

## EASTERN ILLINOIS UNIVERSITY VEHICLE USE POLICY

### VEHICLE FLEET TAKE-HOME POLICY

Eastern Illinois University fleet vehicles are to be used for “university business” only. They are to provide transportation to meeting, conferences, etc. They may not be taken home or used for personal business of any kind. With the following exceptions only:

- a) Employees of the University that work and live far from campus making it unfeasible to return the vehicle on a daily bases may take the vehicle home as long as it is not used for any purpose but University work. Example: We presently have two admissions personnel that work and live in Chicago, and they use University vehicles in their daily work.
- b) Eastern allows employees to take a vehicle home with them if they live between Eastern and their trip destination. They are allowed to pick the vehicle up and drive it home then proceed on with their trip from home.
- c) Presidential vehicle.

### Vehicle Use and Mileage

- 1) Eastern uses AgileAccess’s FleetCommander Fleet Management system to keep track of the University Rental Fleet.
  - a) This software is for on-line reservations, vehicle tracking, and billing for vehicle use by our customers.
  - b) Vehicles are checked out and in using Agile Fleet Commander Kiosk.
  - c) The system logs: Vehicle number, Date and time vehicle was checked out and returned, Beginning mileage, ending mileage and total mileage, and Destination

### Vehicle Replacement Policy

- A) Eastern Illinois University Rental Fleet Vehicles are replaced.
  - 1) When they have accumulated One Hundred Fifty Thousand miles or are Eight years old
  - 2) If they have a mechanical problem and the cost to repair is in excess of 50% of Edmonds Trade-In Value
- B) Departmental vehicles are replaced.
  - 1) They are replaced if the vehicle becomes inoperable
  - 2) The expense to repair the vehicle is 100% or greater of the Edmonds Trade-In value
  - 3) The expense to repair would be greater than 50% of replacement cost