following procedures should take place:

- The acquiring department shall draft specifications for the unit to be procured and coordinate the purchase through the College Executive Business Director and the Office of Procurement Services. The District Director of Auxiliary Services shall be advised as to the intended procurement.
- The Office of Procurement Services shall obtain and provide bid quotes in accordance with the District Procurement Policies for the purchase or lease of the vehicle in compliance with specifications established by the acquiring department.
- The Office of Procurement Services and the College Executive Business Director shall take all actions necessary to acquire the unit from the auto dealer, to include appropriate Board approvals and issuance of a purchase order. Further, the College Executive Business Director shall ensure that the auto dealer shall cause for a title to be issued by the Illinois Secretary of State as follows:
  Board of Trustees of Community College District NO. 508 dba City Colleges of Chicago
  226 W. Jackson Blvd.
  Chicago, IL 60606
• All Titles received by the acquiring department, the College Executive Business Director, the College Director of Auxiliary Services, Procurement Services or by the Director of Risk Management shall be immediately directed to the District Office of Treasury for safekeeping.

• The acquiring department staff shall ensure that the dealer or leasing company completes a registration application with the Illinois Secretary of State for “M Plates” addressed to the respective campus. It shall be the responsibility of the acquiring department to affix the “M Plates” to the vehicle immediately upon receipt.

• It shall be the responsibility of the acquiring department to pick up the unit in a timely fashion and complete the application on the Illinois Secretary of State website http://www.cyberdriveillinois.com/departments/vehicles/title_and_registration/pert.html. A copy of the vehicle registration is required to remain in the vehicle glove compartment at all times.

• Prior to acceptance of the unit, the College Executive Business Director shall provide the Director of Risk Management with a copy of the purchase agreement or lease which recites the year, make, model, and VIN number. In turn, the Director of Risk Management shall request a vehicle insurance card from the District’s insurance broker and shall provide same to the acquiring department for placement in the glove compartment. A copy of the vehicle insurance card is required to remain in the vehicle glove compartment at all times.

• The Director of Risk Management shall enter the newly acquired unit on the CCC Vehicle Inventory spreadsheet and distribute to the District Director of Auxiliary Services and to the Office of Treasury.

• It shall be the responsibility of the user department to coordinate with the Office of Procurement Services and the College Executive Business Director to ensure that all required approvals are obtained in accordance with the Board policies and procedures.

Should a college acquire a new vehicle, transfer a vehicle or dispose of a vehicle, the Director of Risk Management must be notified immediately via e-mail.

**Obtaining CCC Vehicle ID**

When a new vehicle is added to the current CCC fleet, the user department is responsible for informing the College Director of Auxiliary Services that a CCC vehicle ID is required. An additional Vehicle/Equipment Request Form should be filled by the College Director of Auxiliary Services and forward via e-mail to the Department of Fleet and Facility Management’s (2FM) Supervising Clerk, currently Jill Duran (Jill.Duran@cityofchicago.org) once all approval signatures are obtained (see page 25). The College Director of Auxiliary Services will obtain the CCC vehicle number and will coordinate with the District Office Auxiliary Director and the Director of Risk Management to provide the finalized details pertaining to the vehicle for tracking and payment purposes. **The user department at each campus is responsible for ensuring that the CCC vehicle ID is affixed to the vehicle.**
SECTION TWO
FUEL CARD PROGRAM MANAGEMENT

Obtaining a Fuel Card

All fuel card requests must be approved by the Vice Chancellor of Administrative Services, or designee. The user department must request a fuel card for any employee that has been vetted by the Illinois Secretary of State, the district insurance carrier, and designated as an authorized user by the Director of Risk Management for authorized driver qualifications. Any employee responsible for purchasing fuel is required to obtain a fuel card. User departments are responsible for filling out the Department of Fleet and Facility Management’s (2FM) Request for Fuel Services Identification card form (see page 26), obtaining the appropriate signatures and returning the completed form to the District Office Director of Auxiliary Services for final signature and approval. The District Office Director of Auxiliary Services will forward the completed form to the Department of Fleet and Facility Management’s (2FM) Supervising Clerk, currently Jill Duran via e-mail to (Jill.Duran@cityofchicago.org) to ensure the card is ready prior to pick-up at the Department of Fleet and Facility Management (2FM) located at 1685 N. Throop St. Once confirmed, the District Office Director of Auxiliary Services will inform the user department that the card is available for pick-up. The individual requesting the card must appear in person with a current driver’s license in order to receive the fuel card. Once the fuel card is obtained, it must be turned in to the user department head for safekeeping while not in use.

Safekeeping of Fuel Cards

All fuel cards should be kept in a locked, secure location and administered by the user department head. Each department head should also assign another individual that will have access to the keys that can access the fuel cards. The fuel cards are to be kept locked in the secure location at all times, unless it is signed in/out by an approved user to obtain fuel for any vehicles or generators (see form 28). Under no circumstances should fuel cards be removed from the secure location without proper documentation nor should cards be taken home, kept with individual users, or stored in vehicles. The department head should complete daily checks to ensure that all fuel cards are accounted for. When an employee is no longer in need of a fuel card, the card must be properly deactivated by filling out the Fuel Services Identification card form (page 26), obtaining the appropriate signatures and returning the completed form to the District Office Director of Auxiliary Services for final signature and approval. The fuel card must be destroyed and returned to the District Office Director of Auxiliary Services for final disposal.

Fueling Vehicles

When fueling a vehicle at any of the Department of Fleet and Facility Management’s (2FM) fueling stations, the individual must present their assigned fuel card along with the CCC vehicle ID for each fill up. The Department of Fleet and Facility Management (2FM) will verify that the CCC vehicle ID corresponds with the assigned license plate number.
Fuel locations are noted below:

<table>
<thead>
<tr>
<th>Service</th>
<th>SITE NUM</th>
<th>Site Address</th>
<th>Ward</th>
<th>Fuel Types Available</th>
<th>Hrs of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>60626</td>
<td>FS002</td>
<td>6445 N. Ravenswood</td>
<td>40th</td>
<td>Unleaded, Diesel, E85</td>
<td>7am -11pm Closed all Holidays</td>
</tr>
<tr>
<td>60624</td>
<td>FS003</td>
<td>4233 W. Ferdinand</td>
<td>28th</td>
<td>Unleaded, Diesel, CNG, E85, DEF</td>
<td>7 Day / 24 Hr Closed All Holidays</td>
</tr>
<tr>
<td>60609</td>
<td>FS004</td>
<td>3746 S. Iron</td>
<td>11th</td>
<td>Unleaded, Diesel, CNG, E85, DEF</td>
<td>7 Day / 24 Hr</td>
</tr>
<tr>
<td>60630</td>
<td>FS005</td>
<td>4820 W. Sunnyside</td>
<td>45th</td>
<td>Unleaded, Diesel, CNG, E85, DEF</td>
<td>7 Day / 24 Hr</td>
</tr>
<tr>
<td>60617</td>
<td>FS006</td>
<td>10101 S. Stony Island</td>
<td>7th</td>
<td>Unleaded, Diesel, CNG, E85, DEF</td>
<td>7 Day / 24 Hr</td>
</tr>
<tr>
<td></td>
<td>FS007</td>
<td>O'Hare AMC Building</td>
<td>41st</td>
<td>Unleaded, Diesel, CNG, E85</td>
<td>7 Day / 24 Hr</td>
</tr>
<tr>
<td>60643</td>
<td>FS008</td>
<td>10420 S. Vincennes</td>
<td>19th</td>
<td>Unleaded, Diesel, E85</td>
<td>7am – 11pm Closed all Holidays</td>
</tr>
<tr>
<td>60621</td>
<td>FS009</td>
<td>25 West 65th Street (Corner of 65th/State)</td>
<td>20th</td>
<td>Unleaded, Diesel, CNG, E85, DEF</td>
<td>7 Day / 24 Hr Closed All Holidays</td>
</tr>
<tr>
<td>60618</td>
<td>FS205</td>
<td>3245 N. Campbell</td>
<td>47th</td>
<td>Unleaded, E85,</td>
<td>7 Day / 24 Hr</td>
</tr>
</tbody>
</table>
SECTION 3
ASSIGNMENT AND USE

Authorized Drivers

The Director of Risk Management is the only source to authorize CCC employees to drive any of the District owned or leased vehicles. The Director of Risk Management is also the sole determinant of license requirements for staff driving 15 passenger vehicles or greater. A CDL license is required for any staff operating these types of vehicles. The following process should be followed:

- The department head seeking authorization for an employee to operate a CCC Vehicle, shall submit an e-mail request to the Director of Risk Management providing the employee name, date of birth, Illinois driver’s license number and position title.

- The Director of Risk Management shall submit a request to the Illinois Secretary of State seeking a driver composite for the employee.

- Upon receipt of the driver composite, the Director of Risk Management shall review the driving record of the employee. Should the composite reflect serious or numerous violations, the Director of Risk Management shall consult with the General Counsel to determine the acceptance of the driver.

- The Director of Risk Management shall advise the department head of the acceptance or the rejection of the employee seeking appointment to the CCC authorized driver’s roster.

- The Director of Risk Management shall provide notice to the insurance broker and the insurance carriers as to the addition of the CCC authorized driver.

The Director of Risk Management shall periodically solicit confirmation from the department heads as to the amendments to the authorized driver’s roster and shall advise the insurance carriers of amendments, deletions and additions.

The Director of Risk Management also conducts yearly verification checks to ensure authorized driver’s licenses are in good standing with the Illinois Secretary of State.

Vehicle Insurance

To ensure that the District’s vehicle assets are properly insured for liability and physical damage and is compliant with the State of Illinois governing motor vehicle laws, the Director of Risk Management shall annually purchase through its insurance broker, a policy to insure auto liability exposures and a policy to insure auto physical damage.
• Upon approval of the insurance policies by the Board of Trustees, the Director of Risk Management shall bind coverage and request individual vehicle insurance cards for each unit.

• Upon receipt of the insurance cards from the insurance broker, the Director of Risk Management shall scan a copy of each insurance card and retain a copy in an electronic portfolio.

• The Director of Risk Management shall deliver the insurance card to each user department head throughout the District via e-mail transmission, together with instruction to place the insurance card in the vehicle glove box.

• The user department head shall be responsible for placement and verification that a CCC accident claim form is also retained in the vehicle glove compartment at all times.

Vehicle Usage

CCC employees may be allowed to use CCC vehicles or their personal vehicles in connection with their employment, depending upon the nature of their job responsibilities. Employees must obtain approval for CCC vehicle or personal vehicle use in the course of employment through their President or the Vice Chancellor of Administrative Services. Approval of such requests is discretionary. Where such vehicle use has been approved, the employee must do the following:

• Provide CCC with a photocopy of the employee’s current valid driver’s license and ensure that CCC is advised of any changes in the status of the license.

• In the case of employees who use their personal vehicles, the employee must maintain automobile property and liability coverage on the automobile consistent with the limits imposed by Illinois law and provide CCC with a photocopy of current insurance card and ensure that CCC is advised of any changes in the status of such insurance coverage.

Non-CCC Employee Passengers in CCC Vehicles

Employees approved for limited use of CCC vehicles may transport adult passengers in CCC vehicles only if the transportation is related to CCC business. Employees approved for limited use of CCC vehicles may not transport minor passengers for any purpose except where:

• The vehicle is intended to transport minors in CCC programs.

• The Vice Chancellor of Administrative Service or College President approves the transportation of minor passengers in writing in advance of the transportation.

Vehicles are authorized only for use in the performance of all essential travel duties related to the completion of CCC business. Following are examples of authorized use:
• Travel between the place where the vehicle is dispatched and the place where the official business is performed.

• When on official business travel between the place of CCC business and the place of temporary lodging.

• When on official business travel and not within reasonable walking distance between either of the above places and:
  • Places to obtain meals
  • Places to obtain medical assistance, including drug store

• Transport of other employees or guests of CCC when conducting official CCC business.

• Transport of consultants, contractors, or commercial firm representatives when such transport is in the direct interest of CCC.

• Transport of materials, supplies, parcels, luggage, or other items belonging to or serving the interests of CCC.

• Transport of any person or item in an emergency situation.

• Travel between the place of dispatch or place of performance of CCC business and your personal residence, when specifically authorized and approved by the Vice Chancellor of Administrative Services of College President.

• Out of state travel with written authorization from the Vice Chancellor of Administrative Services and College President on an as needed basis.

Unauthorized Vehicle Use

Vehicles are not authorized to be used for any personal trips unrelated to CCC business for which they were assigned or to transport passengers who are not CCC employees unless on official CCC business. Unauthorized use of CCC vehicles may result in immediate disciplinary action from CCC. Such action may include suspension of all privileges to operate CCC vehicles and in some cases, dismissal. Furthermore, CCC drivers are not covered by liability insurance when engaging in unauthorized use of CCC vehicles. The following uses of CCC vehicles are prohibited:

• Any use for personal purposes other than commuting which has been authorized.

• Travel or tasks which are beyond the vehicles’ rated capability.

• Transport of families, friends, associates or other persons who are not employees of CCC or serving the interest of CCC.

• Transport of hitchhikers.

• Transport of cargo that has no relation to the performance of official CCC operations.
• Transport of hazardous materials such as acids, explosives, weapons, ammunition, or highly flammable material, except by specific authorization or in an emergency situation.

• Transport of any item or equipment projecting from the side, front or rear of the vehicle in a way that constitutes an obstruction to safe driving or a hazard to pedestrians or to other vehicles.

• Extending the length of time the vehicle is in your possession beyond that which is required to complete the official purpose of the trip.

• To transport any political campaign literature or to engage in soliciting votes or to transport any person or persons soliciting votes in any election or primary.

• The placement of bumper stickers or other placards containing commercial advertising is prohibited. This includes any form of markings that could be construed as political in nature, such as the names of elected officials, agency heads, etc.

• **Smoking is prohibited in all CCC vehicles.** Vehicle operators are responsible to ensure that no passengers are allowed to smoke in a vehicle they are operating.

• Personal property (i.e. CB radio, stereo components, etc.) shall not be permanently attached to a CCC vehicle.

In order to ensure that vehicles are monitored accurately, a vehicle usage audit form should be completed daily when driving any vehicle (see page 27). This form will address the following components:

- Date
- Vehicle
- Vehicle ID
- Vehicle Plate
- Gallons purchase
- Car wash (yes or no)
- Mileage in/out
- Signature

This form will also assist user department heads when monthly invoices are being verified as well as eliminate potential misuse. This form should be completed before and after every trip and verified by the user department head.

**Overnight Assignment Criteria**

Employees assigned a vehicle are not authorized to drive CCC vehicles to and from their residences unless pre-approved in writing by the user department head with justification submitted to the Vice Chancellor of Administrative Services and the College President for final approval. A commuting employee has an ethical obligation to utilize the CCC vehicle in an appropriate manner and not utilize the vehicle for personal use. Employees must
understand that the use of a CCC owned or leased vehicle is for travel between home and office only and should not be used for any other purposes unless called out after normal work hours for CCC related business. CCC may grant approval to commute in a CCC vehicle the following condition exists:

An employee must travel directly to a remote site of sufficient distance for the employee to be on travel status from his or her home the following morning or the employee will suffer great inconvenience by having to drop a vehicle off at his or her office at the end of a work day during which the employee has used the vehicle in an authorized manner. Please note that overnight assignments are rare and are not common practice.

SECTION 4

VEHICLE OPERATOR RULES

Automobile Accidents or Property Damage

In the event an employee is involved in an automobile accident in the course of employment, the employee must do the following:

- Make a police report as immediately as possible after the accident and, if possible, at the scene of the accident, and submit a copy of the report to the Vice Chancellor of Administrative Services, College President and Director of Risk Management.

- Advise the employee’s immediate supervisor of the accident as soon as is practical under the circumstances of the accident and fill out a general liability claim form (see page 21).

- Submit to the Vice Chancellor of Administrative Services, College President, and the Director of Risk Management, a written report of the accident, injuries and/or property damage suffered by the employee or others in connection with the accident as soon as practical under the circumstances, but in no event later than twenty-four hours after the accident.

Any physical damage to a vehicle, not caused by a third party, shall be the responsibility of the college, up to a deductible of $2,500 for passenger vehicles and $5,000 for all other vehicles. The amount in excess of the deductible shall be the financial responsibility of the commercial insurance carrier.

Operation of Passenger Vans (15 people)

Vehicles owed by City Colleges of Chicago

- Vehicle must be operated by a CCC Staff member holding a Commercial Driver’s License (CDL) issued by the State of Illinois
• Vehicle is insured under the District’s Auto Liability Policy and the Auto Physical Property Policy.

• All passengers must execute a standard CCC release/waiver (see page 24).

• All drivers and passengers must wear proper vehicle seat restraints.

• Under NO circumstance shall a CCC Student be permitted to operate a passenger van transporting CCC students or personnel.

• In accordance with Board Rules, the vehicle operator shall be personally responsible for all traffic violations, parking violations and toll violations while operating the District owned vehicle.

• No roof racks or trailers should be affixed to the District owned vehicle.

• All luggage should be stored within the vehicle without blocking rear window view.

• During instances of long distance trips, multiple drivers should rotate every 3 hours. Driving past the hour of Midnight is prohibited.

• Maximum speed, regardless of posted speed regulations, should be limited to 65 mph.

Vehicles Leased/Rented by the City Colleges of Chicago

• Vehicle must be operated by a CCC Staff member authorized to operate a vehicle by the Director of Risk Management.

• College must procure insurance coverage under the rental agreement for both General Liability and Property Damage.

• All Passengers must execute standard CCC release/waiver (see page 24).

• All drivers and passengers must wear proper vehicle seat restraints.

• Under NO circumstance shall a CCC student be permitted to operate a rented vehicle.

• In accordance with Board Rules, the vehicle operator shall be personally responsible for all traffic violations, parking violations and toll violations while operating the rental vehicle.

• All luggage should be stored within the vehicle without blocking rear window view.

• During instances of long distance trips, multiple drivers should rotate every 3 hours

• Driving past the hour of Midnight is prohibited.
• Maximum speed, regardless of posted speed regulations, should be limited to 65 mph.

User department is responsible for budgeting for CDL drivers when needed to operate any
owned or rented vehicles requiring a CDL license

Traffic, Parking & Tollway Violations

CCC is not exempt from tolls charged on highways. Each individual operator is responsible
for paying all tolls and filing for reimbursement should be filed and processed through CCC’s
board policy Article 1.9 Travel reimbursement and allowance (December 1, 2016). On
occasion, a District vehicle may be involved in a traffic, parking or tollway violation. The
appropriate authority having jurisdiction expects payment of the fine for said violation.

The CCC Employee Manual sets forth a mandate that payment for such violations is
the responsibility of the CCC Employee operating the vehicle at the time of the
infractions as follows:

Parking and Moving Violations

All parking and moving violations received while driving a CCC vehicle or a
personal vehicle in the course of CCC employment are the personal
responsibility of the driver. In the event a driver cannot be identified, fines will
be assessed to the employee assigned to the vehicle.

• The responsible CCC Employee shall pay the infraction and must provide evidence to
the College Executive Business Director or choose to request a hearing at the
appropriate jurisdiction and seek relief from the fine. If the fine is upheld, the above
process must be applied. If the citation is reversed, evidence of same should be
provided to the College Executive Business Director.

• The College may elect to invest in an Illinois Toll Highway Authority EZ-PASS to
avoid the circumstances of incurring a Toll Violation whereby the CCC Authorized
Driver does not have sufficient cash to pay the toll. Arrangements to obtain an EZ-
PASS must be made through the office of the College Executive Business Manager.

• The CCC driving privileges of an employee to operate a District owned or leased
vehicle may be revoked for repeated traffic, parking and tollway violations or failure
to pay fines for any single violation. The revocation of CCC driving privileges shall
be made by the Director of Risk Management. Notification of such revocation shall be
provided to the College President, the General Counsel, College Executive Business
Director, District Director of Auxiliary Services and the department head employing
the driver in question.

• Further, should the responsible CCC employee elect to ignore the notices for payment,
the employee may be subjected to discipline and possible termination for repeated
violation of the CCC employee manual mandate.
SECTION 5

VEHICLE DOCUMENT RETENTION

Vehicle Inspection Report

There are several key factors that the vehicle inspection report serves:

- Maintains integrity of District assets
- Ensures vehicles are in proper mechanical order thus ensuring passenger safety
- Provides notice of damage and required repairs
- Upholds the public image of the college
- Facilitates budget process in planning for necessary equipment replacement
- Ensures vehicle is equipped with necessary vehicle registration card
- Ensures vehicle is equipped with required insurance verification card

The following processes should be followed:

- A Vehicle Inspection Report (page 30) shall be completed by the user department for each vehicle under the control of the department and submitted to the user department head weekly.

- The user department head shall review the report and consult with the College Executive Business Director as to necessary repairs and maintenance.

- The District Director of Auxiliary Services in conjunction with the user department head shall verify all invoices associated with necessary repairs received from Department of Fleet and Facility Management (2FM) or from an alternate.

Safekeeping of Titles

The District Treasury Office shall be primarily responsible for the safekeeping of all vehicle titles for units owned throughout the District. The following guidelines should be adhered to:

- The Director of Risk Management shall periodically provide the District Treasury Office with a spreadsheet listing the vehicles held at that time.

- The Director of Risk Management and the District Treasury Office shall periodically reconcile the titles held in safekeeping.

- Should vehicle titles be absent from safekeeping, the Director of Risk Management shall advise the College Executive Business Director of the absence of an original vehicle title from the safekeeping vault and encourage the delivery of same to the District of Risk Management. Upon receipt, the vehicle title shall be delivered to the District Treasury Office.
• The primary responsibility for the delivery of the vehicle title to the District Treasury Office rests with the user department.

**Request for Duplicate Title**

In the event that a duplicate title is needed, due to being misplaced, lost, stolen, or manipulated, the following steps should be taken by the College Executive Business Director and provided to the District Treasury Office located at the District Office:

**Application for Duplicate Title**

• Check the box for Duplicate Title in the top section
• Fill out each section which applies.
• Appropriate College Official (President) must sign the Application
• Enter the exact Vehicle Identification Number (VIN).
• Enter the current vehicle odometer reading if applicable.

**Application Submission**

• If by mail, the Application together with a Fee of $95 payable to the Illinois Secretary of State should be mailed to:
  
  Office of the Secretary of State  
  Vehicle Records Processing Division  
  501 S. 2nd. St., Room 424  
  Springfield, IL 62756-6666

• If in person:
  
  Office of the Secretary of State  
  James R. Thompson Center  
  100 W. Randolph – Concourse Level  
  Chicago, IL 60601

• If at alternative Office of the Secretary of State:
  
  Refer to cyberdriveillinois.com to locate additional Offices

**To Request an Application, seek Additional Information & raise Questions**

• Call Toll-Free at (800)252-8980  
  Chicago (312)793-1010  
  Springfield (217)782-6306

• Search cyberdriveillinois.com

To protect against fraud, duplicate titles are not issued within 15 days from the issuance of an original title, or 30 days from the issuance of a duplicate title. In order to correct information
on the title, and the title is not misplaced, lost, stolen or mutilated; an Application for a Corrected Title should be filed.

**Vehicle Records**

CCC is required to maintain the following records for each automobile in their fleet:

- Purchase Order (District Office Auxiliary Director)
- Dealer Invoice (Procurement)
- Original Title (Treasury Department)
- Copy of Registration (should be in vehicle at all times and a copy provided to Executive Director of Business Operations)
- Transfer Form for Transfers Between Campuses (Finance/Controller’s at DO)
- Disposal Form (Finance/Controller’s at DO)
- Proof of Emissions Compliance (User Department)
- Insurance Card (Risk Management; distributed to user departments at each campus)

**SECTION 6**

**VEHICLE INVENTORY**

**Internal Transfer of Vehicles**

Vehicles may be transferred between campuses if the overall need of the District shifts over the course of ongoing operations. Vehicle assets may be re-assigned based upon a number of factors including, but not limited, to the District’s desire to achieve efficiency and to maximize the use of vehicle assets. In accordance, the District strives to maintain accurate records. The following procedures must be followed:

- The college department currently possessing the vehicle should initiate the process for transfer of the unit to the acquiring college.

- The Executive Director of Business Operations should work in conjunction with the department releasing the vehicle to coordinate the transfer.

- The Department Head should complete an Internal Transfer of Vehicle form (see page 22) and present the document to the Executive Director of Business Operations.

- Executive Director of Business Operations, in turn, should execute the form and direct it to the Department of Risk Management and the Office of Finance.

- Upon approval, the Office of Finance shall direct the form to the Director of Risk Management so that an amendment to the vehicle inventory listing may be recorded.
• The Director of Risk Management shall then direct the form to the Office of the Treasury so that a copy of the original title may be transferred to the appropriate college file.

• The Director of Risk Management shall provide a copy of the amended Vehicle Inventory Listing to the following departments/Individuals: Finance; Administrative Services; Auxiliary Directors; Chief Engineers; Director of Security; Executive Directors of Business Operations.

• The Executive Director of Business Operations of the acquiring College should notify the District Office Auxiliary Director of the transfer via e-mail to ensure payments for fuel and repairs are accurately assigned to the correct campus.

The acquiring college should also ensure the vehicle is equipped with the vehicle registration card, required insurance verification card, and should submit a vehicle inspection report (see page 30) to the Executive Director of Business Operations for the acquired vehicle on an ongoing basis. The user department should also obtain documentation from the Department of Fleet and Facility Management (2FM) for vehicles that are left in their care that should reflect the date the vehicle arrived and an estimated time of service prior to surrendering the vehicle.

**Vehicle Disposal**

A decision to dispose of the vehicle is made by the user department in collaboration with the department head, College President, College Executive Business Director, Director of Risk Management, and the Vice Chancellor of Administrative Services for final approval.

In the event that the College President, College Executive Business Director, Director of Risk Management, and the Chancellor of Administrative Services deems that a vehicle is no longer serviceable due to age, mileage, or the repairs far exceed the value of the vehicle, it is recommended that the department head obtain an evaluation from Department of Fleet and Facility Management (2FM). Fleet Management will make the determination regarding disposition of the particular vehicle and if repairs exceed the value of the vehicle, Fleet Management will make a recommendation to remove the vehicle from service.

Once a vehicle is deemed to exceed the repair value by the Department of Fleet and Facility Management (2FM), the department head must reach out to the Dean of the Automotive Programs at both Kennedy King and Truman College to see if there is a need for any vehicles that can be used as student teaching aids. If there is no need, the Equipment Disposal process can continue between CCC and the Department of Fleet and Facility Management (2FM).

In the event that a department needs to dispose of a vehicle, the following criteria and steps must be taken:

• Equipment to be disposed of must be listed on an Equipment Disposal form which is located on CCC's Intranet.
• Description of the vehicle including manufacturer and model number, CCC asset number, installation or purchase date, and reason for disposal must be provided for each piece of equipment. The form is forwarded to the Finance Office for final approval before removing such equipment from CCC's fixed asset inventory system.

• For college vehicles, the college department head, Executive Director of Business Operations, College President and the Associate Vice Chancellor of Finance must sign the Equipment Disposal Form. Upon consensus, the Director of Risk Management shall advise the District Treasury Office via e-mail approving the release of the vehicle title.

• In addition, vehicles purchased with funds from federal, State and/or local grants shall be disposed of in accordance with the grant agreement or returned to the Grantor. The Grant Analyst is responsible for verifying this information.

The Department of Fleet and Facility Management (2FM) will recommend one of the following for all vehicles that are taken out of service:

Public sale:

Items with a fair market value of $5,000 or greater shall be sold through a public bid process. In advance of the sale, advertisements generally describing the type of materials to be sold shall be placed in newspapers. The advertisement shall also include the time scheduled for potential bidders to examine the materials and a deadline for submission to the purchasing office of sealed bids. Bids shall be opened in public and materials sold to the highest bidder. Items for which no bids are received may be disposed of pursuant to the section listed below.

Scrap sale:

Items which have little or no value may be sold for scrap value to dealers/buyers at a cost negotiated by the College Executive Business Director for college equipment.

• The Finance Office will perform the necessary functions to remove disposed items from the CCC fixed asset inventory system.

• The user department shall dispatch a staff member to the District Treasury Office to retrieve the original title and sign a receipt (a photocopy of the original Title).

• The photocopies of the disposed vehicles shall be maintained by the District Treasury Office in a separate file along with the original Titles.

• It is the user department’s responsibility to ensure that the vehicle disposal process is followed from conception to completion and reported to the Department of Finance at the District Office and the Director of Risk Management.
SECTION 7

VEHICLE BUDGET AND PAYMENTS

Budget and Annual Purchase Orders

Annual purchase orders are completed by the District Director of Auxiliary Services. Each College Executive Business Director is responsible for budgeting adequate funds for fuel, repairs, and maintenance. The College Executive Business Director is also responsible for increasing budgets as needs arise. The District Director of Auxiliary Services will provide support to users with budgeting by sharing historical spending trends.

Invoicing and Payments

All Invoices from the Department of Fleet and Facility Management (2FM) are sent to the District Director of Auxiliary Services. The District Director of Auxiliary Services will distribute the invoices to each department manager for approval of fuel, repairs, maintenance and car washes. Upon confirmation that fuel/services were billed accurately, the District Director of Auxiliary Services will initiate the payment process and receive the payments in PeopleSoft. The District Director of Auxiliary Services will track spend against each annual PO and across the District at a macro level to ensure funds are available to pay each invoice and that total spending remains within Board authority.

SECTION 8

VEHICLE MAINTENANCE

Preventative Maintenance/Repairs

It shall be the primary responsibility of the department controlling the unit to maintain the vehicle in proper mechanical condition and free of body damage. Should routine repair or advanced repair be required, the department shall make the necessary arrangements with the Department of Fleet and Facility Management (2FM) and advise the District Director of Auxiliary Services as to the anticipated maintenance to ensure funds are available. The department shall deliver and retrieve the unit to the appropriate facility as recited below.

Police Garage # 1 - 5219 S. Wentworth – 7:00 am – 11:00 pm Mon - Fri
Police Garage # 2 - 727 E. 111th Street – 7:00 am – 11:00 pm Mon - Fri
Police Garage # 3 - 3104 W. Harrison – 7:00 am – 3:30 pm Mon - Fri
Police Garage # 4 - 3245 N. Campbell – 7:00 am – 11:00 pm Mon – Fri

The District Director of Auxiliary Services will receive notification from the Department of Fleet and Facility Management (2FM) for the need of routine maintenance such as oil & filter changes; fluid checks; tire rotation; anti-freeze or other nominal services. The District Director of Auxiliary Services shall advise the user...
department of the need to make an appointment for such services and will report back when maintenance was completed. Should the user department fail to comply with the request, the Department of Fleet and Facility Management (2FM) may deny future fueling privileges for the Unit.

Prior to completing any repairs or preventative maintenance, it is the responsibility of the user department to obtain quotes and/or authority from the department head and ensure there are enough funds to cover repairs. The District Director of Auxiliary Services will work with the District Director of Auxiliary Services to ensure that funds are available prior to approving repairs. All campuses are responsible for allocating funds each fiscal year for fuel and repairs, and will be responsible for increasing funds as needed from their respective budgets if reserves are depleted prior to the next fiscal year.

The user department is also responsible for keeping a detailed log of any vehicles that have been taken off CCC property for routine maintenance or repairs, along with the reason, and estimated date of return. No vehicles should be left in the care of the Department of Fleet and Facility Management (2FM) without being properly accounted for at the respective campus (see page 29).

Emissions Compliance

The user department is responsible for ensuring that the vehicles in their fleet are compliant with not only preventative maintenance, but also compliant with the State of Illinois Environmental Protection Agencies mandatory emissions testing program. The testing generally applies to most 1996 and newer gasoline-powered passenger vehicles after they are four years old. 2007 model year and newer heavy duty trucks, with a manufacturer’s gross vehicle weight rating (GVWR) between 8,501 and 14,000, are also subject to testing. Diesel powered vehicles, vehicles powered exclusively by electricity and certain other vehicles are not required to test (www.epa.illinois.gov). The following guidelines should be followed:

Notices are received either at the College or the District Office.

- Typically, the Illinois Environmental Protection Agency issues a notice at the approximate anniversary date of the original issuance of license plates for the subject vehicle.

- The notice (yellow in color) recites the vehicle serial number, plate number, model year, make and registration expiration date. In addition, the notice provides testing locations and hours of operation.

Notice to the District Office

- Should the emission control notice be directed to the District Office, the Director of Risk Management or the District Director of Auxiliary Services shall determine the assigned department.
• The notice shall be scanned, directed to the assigned department electronically and retained electronically. The original notice shall be sent to assigned department via campus mail for further action recited below.

Duty of the Assigned Department

• The assigned department shall make the necessary emissions control inspection appointment, deliver the vehicle and record the results of the testing. The assigned department shall maintain records of all such Inspections.

• Should the vehicle not pass inspection, the assigned department shall be responsible for coordination with Department of Fleet and Facility Management (2FM) to repair the vehicle as may be required. Subsequent to the repair, it shall be the duty of the assigned department to present the vehicle for a secondary inspection.
# CITY COLLEGES OF CHICAGO
# GENERAL LIABILITY CLAIM FORM
## THIRD PARTY INCIDENTS
### BODILY INJURY, PHYSICAL DAMAGE AND MOTOR VEHICLE ACCIDENTS

**CLAIM FILING INSTRUCTIONS**

1. Complete the statements below and provide all requested information.
2. Attach a copy of the Attending Physician Report if Medical Treatment has been provided. (may submit a later date)
3. Complete the Department of Security and Safety Report.
5. If Vehicle Accident, attach a copy of the SR–1 Report and Local Police Report.
6. Forward all forms and associated medical reports to the Director of Risk Management, City Colleges of Chicago,

## TO BE COMPLETED BY THE CLAIMANT

<table>
<thead>
<tr>
<th>Claimant Name (Print Last, First, Middle)</th>
<th>Address of Claimant</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Home Telephone Number</th>
<th>Cell Number</th>
<th>Alternate Contact Number</th>
<th>Gender</th>
<th>Responsible Party</th>
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<thead>
<tr>
<th>Social Security Number</th>
<th>Date of Birth</th>
<th>Name of College Involved</th>
<th>Location of Incident</th>
<th>Date of Incident</th>
<th>Time of Incident</th>
<th>Reported To</th>
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</table>

## ACCIDENT PARTICULARS

<table>
<thead>
<tr>
<th>At the College Campus</th>
<th>Away from Campus</th>
<th>Vehicle Incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Indoors</td>
<td>□ Indoors</td>
<td>□ Driver</td>
</tr>
<tr>
<td>□ Outdoors</td>
<td>□ Outdoors</td>
<td>□ Passenger</td>
</tr>
<tr>
<td>□ Student</td>
<td>□ Student</td>
<td>□ Vehicle Owner. If no, state owner:</td>
</tr>
<tr>
<td>□ Visitor</td>
<td></td>
<td>□ Other</td>
</tr>
</tbody>
</table>

## INJURY AND TREATMENT

<table>
<thead>
<tr>
<th>Nature of Injury</th>
<th>Describe events of accident (use reverse if necessary)</th>
<th>Medical Treatment Received</th>
<th>Provider of Medical Treatment</th>
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<tbody>
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## EMPLOYMENT AND INSURANCE DATA

<table>
<thead>
<tr>
<th>Employer</th>
<th>Address</th>
<th>City, State</th>
<th>Telephone #</th>
<th>Name of Insurance Carrier</th>
<th>Address</th>
<th>Telephone #</th>
<th>Agent</th>
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<table>
<thead>
<tr>
<th>Group Health Insurance?</th>
<th>Yes □ No □</th>
<th>Name of Group Health Carrier</th>
<th>Policy #</th>
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</thead>
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## WITNESSES

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<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone #</th>
<th>Alternate #</th>
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<th>Alternate #</th>
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## SIGNATURES

<table>
<thead>
<tr>
<th>Claimant Signature</th>
<th>Date</th>
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<thead>
<tr>
<th>Security Director Signature</th>
<th>Date</th>
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<thead>
<tr>
<th>Business Manager Signature</th>
<th>Date</th>
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</tbody>
</table>
## CITY COLLEGES OF CHICAGO
### INTERNAL TRANSFER OF VEHICLE

### TRANSFER VEHICLE
<table>
<thead>
<tr>
<th>Year &amp; Make</th>
<th>Model</th>
<th>Serial Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Plate Number</td>
<td>CC Fleet Number</td>
<td>Odometer Reading</td>
</tr>
</tbody>
</table>

### COLLEGES INVOLVED
- College Transferring
  - College Department Transferring
- College Receiving
  - College Department Receiving

### JUSTIFICATION
Reason for Transfer

### CONDITION
General Condition of the Vehicle (attach recent CCC Vehicle Inspection Report)

### TRANSFER REQUEST
<table>
<thead>
<tr>
<th>College</th>
<th>Department Assigned the Vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Administrator Making Request (print)</td>
<td>Office #</td>
</tr>
<tr>
<td>Signature of College Administrator</td>
<td>Date of Request</td>
</tr>
<tr>
<td>College Executive Director Approving Request (print)</td>
<td>Office #</td>
</tr>
<tr>
<td>Signature of Executive Director</td>
<td>Date of Approval</td>
</tr>
</tbody>
</table>

### DISTRICT OFFICE APPROVAL
| Office of Finance – Administrator (print) | Office # | E-mail |
| Signature of Office of Finance Administrator | Date of Signature |
| Director of Risk Management - Director (print) | Office # | E-mail |
| Signature of Vice Chancellor | Date of Signature |

| Office of Treasury - Administrator (print) | Office # | E-mail |
| Signature of Treasury Administrator | Date of Signature |
### CITY COLLEGES OF CHICAGO
Surplus Inventory Disposal Form

<table>
<thead>
<tr>
<th>CCC Inventory Decal Number</th>
<th>Brief Description of Asset</th>
</tr>
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<tbody>
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<tr>
<th>Year &amp; Make</th>
<th>Model Number</th>
<th>Serial Number</th>
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</table>

Condition or Reason for Disposal

Other Justification & Supporting Documents (attachments permitted)

### REQUEST

<table>
<thead>
<tr>
<th>College</th>
<th>Asset Location</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>College Administrator Making Request (print)</th>
<th>Office #</th>
<th>E-mail</th>
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</table>

Signature of College Administrator

<table>
<thead>
<tr>
<th>College Executive Director Approving Request (print)</th>
<th>Office #</th>
<th>E-mail</th>
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</table>

Signature of Executive Director

<table>
<thead>
<tr>
<th>College President</th>
<th>Office #</th>
<th>E-mail</th>
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</table>

Signature of College President

### DISTRICT OFFICE APPROVAL

<table>
<thead>
<tr>
<th>Office of Finance – Administrator (print)</th>
<th>Office #</th>
<th>E-mail</th>
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</table>

Signature of Office of Finance Administrator

<table>
<thead>
<tr>
<th>Director of Risk Management - Director (print)</th>
<th>Office #</th>
<th>E-mail</th>
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</table>

Signature of Director

<table>
<thead>
<tr>
<th>Office of Treasury - Administrator (print)</th>
<th>Office #</th>
<th>E-mail</th>
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</table>

Signature of Treasury Administrator

ORM

- 23 -
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
dba CITY COLLEGES OF CHICAGO
PERMISSION/RELEASE FORM

I, (print name) ____________________________, the “PARTICIPANT”, agree to participate in (name or describe activity) ________________________, hereinafter referred to as “ACTIVITY”. In consideration for my participation in the ACTIVITY, I hereby voluntarily assume all risk of accident, injury or damage to person or property, and hereby release, acquit, and forever discharge the Board of Trustees of Community College District No. 508, County of Cook, and State of Illinois, and its employees, directors, agents and assigns from any and all claims, injuries costs, losses, damages, suits, liabilities, and/or judgments, which may in any way result or arise from my participation in the ACTIVITY, unless it shall be determined that the act was caused through negligence or omission of the Board, its officers, employees or agents, on any of its subcontractors or its employees. I freely and voluntarily waive and release any and all rights and claims, demands, suits, liens, and damages against CCC, its Board, its officers, employees and agents whatsoever as a result of my participation in the ACTIVITY.

SPONSORING COLLEGE

<table>
<thead>
<tr>
<th>College</th>
<th>Contact</th>
<th>Telephone</th>
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</thead>
</table>

SIGNATURES

I fully understand the terms of this waiver and release, and I freely and voluntarily execute this document without any undue influence or coercion. I certify that I am at least 18 years of age.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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If PARTICIPANT is under age of 18 – I certify that I am the parent or legal guardian of the PARTICIPANT named above. I grant my permission for the above named PARTICIPANT to participate in the ACTIVITY. I fully understand the terms of this waiver and release, and I freely and voluntarily execute this document without any influence or coercion.

<table>
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<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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</table>

Relationship to Participant | Telephone | Cell |
|----------------------------|-----------|-----|

PERSONAL HEALTH INSURANCE INFORMATION
(if Participant is Insured, if not, indicate “NONE”)

<table>
<thead>
<tr>
<th>Carrier</th>
<th>Policy #</th>
<th>Effective Date</th>
</tr>
</thead>
</table>

EMERGENCY CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Telephone</th>
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<table>
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<tr>
<th>Name</th>
<th>Relationship</th>
<th>Telephone</th>
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CCC/RM-01 (rev.12/4/12)
# Department of Fleet and Facility Management

## Additional Vehicle / Equipment Request Form

**Date:** ____________________________

**Unit Number Assigned by Fleet and Facility Management**

________________________________________

**USER Sister Agency**

________________________________________

**VEHICLE COORDINATOR**

______________________________

**PHONE #**

______________________________

**General**

**Description**

________________________________________

**Year** ____________  **Make** ________________________  **Model**

________________________________________

**VIN /Serial #**

________________________________________

**Fuel Type**  

Flex Fuel  YES  NO

Hybrid  YES  NO

If Diesel, DEF?  YES  NO

**Tank capacity**

______________________________

**Current Miles or Hours**

______________________________

**Requester’s Name**

________________________________________

**Phone#**

______________________________

**E-mail Address**

________________________________________

**Signature:**

______________________________

Return completed form to:  

Jduran@cityofchicago.org
CITY OF CHICAGO
DEPARTMENT OF FLEET MANAGEMENT
REQUEST FOR FUEL SERVICE IDENTIFICATION CARD

DATE: ________

A Fleet Management Fuel Service Identification card should be issued to:

____________________________________  ______________________
Employee’s Name                      Employee Number

____________________________________  City Colleges of Chicago
Driver’s License Number               Agency

For the following reason:

( ) New program participant

( ) Fleet Management Fuel Card has been lost, stolen or destroyed.

( ) Fuel Card no longer working, replacement card requested.

( ) Employee to be deactivated effective: ________________________.

____________________________________
Print Name/Signature- Authorizing Party

____________________________________
Title                                      Phone Number

Return completed form to: Jduran@cityofchicago.org
VEHICLE USAGE AUDIT SHEET
(This form must be completed daily. One log per vehicle)

Campus:

Month:

Vehicle #:

<table>
<thead>
<tr>
<th>Date</th>
<th>Plate</th>
<th>Gallons</th>
<th>Car Wash</th>
<th>Mileage In</th>
<th>Mileage Out</th>
<th>Vehicle Driver</th>
<th>Department Head Verification</th>
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</table>
# FUEL CARD AUDIT SHEET

(This form must be completed daily. One log per vehicle)

**Campus:**

**Month:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Fuel Card #</th>
<th>Employee Sign-Out</th>
<th>Department Head Approval</th>
<th>Employee Return</th>
<th>Department Head Verification</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
Preventative Maintenance/Repairs Vehicle Log

(This form must when service is progress/completed. One log per vehicle)

Campus:

Month:

<table>
<thead>
<tr>
<th>Date</th>
<th>Vehicle #</th>
<th>Vehicle Location</th>
<th>Department Head Approval</th>
<th>Vehicle Return</th>
<th>Department Head Verification</th>
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</tbody>
</table>
### CITY COLLEGES OF CHICAGO
### VEHICLE INSPECTION REPORT

<table>
<thead>
<tr>
<th>College __________________________</th>
<th>Date of Report __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle/VIN_______________________</td>
<td>Inspector ______________________________</td>
</tr>
<tr>
<td>Plate # __________________________</td>
<td>Odometer Reading ________________________</td>
</tr>
</tbody>
</table>

### FLUID LEVELS

<table>
<thead>
<tr>
<th>Date of Last Oil Change _____________</th>
<th>Oil _______________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gasoline Level (check one)</td>
<td>Windshield Washer ____________________</td>
</tr>
<tr>
<td>____ Full ____ Half ____ Quarter ____ Empty</td>
<td>Antifreeze __________________________</td>
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<td>Transmission _________________________</td>
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</tbody>
</table>

### ARE THE FOLLOWING IN WORKING ORDER?

<table>
<thead>
<tr>
<th>ITEM</th>
<th>YES</th>
<th>NO</th>
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</thead>
<tbody>
<tr>
<td>Brakes</td>
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<td>Steering</td>
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<td>Seat Belts</td>
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<td>Lights</td>
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<td>Horn</td>
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<td>Rear Vision Mirrors</td>
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<tr>
<td>Directional Signals</td>
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<tr>
<td>Transmission</td>
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<tr>
<td>Exhaust System</td>
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</tbody>
</table>

Report all other Mechanical Defects, if any

### MAINTENANCE ACTION

<table>
<thead>
<tr>
<th>Date of Repair</th>
<th>Nature of Repair</th>
<th>Cost of Repair</th>
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</thead>
<tbody>
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</tbody>
</table>

Repair Performed by (Name & Address of Firm)

Report Physical Condition of the Vehicle and Denoted Body Damage

If Body Damage Exist, Describe the Plan of Action for Repair

### DOCUMENTATION

Is the Current Vehicle Registration Card and Insurance Card in the Glove Box? ______

Are Accident Blank Forms Available in the Vehicle? ______

### SIGNATURES

Signature of Inspector ________________________________________________

Signature of Security Director __________________________________________

Signature of Executive Business Director ________________________________