



# ***City Colleges of Chicago Fleet Management Manual***

Revised April 2024

# Table of Contents

POLICY STATEMENT.....	- 4 -
SECTION I.....	- 4 -
VEHICLE ACQUISITION.....	- 4 -
Purchase a New Vehicle.....	- 4 -
Donations and Gifts to CCC (Automotive / Diesel / CDL Program).....	- 5 -
Obtaining CC Vehicle ID.....	- 6 -
SECTION II.....	- 7 -
FUEL CARD PROGRAM MANAGEMENT AND I-PASS.....	- 7 -
Obtaining a Fuel Card.....	- 7 -
Safekeeping and Proper Use of Fuel Cards.....	- 7 -
Automotive/Equipment Key Control Management.....	- 8 -
Fueling Vehicles.....	- 8 -
Obtaining an I-PASS for the College.....	- 9 -
SECTION III.....	- 12 -
ASSIGNMENT AND USE.....	- 12 -
Authorized Drivers.....	- 12 -
Vehicle Insurance.....	- 13 -
Vehicle Usage.....	- 13 -
Non-CCC Employee Passengers in CCC Vehicles.....	- 14 -
Unauthorized Vehicle Use.....	- 14 -
Overnight Assignment Criteria.....	- 16 -
SECTION IV.....	- 17 -
VEHICLE OPERATOR RULES.....	- 17 -
Automobile Accidents or Property Damage.....	- 17 -
Theft or Attempted Theft.....	- 17 -
Rental Vehicle only for CCC Automobile due to an Accidents or Property Damage.....	- 17 -
Borrowed Vehicle Between Campuses.....	- 18 -
Operation of Passenger Vans (15 people).....	- 19 -
Vehicles owned by City Colleges of Chicago.....	- 19 -
Vehicles Leased/Rented by the City Colleges of Chicago.....	- 19 -
Traffic, Parking & Tollway Violations.....	- 20 -
SECTION V.....	- 22 -
VEHICLE DOCUMENT RETENTION.....	- 22 -
Vehicle Inspection Report.....	- 22 -

Safekeeping of Titles.....	- 22 -
Request for Duplicate Title.....	- 23 -
SECTION VI.....	- 24 -
VEHICLE INVENTORY.....	- 24 -
Internal Transfer of Vehicles .....	- 24 -
Vehicle Disposal.....	- 25 -
Vehicle to be donated to an organization from an Academic Program (Auto/Diesel/CDL Program) .....	- 26 -
Vehicle Records and Inventory.....	- 28 -
SECTION VII.....	- 29 -
VEHICLE BUDGET AND PAYMENTS.....	- 29 -
Budget and Annual Purchase Orders.....	- 29 -
Invoicing and Payments for Fleet .....	- 29 -
I-PASS Invoices.....	- 29 -
SECTION VIII.....	- 31 -
VEHICLE MAINTENANCE.....	- 31 -
Preventative Maintenance/Repairs.....	- 31 -
Emissions Compliance .....	- 32 -
Academic Vehicles Out of Commission (Auto/Diesel Programs) .....	- 33 -

## ATTACHMENTS

- I. ADDITIONAL VEHICLE / EQUIPMENT REQUEST FORM
- II. COVER SHEET REQUEST FOR FUEL SERVICE IDENTIFICATION CARD
- III. FUEL CARD REQUEST FORM
- IV. I-PASS REQUEST FORM
- V. VEHICLE USAGE AUDIT SHEET
- VI. GENERAL LIABILITY CLAIM FORM
- VII. PERMISSION/RELEASE FORM – STUDENT TRAVEL
- VIII. VEHICLE INSPECTION REPORT
- IX. INTERNAL TRANSFER OF VEHICLE
- X. PREVENTATIVE MAINTENANCE/REPAIRS VEHICLE LOG
- XI. FUEL CARD AUDIT SHEET
- XII. SURPLUS INVENTORY DISPOSAL FORM
- XIII. DONATED CCC VEHICLES RELEASE RECEIPT AGREEMENT
- XIV. MAP OF FUELING, MAINTENANCE & CAR WASH LOCATIONS
- XV. BORROWED VEHICLE AGREEMENT BETWEEN CAMPUSES
- XVI. DONATION, WAIVER OF LIABILITY AND INDEMNIFICATION AGREEMENT FOR RECEIPT OF DONATED EQUIPMENT

## Record of Changes

Change #:	Change:	Date of Change:	Change Entered By:
1	UPDATE	1-01-2021	D. Anthony
2	UPDATE	07-19-2022	D. TAYLOR
3	Update	4/08/2024	S. Reyes
4			

## Definitions / Abbreviations:

Abbreviation	Definition
CC ID Number	Vehicle number assigned by City of Chicago Fleet to a CCC-owned vehicle (i.e., CC2100)
CCC Number	Inventory tag number assigned to CCC-owned vehicles by College Storekeepers

**Important contacts:**  
 Fleet Dispatch for Tow trucks and road assistance: 312-743-9029  
 For invoices or PO questions: 773-487-3770  
 For Title or registration questions: 800-252-8980  
 For Insurance questions: 312-553-3476  
 For new vehicle purchases: VP of Financial Operations at each College

# POLICY STATEMENT

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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 and disposed in a consistent manner across all campuses and in accordance with this Department of Fleet and Facility Management (2FM) manual.

## SECTION I

### VEHICLE ACQUISITION

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#### **Purchase a New Vehicle**

When a campus desires 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 vehicle, the user department must demonstrate that they have the necessary funds to replace the vehicle and was authorized by their current appropriation to be replaced:

- 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 Vice President-Finance & Operations and the Office of Procurement Services. The Business Manager of Administrative Services shall be advised as to the intended procurement and any retirement/disposal vehicles
- 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 Vice President-Finance & Operations 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 Vice President-Finance & Operations 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**

**180 N. Wabash Ave, Suite 200  
Chicago, IL 60601**

- All Titles received by the acquiring department, the Vice President-Finance & Operations, the Business Manager of Administrative 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](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 Vice President-Finance & Operations 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 Business Manager of Administrative 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 Vice President-Finance & Operations to ensure that all required approvals are obtained in accordance with the Board policies and procedures.
- All vehicles must have a CCC Asset Tag attached in the glove box of the vehicle. The storekeeper should be notified by the Department Head in order to tag the vehicle.

Note: If the 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 with completed forms.

**Donations and Gifts to CCC (Automotive / Diesel / CDL Program)**

A donation is a gift of equipment or tangible property to the College without an expectation by the Donor of anything in return. A donation may be directed for use by a particular department for a specialty program.

Donations are not the property of faculty, staff or students, even if they may have been the primary contact or delivery point for the donation and the designated end user. All must work together to accurately and completely document and report equipment gifts received by the College. Request the required forms to accept the donation from your Business Office.

The department must notify the Director of Risk Management and the Business Manager of Administrative Services of the donation.

All Titles received by the acquiring department shall be immediately directed to the District Office of Treasury for safekeeping.

It shall be the responsibility of the acquiring department to pick up the unit in a timely fashion and submit the application for a change of registration, plates, and title on the Illinois Secretary of State's website.

In case the vehicle is out of commission, the user department is responsible for completing the Vehicle License Plates Revocation Request. ([VSD -851](#))

### **Obtaining CC Vehicle ID**

When a new vehicle is purchased or donated and requires service such as repairs and/or fueling, the College will need to request a CC ID number for that vehicle. The user department is responsible for completing [Add Vehicle/Equipment Request Form](#) to be submitted via email to the Business Manager of Admin Services.

Once all approval signatures are obtained, the Business Manager of Admin Services will submit the request to Fleet and Facility Services to obtain the CC vehicle number (known as vehicle City College number). **The user department at each campus is responsible for ensuring that the fleet generated CC vehicle ID is affixed to the vehicle** (fleet generated vehicle CC number). The office of Administrative Services and the Director of Risk Management will provide the finalized details pertaining to the vehicle for tracking and payment purposes.

## SECTION II

### FUEL CARD PROGRAM MANAGEMENT AND I-PASS

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#### **Obtaining a Fuel Card**

Fuel cards must be requested by the user department by completing both the [CCC Request for Fuel Card Cover Sheet](#) and the [Department of Fleet Management Fuel Card Request forms](#) found in the appendix of this document (this document is also available for electronic completion). All fuel card holders must also be designated as an authorized driver by the Director of Risk Management (see Section 3). All fuel card requests must be approved by the Vice Chancellor of Administrative Services, or designee. Administrative Services will forward the completed form to the Department of Fleet and Facility Management (2FM) for processing and to confirm the card is ready for pick-up at one of the Department of Fleet and Facility Management locations. Once confirmed, Administrative 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.

**Fuel card pick-up location** is at 210 W 69th St, Chicago, IL 60621  
Hours of Operation: Monday - Friday from 6:00am - 3:30pm

#### **Safekeeping and Proper Use 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 (page 47). 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.

Fuel cards are exclusively for the use of CCC business, to fuel CCC acquired vehicles and generators, and may not be shared with anyone for any reason. Each individual whose job responsibilities include the purchase of fuel must obtain his/her own fuel card. The individual fuel card holder is responsible for the validity of any and all purchases made with said fuel card.

Upon separation from employment, fuel cards must be returned to the College's Human Resources Department through the standard off-boarding process. Human Resources must then return fuel cards of separated employees to the Vice Chancellor of Administrative Services. Administrative Services shall notify 2FM to deactivate the card. If the fuel card is left behind in the department, the department head should contact Admin Services to have the



fuel card deactivated and the fuel card should be returned to the Vice Chancellor of Admin Services.

In the event that fuel card is misplaced, lost, or stolen; employees must immediately file an incident report with their College Security Department and notify the Business Manager of Administrative Services.

### **Automotive/Equipment Key Control Management**

All vehicle keys and key FOBs should be kept in a locked, secure location and administered by the user department head. Each department head could also assign another individual access to the keys. The vehicle keys and key FOBs are to be kept locked in a secure location at all times, unless it is signed in/out by an approved user to make use of the vehicles. Vehicle keys and key FOBs should never be left in the ignition or anywhere else inside or on the vehicle. Department heads are responsible for keeping an accurate key inventory for all vehicles under their supervision including if any duplicate keys are available.

### **Fueling Vehicles**

When fueling a vehicle at any of the Department of Fleet and Facility Management's (2FM) fueling stations, please ensure that you have your assigned fuel card and CCC vehicle ID available for each fill-up. Additionally, you will be required to enter the vehicle's mileage.

The system will prompt you to enter the following information:

1. Select a pump.
2. Enter Vehicle ID.
3. Enter Vehicle Miles.
4. Finally, swipe your fuel card.

The Department of Fleet and Facility Management (2FM) will verify that the CCC vehicle ID corresponds with the last recorded mileage entry for the vehicle.

Please refer to the list below for available fueling locations:

Department of Fleet and Facility Management (2FM)-Fuel Management Division All City-Wide Fueling Facilities		
Address	Gas and Diesel	Hours of Operation
6445 N Ravenswood Ave Chicago, IL 60626	Unleaded & Diesel	7am -11pm Closed all Holidays
4820 W Sunnyside Ave Chicago, IL 60630	Unleaded, Diesel, E-85 & CNG	7 Day / 24 Hour
10000 West O'Hare Ave Chicago, IL 60666	Unleaded, Diesel, E-85 & CNG	7 Day / 24 Hour
3245 N Campbell Ave Chicago, IL 60618	Unleaded	7 Day / 24 Hour
1150 N North Branch St Chicago, IL 60642	Unleaded, Diesel & E85	
4233 W Ferdinand St Chicago, IL 60624	Unleaded, Diesel, E-85 & CNG	7 Day / 24 Hour Closed all Holidays

3746 S Iron St Chicago, IL 60609	Unleaded, Diesel, E-85 & CNG	7 Day / 24 Hour
5150 W 63rd St Chicago, IL 60638	Unleaded & Diesel	7 Day / 24 Hour
25 W 65th St Chicago, IL 60621	Unleaded, Diesel & CNG	7 Day / 24 Hour Closed all Holidays
10101 S Stony Is Ave Chicago, IL 60617	Unleaded, Diesel, E-85 & CNG	7 Day / 24 Hour
10420 S Vincennes Ave Chicago, IL 60643	Unleaded & Diesel	7am – 11pm Closed all Holidays

\*City Vehicles can be washed at contracted wash facilities (page 56).

### Obtaining an I-PASS for the College

Your department head will request an I-Pass for CCC vehicles by completing an **Authorized Vehicles for GOVERNMENT (POST PAY) I-PASS ACCOUNT** and found in the appendix of this document (this document is also available for electronic completion) and a non-refundable annual fee of \$8.00 for each I-PASS transponder. [I-PASS Transponder](#) requests must be approved by the Vice Chancellor of Administrative Services, or designee. Administrative Services will forward the completed form and check to the Illinois State Toll Highway Authority for processing. The transponder will be sent to the requesting department head for installation and safekeeping while not in use.

#### *I-PASS Conditions of Use:*

- Upon the Tollway’s receipt and approval of the Application, the Tollway will establish Applicant’s Government (Post Pay) I-PASS Account (“Account”).
- Each vehicle using an I-PASS transponder subject to the Account must be registered with the Tollway and must have its own I-PASS transponder.
- **Per instructions provided by the Tollway, Applicant agrees to correctly mount and use I-PASS transponders subject to the Account.** Failure to correctly mount I-PASS transponders may subject Applicant to fines, fees and/or suspension of the Account.
- Each use of an I-PASS transponder subject to the Account will be recorded.
- The College shall be liable for all tolls incurred by vehicles registered to the Account and traveling on the Tollway’s toll highway system, the Chicago Skyway, or roads in states other than the State of Illinois that accept I-PASS or E-ZPASS. If Applicant uses its I-PASS on non-Illinois Tollway toll facilities, toll charges will be posted to the Account based on the applicable rates, laws and regulations governing those facilities.
- If an I-PASS transponder subject to the Account is not in a registered vehicle when a toll is incurred, not properly mounted, or otherwise inoperable, a photograph of the vehicle’s license plate may be taken and compared with Applicant’s Account information. If the license plate number and plate type is accurately listed on the Account, the transaction will be processed as a Video Toll or V-Toll and included on an invoice based on toll plaza rates applicable to I-PASS users. Your Account will be allowed up to five (5) V-tolls per month, per vehicle that will be charged at the I-PASS

rate. Additional V-tolls incurred during each month will be posted at the non-I-PASS rate. If the license plate, plate state, and plate type is inaccurate or not listed in your Account, the transaction will be treated as an unpaid toll due at the non-I-PASS rate. Applicant will be issued a separate invoice for any such missed tolls, and Applicant may incur additional fees, fines or penalty charges in relation to such missed tolls. The College also agrees to timely pay invoices and additional fees, fines or penalty charges relating to missed tolls.

- The College shall be responsible for any improper or unauthorized use of I-PASS transponders subject to the Account and shall timely pay all tolls and/or fees incurred in connection with such improper or unauthorized use.
- The College agrees to use I-PASS transponders subject to the Account **only** for vehicles accurately identified on the Application and registered to the Account or subsequently added to the Account.
- The College agrees to pay “The Illinois State Toll Highway Authority” a non-refundable annual fee of \$8.00 for each new I-PASS transponder requested in this Application. The fee must be paid in conjunction with the Application. After the Account is established, each calendar year (including the year the Account is established), the Tollway will calculate the annual fee the College must pay based on the number of transponders on the Account on November 1st, and the Tollway will include the amount due for the transponders in the Applicant’s invoice for the 4th quarter of each calendar year.
- The College is responsible for and agrees to promptly notify the Business Manager of Administrative Services of any change in registered vehicles’ license plate numbers, license plate types, other information about registered vehicles identified in the Application or subsequently added to the Account, or other information required to keep the Account current and in good standing.
- If I-PASS transponders subject to the Account are lost or stolen, the Department must immediately notify the Business Manager of Administrative Services via email. The Department shall be responsible for all charges associated with the use of such I-PASS transponders until the Department informs the Business Manager in order to inform the Tollway that the transponders have been lost or stolen. The Tollway will apply the security deposit to offset the cost of replacing an I-PASS transponder that is lost or stolen and will waive the balance of the replacement costs. Prior to issuance of replacement I-PASS transponders, the Department shall pay a \$8 fee to the Tollway for each replacement
- The Department is prohibited from assigning or transferring to any person or another vehicle any I-PASS transponder subject to the Account.

- All disputes relating to the Account, I-PASS transponders subject to the Account, or the Tollway's electronic toll collection system must be submitted in email to the Business Manager of Administrative Services 90 days of the earlier of Applicant's knowledge of facts giving rise to the dispute or the Tollway's issuance of an invoice on which disputed charges are set forth.

## SECTION III

### ASSIGNMENT AND USE

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#### **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's 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 shall also conduct yearly verification checks through its insurance carrier to ensure authorized driver's licenses are in good standing with the Illinois Secretary of State. Ongoing authorization to drive is at the sole discretion of the Director of Risk Management. Please go to Risk Management to access the forms.

## **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](#) must be completed daily when driving any vehicle (page 38). This form will address the following components:

- Date
- Vehicle
- Vehicle ID
- Vehicle Plate
- Gallon's 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 IV

## VEHICLE OPERATOR RULES

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### **Automobile Accidents or Property Damage**

In the event an employee or student (attending training) 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 39).
- 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.

### **Theft or Attempted Theft**

Employees/officials must report immediately to your College Security Department the theft or attempted theft of the CCC Vehicle or CCC property from the vehicle. In the event that keys, key fobs or duplicate keys are misplaced, lost, or stolen; employees must immediately file an incident report with their College Security Department.

### **Rental Vehicle only for CCC Automobile due to an Accidents or Property Damage**

Rental vehicles must adhere to the automobile insurance requirements provided by the office of Risk Management. If fuel services are required, the Department of Fleet and Facility Management (2FM) can assign a temporary fuel number for the loaner if the following information is provided to the Business Manager of Admin Services via email.:

**Unit Number of Vehicle Being Serviced =**

**Model Year of Loaner=**

**Make of Loaner =**

**Model of Loaner=**

**Serial Number / Vin of Loaner =**

**License Plate State of Loaner =**

**License Plate Number of Loaner =**

**Fuel Type of Loaner =**

**Fuel Tank Capacity of Loaner =**

**Current Mileage of Loaner =**

### **Borrowed Vehicle Between Campuses**

An authorized CCC driver may be allowed to borrow a CCC vehicle from a different campus, based on the specifics of their jobs, including satisfying all necessary travel obligations associated with finishing CCC business. When borrowing a CCC vehicle, employees must fill out the Borrowed Vehicle Agreement between Campuses to obtain college permission.

For, and in consideration of, borrowing of that certain vehicle (more specifically hereinafter described by College to Borrower), it is mutually agreed as follows:

- The borrowed vehicle must be returned to the College in the condition it was received.
- The borrower is responsible for all reasonable repairs including parts and labor should malfunction or damage occur during the borrowing period. Inspection of vehicle is encouraged before taking possession. Borrowed Vehicle Agreement must be completed and signed before taking possession of the vehicle.
- Each party is responsible for and agrees to hold each other harmless for all liability, losses, damages, costs or expenses which arise out of the negligent act or omission of the vehicle user while acting in the course of their involvement with the above-mentioned agreement.
- For normal exchange of vehicles, a minimum of five working days' notice must be given to the lender prior to expected date of use. All completed and authorized documents must be received by the lender two days prior to the expected date of use. Vehicle use is for a 24-hour period. Extensions may be granted by appropriate personnel.
- Should an emergency arise whereby it is determined that borrowing vehicles is necessary to address the situation, the five-working-day notification period may be waived; however, an email of authorization from the Vice President of Finance and Operations is required.

## Operation of Passenger Vans (15 people)

### Vehicles owned 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](#) (page 43).
- 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](#) (page 43).
- 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 Vice President-Finance & Operations 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 Vice President-Finance & Operations.
- The College or Department may elect to invest in an Illinois Toll Highway Authority ***I-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 ***I-PASS*** must be made through the office of Administrative Services (please see page 55).
- 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, Vice President-Finance & Operations, Business Manager of Administrative 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 V

## VEHICLE DOCUMENT RETENTION

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### **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](#) 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 Vice President-Finance & Operations as to necessary repairs and maintenance.
- The Business Manager of Administrative 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 Vice President-Finance & Operations 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 Vice President-Finance & Operations and provided to the District Treasury Office located at the District Office:

#### **Application for Duplicate Title (VSD 190)**

- 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 \$50 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](http://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](http://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.



# SECTION VI

## VEHICLE INVENTORY

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### **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 Vice President-Finance & 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 45) and present the document to the Vice President-Finance & Operations.
- Vice President-Finance & 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; Vice President-Finance & Operations
- The Vice President-Finance & Operations of the acquiring College should notify the Business Manager of Administrative Services 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 Vice President-Finance & 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.

After transfer is complete, the Administrative Services department will contact Fleet and Facility Management (2FM) to ensure that transferred vehicle is properly updated in Fleet Management system for purposes of invoicing campuses for fuel, repairs and other costs.

## **Vehicle Disposal**

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

In the event that the College President, Vice President-Finance & Operations, Director of Risk Management, and the Vice 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, the department head is responsible for obtaining 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 Olive-Harvey, 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 (page 49). and provide support for the vehicle disposal, for example, the police report, inspection report, repair estimate, etc., if available
- Description of the vehicle including manufacturer and model number, CCC asset number, Fleet generated vehicle CC 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, Vice President-Finance & 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 Analysts is responsible for verifying this information.

The Department of Fleet and Facility Management (2FM) will recommend on 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 Vice President-Finance & Operations 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.

**Vehicle to be donated to an organization from an Academic Program (Auto/Diesel/CDL Program)**

The user department should begin the process by assessing if this donation will cut costs associated with the vehicle disposal. The user department should check that no other option is available to sell the vehicle as scrap, therefore generating revenue. The user department should provide adequate documentation that no revenue opportunity was available and this donation allows us to avoid any costs.

The user department should proceed with the process by completing the Surplus Inventory Disposal Form, obtaining the approvals, and then submit the [Donation, Waiver of Liability, and Indemnification Agreement For Receipt of Donated Equipment](#) to Risk Management for final approval.

*"The RECIPIENT acknowledges receipt from Board of Trustees of Community College District No. 508 dba City Colleges of Chicago (DISTRICT) of the items described in the*

*attached document (Donated Equipment) as of the date noted below. Board of Trustees of Community College District No. 508 dba City Colleges of Chicago is a body politic established under 110 ILCS 805/ Public Community College Act and is providing the Donated Equipment to RECIPIENT in such capacity and at no charge. RECIPIENT voluntarily accepts the Donated Equipment "As-Is" and is solely responsible for any and all costs associated with the removal of the Donated Equipment from the DISTRICT. RECIPIENT agrees to the following waiver of liability and indemnity provisions:*

*The RECIPIENT acknowledges receipt of the following equipment donated by the District to the RECIPIENT:*

- *NO WARRANTIES*
- *The DISTRICT, including its officers, employees, and agents, make no representations whatsoever, extend no warranties of any kind, either express or implied, including but not limited to the implied warranties of merchantability or fitness for a particular purpose, and assumes no responsibilities whatsoever with respect to design, development, manufacture, or use of the Donated Vehicle. Furthermore, in no event shall the District be liable for direct, indirect, special, consequential, incidental or punitive loss, damage or expenses arising out of or in connection with this agreement, including but not limited to recipient's use of the equipment or removal of the equipment from the District's premises, whether based on breach of contract or tort (including negligence).*
- *Obtain a receipt from the organization with VIN and a date vehicle was donated/junked OR*
- *Obtain a letter on a company letterhead with VIN and the date the vehicle was donated or junked."*

After you have completed the above instructions that apply to the College, write a letter to the secretary of state and request that the title be revoked from CCC. Send the letter by certified mail-return receipt requested.

Address the letter to: Secretary of State Police

3650 Winchester Road

Springfield, IL 62707

Telephone Number: 217.557.2078

Fax: 217.782.2896

\*Please include a description of the vehicle:

Vehicle Identification Number (VIN)

Make

Model

Color

Year the vehicle was sold

Date the vehicle was sold

Who the vehicle was sold to

\*Attach a copy of one of the following:

Notarized copy of the Bill of Sale Copy of the Transferred Title Trade-In Documentation  
Copy of the receipt or letter on a company letterhead for the donated vehicle

It will take a few months for the revocation of the title to be processed.

**BE SURE TO MAKE COPIES OF EVERYTHING YOU SEND AND KEEP FOR YOUR RECORDS.**

### **Vehicle Records and Inventory**

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

- Purchase Order (Business Manager of Admin Services)
- Dealer Invoice (Procurement)
- Original Title (Treasury Department)
- Copy of Registration (should be in vehicle at all times and a copy provided to Vice President-Finance & 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)

The Department is responsible for maintaining an accurate inventory of vehicles and a record of departmental vehicle assignments.

A detailed inventory shall be made whenever a vehicle is purchased, donated, disposed or donated to another College or organization. The Department is responsible for reporting, in writing, any vehicle assignment changes to the Business Manager of Administrative Services immediately.

# SECTION VII

## VEHICLE BUDGET AND PAYMENTS

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### **Budget and Annual Purchase Orders**

Annual purchase orders are completed by the Business Manager of Administrative Services. Each Vice President-Finance & Operations is responsible for budgeting adequate funds for fuel, repairs, and maintenance. The Vice President-Finance & Operations is also responsible for increasing budgets as needs arise. The Business Manager of Administrative Services will provide support to users with budgeting by sharing historical spending trends.

### **Invoicing and Payments for Fleet**

#### **Department of Fleet and Facility Management**

All Invoices from the Department of Fleet and Facility Management (2FM) are sent to the Business Manager of Administrative Services. The Business Manager of Admin 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 by the Department Head then the Business Manager of Admin Services will initiate the payment process and receive the payments in PeopleSoft.

It is the responsibility of the department manager to track vehicle spend for gas, repairs and car washes. This tracking should be used to verify monthly invoicing.

For invoices being disputed, the department manager must first check costs against their department tracking logs. If billing is disputed, the invoice for that campus will be held for payment until dispute(s) is settled. For late invoice submittals, it is the responsibility of the campus (department manager) to provide a late payment justification memo.

For departments that do not review and approve/dispute invoices, fuel cards for that department will be deactivated until invoicing matters are resolved.

The Business Manager of Administrative 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.

### **I-PASS Invoices**

On a quarterly basis, the Business Manager of Administrative Services will be issued an invoice for all tolls incurred during said quarter, based on toll plaza rates applicable to I-PASS users for tolls incurred while traveling on Illinois Tollway toll facilities and otherwise based on applicable rates, laws and regulations governing tolls incurred on non-Illinois Tollway toll facilities. The College shall be liable for the total amount invoiced and agrees to timely pay each invoice.

The Business Manager will be distributing the invoices to the College for approval for all tolls incurred for each vehicle registered. Upon confirmation for all tolls incurred were billed accurately by the Department Head, then the Business Manager of Admin Services will initiate the payment process and receive the payments in PeopleSoft.

It is the responsibility of the department manager to track **all charges associated with the use of such I-PASS transponders per trip**. This tracking should be used to verify and approve monthly invoicing.

For invoices being disputed, the department manager must first check costs against their department tracking logs. If billing is disputed, the invoice for that campus will be held for payment until dispute(s) is settled. For late invoice submittals, it is the responsibility of the campus (department manager) to provide a late payment justification memo.

For departments that do not review and approve/dispute invoices, the I-PASS transponders for that department/college will be deactivated until invoicing matters are resolved.

The Business Manager of Administrative 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 VIII

## VEHICLE MAINTENANCE

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### 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 Business Manager of Admin 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.

Name	Address	Hours of Operation	Phone Number
RGAR1	5219 S Wentworth Ave Chicago, IL 60609	7:00 am -11:00 pm Mon – Fri	312-747-1237
RGAR2	727 E 111th St Chicago, IL 60628	7:00 am -11:00 pm Mon – Fri	312-747-8451
RGAR3	3104 W Harrison St Chicago, IL 60612	7:00 am– 3:30 pm Mon - Fri	312-746-5020
RGAR4	3245 N Campbell Ave Chicago, IL 60618	7:00 am -11:00 pm Mon – Fri	312-744-8490

The Business Manager of Admin 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 Business Manager of Admin 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 Business Manager of Admin Services will work with the Department Head or Vice President-Finance & Operations 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.

For vehicle services, including mechanical breakdowns, tire service and towing services for the unit please **contact the AIS Service Center at (312) 743-9029**.

The following information is required: Campus, CC Unit Number, Assignment or District, Address or Location of Vehicle and Description of Problem.

The College will not reimburse the employee for out-of-pocket expenses related to the use or upkeep of a City Vehicle.

### **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](http://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 Business Manager of Admin 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.

## **Academic Vehicles Out of Commission (Auto/Diesel Programs)**

In order to avoid the emission test requests, if the vehicle was donated or transferred from one of the City Colleges for the Auto/Diesel Program, you must revoke the registration with the Secretary of State. For vehicle license plate revocation requests, please complete the Vehicle License Plate Revocation Request (VSD.851) form and mail it to:

Secretary of State  
Vehicle Services Department  
Special Plates Division  
501 S. Second St., Rm. 520  
Springfield, IL 62756  
Fax (217) 785-1038

### **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 it may be required. Subsequent to the repair, it shall be the duty of the assigned department to present the vehicle for a secondary inspection.

**Any questions regarding the CCC Fleet and Facility (2FM) policy, please contact the Administrative Services Department.**



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 \_\_\_\_\_ License Plates \_\_\_\_\_ State \_\_\_\_\_

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: sreyes7@ccc.edu

**CITY COLLEGES OF CHICAGO**

**REQUEST FOR FUEL SERVICE IDENTIFICATION CARD**

**COVER SHEET**

**Instructions:** *In order to request a fuel card, the CCC department head and employee have to fill out and return this form along with the official "REQUEST FOR FUEL SERVICE IDENTIFICATION CARD" form from the City of Chicago. Please note that the only authorized signatory on the Fleet Management form is the AVC, Administrative Services.*

*Completed forms should be sent to Sonya Reyes via email at [sreyes7@ccc.edu](mailto:sreyes7@ccc.edu)*

**Employee's Department Head Approval:**

I certify that this request for fuel card is necessary for the operations of the department and will be used for CCC business related purposes only. I will enforce the approved safe keeping process of the fuel card when not in use.

\_\_\_\_\_  
Name Signature Date

**Employee's Affirmation:**

I certify that the fuel card will be exclusively used for CCC business related purposes. Further, I certify that I will not share this card with anyone for any reason. I understand that I am responsible for any and all purchases made with this card. Also, I understand that I must return this card upon separation from employment with CCC.

\_\_\_\_\_  
Name Signature Date



ASSETS, INFORMATION & SERVICES

City of Chicago  
Fleet Operations, Fuel Services Division

## Fuel Card Request Form

Date: \_\_\_\_\_

The Undersigned authorizes a Fuel Card to be issued to:

\_\_\_\_\_  
Last Name / First Name

Employee #: \_\_\_\_\_ of Department/Agency:

\_\_\_\_\_.

- New Fuel Card
- Replacement Fuel Card - \$15.00 Charge for lost, stolen, or damaged card.
- Replacement Fuel Card - No Charge with return of worn out or defective card.
- Deactivate Existing Fuel Card. - Date of deactivation: \_\_\_\_\_

### APPROVED BY:

_____	_____
Name	Title
Date	

Fleet Operations Personnel

Fuel Card #: \_\_\_\_\_

Date Issued: \_\_\_\_



# VEHICLE USAGE AUDIT SHEET

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

**Campus:**

**Month:**

**Vehicle #:**

Date	Plate	Gallons/ Milage	Car Wash	Mileage Out	Vehicle Driver	Department Head Verification
		G				
		M				
		G				
		M				
		G				
		M				
		G				
		M				
		G				
		M				
		G				
		M				
		M				

**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 at later date)
3. Complete the Department of Security and Safety Report.
4. Complete and attach General Liability Information Release Authorization
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 Compliance Officer & Director of Risk Management, City Colleges of Chicago, 180 N. Wabash Ave. – Suite 200, Chicago, IL 60601 or via email to: riskmgmt@ccc.edu.

**TO BE COMPLETED BY THE CLAIMANT**

Claimant Name (Print Last, First, Middle)

Address of Claimant		City	State	Zip
Home Telephone Number	Cell Number	Personal Email Address	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Social Security Number	Date of Birth	Name of College Involved	Responsible Party	
Location of Incident	Date of Incident	Time of Incident		
Reported To			Date Reported	

**ACCIDENT PARTICULARS**

At the College Campus	Away from Campus	Vehicle Incident
<input type="checkbox"/> Indoors	<input type="checkbox"/> Indoors	<input type="checkbox"/> Driver
<input type="checkbox"/> Outdoors	<input type="checkbox"/> Outdoors	<input type="checkbox"/> Passenger
<input type="checkbox"/> Student	<input type="checkbox"/> Student	<input type="checkbox"/> Vehicle Owner. If no, state owner:
<input type="checkbox"/> Visitor	<input type="checkbox"/> Other	

**INJURY AND TREATMENT**

Nature of Injury

Describe events of accident (use reverse if necessary)

Medical Treatment Received

Provider of Medical Treatment

**EMPLOYMENT AND INSURANCE DATA (if not applicable, indicate N/A)**

Employer	Address	City, State	Telephone #
Name of Insurance Carrier	Address	Telephone #	Agent
Group Health Insurance Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Group Health Carrier		Policy #

**WITNESSES**

Name	Address	Telephone #	Alternate #
Name	Address	Telephone #	Alternate #
<b>SIGNATURES</b>			
Claimant Signature		Date	
Security Director Signature		Date	
Business Manager Signature		Date	
CCC/RM-General Liability Claim Form rev. 5-2023			

<b>CITY COLLEGES OF CHICAGO</b>			
OFFICE OF RISK MANAGEMENT			
<b>GENERAL LIABILITY INFORMATION RELEASE AUTHORIZATION</b>			
CLAIMANT NAME (LAST, FIRST, MIDDLE INITIAL)			DATE
CLAIMANT ADDRESS			
CITY, STATE, ZIP	HOME PHONE	OFFICE	CELL
COLLEGE	DATE OF ACCIDENT	SOCIAL SECURITY NUMBER	



**INFORMATION RELEASE AUTHORIZATION**

**I, THE UNDERSIGNED, DO HEREBY AUTHORIZE ANY PHYSICIAN, PSYCHOLOGIST, PSYCHIATRIST, DENTIST, HOSPITAL OR OTHER MEDICAL PROVIDER TO FURNISH ALL RECORDS, REPORTS, HISTORIES, DIAGNOSTIC TESTS AND EVALUATION, PHYSICIAN AND NURSES' NOTES AND THERAPY NOTES IN THEIR POSSESSION TO CITY COLLEGES OF CHICAGO (DISTRICT), OR TO THE OFFICE OF THE GENERAL COUNSEL, OR TO COUNSEL, OR TO A THIRD PARTY ADMINISTRATOR APPOINTED BY THE CITY COLLEGES OF CHICAGO, AND TO RESPOND TO ANY OF THEIR INQUIRIES REGARDING DIAGNOSIS AND PROGNOSIS FOR MY INJURIES AND OPINIONS REGARDING THE NATURE, EXTENT, CAUSATION, ETIOLOGY AND DEVELOPMENT OF MY INJURIES FOR THE PURPOSE OF ADJUDICATING A GENERAL LIABILITY CLAIM. I ALSO CONSENT TO THE USE OF SUCH INFORMATION TO FACILITATE EFFORTS OF MEDICAL CASE MANAGEMENT, REHABILITATION AND VOCATIONAL SERVICES TO ASSIST WITH MY FULL RECOVERY. SUBJECT TO THE TERMS AND LIMITATIONS SET FORTH HEREIN. I AUTHORIZE THE USE OF INFORMATION BY ANY ENTITY DESIGNATED BY THE DISTRICT WHETHER PUBLIC OR PRIVATE, THAT THE DISTRICT DEEMS APPROPRIATE. A PHOTOCOPY OF THIS AUTHORIZATION SHALL BE CONSIDERED AS EFFECTIVE AND VALID AS THE ORIGINAL, REGARDLESS OF THE DATE HEREON.**

**I ACKNOWLEDGE THAT CITY COLLEGES OF CHICAGO IS SUBJECT TO THE HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) AND UNDERSTAND THE ACT WAS CREATED TO INCREASE THE PRIVACY OF AN INDIVIDUAL'S HEALTH INFORMATION. I FURTHER UNDERSTAND THAT ALL CITY COLLEGES OF CHICAGO AUTHORIZED STAFF AND ITS DESIGNEES SHALL USE AND DISCLOSE HEALTH INFORMATION TO PROVIDE, COORDINATE AND MANAGE HEALTH CARE RELATED TO THIS INJURY ON MY BEHALF TO FACILITATE RECOVERY. BY MY SIGNATURE BELOW, I GRANT THE RELEASE, DISCLOSURE AND EXCHANGE OF ALL PERTINENT INFORMATION REQUIRED TO ENSURE PROPER AND ADEQUATE HEALTH CARE TREATMENT AND TO ENSURE APPROPRIATE AND PRUDENT ADJUDICATION OF MY CLAIM.**

<b>SIGNATURE OF CLAIMANT</b>	<b>DATE</b>
<b>WITNESS TO SIGNATURE</b>	<b>DATE</b>
<b>CCC/RM General Liability Information Release Authorization rev. 5-2023</b>	

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
dba CITY COLLEGES OF CHICAGO  
PERMISSION/RELEASE FORM – STUDENT TRAVEL**

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**

College	Contact	Telephone
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**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.***

Name	Signature	Date
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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.***

Name	Signature	Date
Relationship to Participant	Telephone	Cell

**PERSONAL HEALTH INSURANCE INFORMATION  
(if Participant is Insured, if not, indicate "NONE")**

Carrier	Policy #	Effective Date
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**EMERGENCY CONTACT INFORMATION**

Name	Relationship	Telephone
Name	Relationship	Telephone

**CCC/RM-01 (rev. 12-12)**

**CITY COLLEGES OF CHICAGO  
VEHICLE INSPECTION REPORT**

College \_\_\_\_\_

Date of Report \_\_\_\_\_

Vehicle/VIN \_\_\_\_\_

Inspector \_\_\_\_\_

Plate # \_\_\_\_\_

Odometer Reading \_\_\_\_\_

**FLUID LEVELS**

Date of Last Oil Change \_\_\_\_\_

Oil \_\_\_\_\_

Gasoline Level (check one)

Windshield Washer \_\_\_\_\_

\_\_\_ Full \_\_\_ Half \_\_\_ Quarter \_\_\_ Empty

Antifreeze \_\_\_\_\_

Transmission \_\_\_\_\_

**ARE THE FOLLOWING IN WORKING ORDER?**

ITEM	YES	NO	ITEM	YES	NO
Brakes			Door Locks		
Steering			Windshield Wipers		
Seat Belts			Gauges & Indicators		
Lights			Tires, Wheels & Rims		
Horn			Fire Extinguisher		
Rear Vision Mirrors			Flares & Flags		
Directional Signals			First Aid Kit		
Transmission			Emergency Light		
Exhaust System			Radio Handset		

Report all other Mechanical Defects, if any

**MAINTENANCE ACTION**

Date of Repair

Nature of Repair

Cost of Repair

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 \_\_\_\_\_

**CITY COLLEGES OF CHICAGO  
INTERNAL TRANSFER OF VEHICLE**

**TRANSFER VEHICLE**

Year & Make	Model	Serial Number
License Plate Number	CC Fleet Number	Odometer Reading

**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**

College	Department Assigned the Vehicle	
College Administrator Making Request (print)	Office #	E-mail
Signature of College Administrator	Date of Request	
College Executive Director Approving Request (print)	Office #	E-mail
Signature of Executive Director	Date of Approval	
College President (print)	Office #	E-mail
Signature of College President	Date of Approval	

**DISTRICT OFFICE APPROVAL**

Director of Risk Management - Director (print)	Office #	E-mail
Signature of Director	Date of Signature	
Office of Finance – Administrator (print)	Office #	E-mail
Signature of Office of Finance Administrator	Date of Signature	

# Preventative Maintenance/Repairs Vehicle Log

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

Campus:

Month:

Date	Vehicle #	Vehicle Location	Department Head Approval	Vehicle Return	Department Head Verification

# FUEL CARD AUDIT SHEET

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

**Campus:**

**Month:**

Date	Fuel Card #	Employee Sign-Out	Department Head Approval	Employee Return	Department Head Verification

**CITY COLLEGES OF CHICAGO  
Surplus Inventory Disposal Form**

<b>CCC Inventory Decal Number</b>	<b>Brief Description of Asset</b>
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<b>Year &amp; Make</b>	<b>Model Number</b>	<b>Serial Number</b>
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**Condition or Reason for Disposal**

**Other Justification & Supporting Documents (attachments permitted)**

**REQUEST**

<b>College</b>	<b>Asset Location</b>
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<b>College Administrator Making Request (print)</b>	<b>Office #</b>	<b>E-mail</b>
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<b>Signature of College Administrator</b>	<b>Date of Request</b>
---	------------------------

<b>College Executive Director Approving Request (print)</b>	<b>Office #</b>	<b>E-mail</b>
---	-----------------	---------------

<b>Signature of Executive Director</b>	<b>Date of Approval</b>
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<b>College President (print)</b>	<b>Office #</b>	<b>E-mail</b>
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<b>Signature of College President</b>	<b>Date of Approval</b>
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**DISTRICT OFFICE APPROVAL**

<b>Director of Risk Management - Director (print)</b>	<b>Office #</b>	<b>E-mail</b>
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<b>Signature of Director</b>	<b>Date of Signature</b>
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<b>Office of Finance – Administrator (print)</b>	<b>Office #</b>	<b>E-mail</b>
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<b>Signature of Office of Finance Administrator</b>	<b>Date of Signature</b>
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**OFFICE OF TREASURY**

**The Director of Risk Management shall in turn advise the Office of Treasury of the approved Disposal via e-mail with instructions to the appropriate Party to retrieve the original Title from the Office of Treasury. The Party making the retrieval shall be required to sign a receipt with the Office of Treasury which shall be retained in the appropriate Title file held in safe keeping.**

**DEPARTMENT DISPOSING OF UNIT**

**It shall be the duty and responsibility of the Department which controls the vehicle to deliver the vehicle and the Title to City of Chicago Fleet Management for the final disposal of the vehicle and collection of any proceeds resulting from the sale, auction or junk of the unit.**

**ORM rev. 10/10/16 rev. 10/25/16**



**CITY COLLEGES OF CHICAGO  
DONATION, WAIVER OF LIABILITY, AND INDEMNIFICATION  
AGREEMENT FOR RECEIPT OF DONATED EQUIPMENT**  
(page 1 of 2)

*Please read and review all guidelines and requirements before submitting application. Please print legibly in ink.*

**ORGANIZATION INFORMATION**

NAME OF ORGANIZATION (RECIPIENT)			
PRINCIPAL CONTACT FOR RECIPIENT		E-MAIL	
ORGANIZATION ADDRESS		TAX-EXEMPT NUMBER	
CITY		STATE	ZIP

**RECIPIENT ACKNOWLEDGEMENT**

**PARTIES**

RECIPIENT acknowledges receipt from Board of Trustees of Community College District No. 508 dba City Colleges of Chicago (DISTRICT) of the items described in the attached document (Donated Equipment) as of the date noted below. Board of Trustees of Community College District No. 508 dba City Colleges of Chicago is a body politic established under 110 ILCS 805/ Public Community College Act and is providing the Donated Equipment to RECIPIENT in such capacity and at no charge. RECIPIENT voluntarily accepts the Donated Equipment "As-Is" and is solely responsible for any and all costs associated with the removal of the Donated Equipment from the DISTRICT. RECIPIENT agrees to the following waiver of liability and indemnity provisions:

**RECEIPT OF EQUIPMENT**

The RECIPIENT acknowledges receipt of the following equipment donated by the District to the RECIPIENT.

**NO WARRANTIES**

The DISTRICT, including its officers, employees, and agents, make no representations whatsoever, extend no warranties of any kind, either express or implied, including but not limited to the implied warranties of merchantability or fitness for a particular purpose, and assumes no responsibilities whatsoever with respect to design, development, manufacture, or use of the Donated Vehicle. Furthermore, in no event shall the District be liable for direct, indirect, special, consequential, incidental or punitive loss, damage or expenses arising out of or in connection with this agreement, including but not limited to recipient's use of the equipment or removal of the equipment from the District's premises, whether based on breach of contract or tort (including negligence).

**RECIPIENT ACKNOWLEDGEMENT**

**WAIVER OF LIABILITY**

RECIPIENT does hereby waive, release and discharge any and all claims for damages for personal injury, death, property damage, any claim in tort, or any other claim, regardless of legal theory, that may hereafter accrue as a result of the use of the Donated Vehicle. RECIPIENT assumes the entire risk as to the performance of the Donated Vehicle. In no event shall the District or its trustees, officers, employees or agents, be responsible or liable for any direct, indirect, special, incidental, consequential damages, lost profits, or any other economic or physical loss or damage to any individual regardless of legal theory resulting from use of the Donated Vehicles. The above limitations on liability apply even though the DISTRICT may have been advised of the possibility of such damage.

**INDEMNIFICATION**

RECIPIENT agrees to indemnify and hold harmless the DISTRICT from any and all claims, liability and damages, arising from the use of the Donated Equipment except those arising from the sole negligence or willful misconduct of the DISTRICT. THE UNDERSIGNED, WHO IS AUTHORIZED TO REPRESENT THE RECIPIENT HAS CAREFULLY READ THIS WAIVER OF LIABILITY AND INDEMNIFICATION AGREEMENT AND UNDERSTANDS ITS CONTENTS. RECIPIENT IS AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN RECIPIENT AND THE DISTRICT.

Signature of Authorized DISTRICT Official	Date
Signature of Authorized Representative of RECIPIENT	Date

**Internal Use Only**

Vehicle Title Transferred to Recipient (Date)	Reviewed by DISTRICT (signature)	Date
ORM 5/7/2019		

**CITY COLLEGES OF CHICAGO  
DONATION, WAIVER OF LIABILITY, AND INDEMNIFICATION  
AGREEMENT FOR RECEIPT OF DONATED EQUIPMENT  
(page 2 of 2)**

*Please read and review all guidelines and requirements before submitting application. Please print legibly in ink.*

**DESCRIPTION OF VEHICLE  
(a copy of each Illinois State Vehicle Title should be attached to this Agreement)**

1	Year	Make	Model	Serial Number	Illinois Title Number
2	Year	Make	Model	Serial Number	Illinois Title Number
3	Year	Make	Model	Serial Number	Illinois Title Number
4	Year	Make	Model	Serial Number	Illinois Title Number
5	Year	Make	Model	Serial Number	Illinois Title Number
6	Year	Make	Model	Serial Number	Illinois Title Number
7	Year	Make	Model	Serial Number	Illinois Title Number
8	Year	Make	Model	Serial Number	Illinois Title Number
9	Year	Make	Model	Serial Number	Illinois Title Number
10	Year	Make	Model	Serial Number	Illinois Title Number
11	Year	Make	Model	Serial Number	Illinois Title Number
12	Year	Make	Model	Serial Number	Illinois Title Number

**TRANSFER OF VEHICLE TITLE**

RECIPIENT warrants that transfer of Title through the Illinois Secretary of State shall be completed within 5 business days of this transaction and shall provide evidence of same to the DISTRICT immediately upon transfer.

Signature of Authorized DISTRICT Official	Date
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Signature of Authorized Representative of RECIPENT		Date
<b>Internal Use Only</b>		
Vehicle Title Transferred to Recipient (Date)	Reviewed by DISTRICT (signature)	Date
<b>ORM 5/7/2019</b>		

## BORROWED VEHICLE AGREEMENT BETWEEN CAMPUSES

<b>Date:</b>		
<b>Name of the Requester (Borrower):</b>		
<b>College:</b>		
<b>Department:</b>		
<b>Funds available to cover expenses such as Repairs and Fuel:</b>		
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		
<b>Justification for requesting vehicle:</b>		
<b>Signature of the Requester (Borrower):</b>		
<b>Signature of Vice President-Finance &amp; Operations:</b>		<b>Date:</b>
CAUTION: Borrower is responsible for all damages to the vehicle regardless of fault and is advised to contact the College and Risk Management about the incident. (Please refer to the Fleet Management Manual)		
<b>Information Below Completed by the College Loaning the Vehicle:</b>		
<b>COLLEGE LOANING THE VEHICLE</b>		
College:	Department:	
<b>VEHICLE INFORMATION</b>		
Year & Make	Model	VIN Number
License Plate Number	CC Fleet Number	Odometer Reading
<b>COLLEGE LOANING APPROVAL</b>		
Department Assigned the Vehicle	Signature:	
Department Administrator Approving Request (print)		
Signature of Department Administrator	Date of Approval	
College Vice President Approving Request (print)		
Signature of Vice President	Date of Approval	
College President (print)		
Signature of College President	Date of Approval	
<b>DISTRICT OFFICE APPROVAL</b>		
Date of Approval: Business Manager of Administrative Services (print)	Signature of Business Manager of Admin. Services	

# City Colleges of Chicago

## I-PASS Request Form

FLAT PACK (windshield mounted transponders)

### Authorized Vehicles for GOVERNMENT (POST PAY) I-PASS ACCOUNT

**Instructions:** Please enter name of vehicle user department below and identify the vehicle for which the department is requesting a flat pack I-PASS transponder. Applicant must provide all requested information and must return fully complete request forms to sreyes7@ccc.edu

College Name: \_\_\_\_\_ Department Name: \_\_\_\_\_

Authorized Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

*\* I certify that this request for fuel card is necessary for the operations of the department and will be used for CCC business related purposes only.*

**APPLICANT IS REQUIRED TO PAY A \$8 NON-REFUNDABLE ANNUAL FEE FOR EACH TRANSPONDER.**

**Estimated Annual Amount for Tolls:** \$ \_\_\_\_\_

License Plate Number: \_\_\_\_\_ License Plate Type: \_\_\_\_\_

CC Number: \_\_\_\_\_

CCC Tag Number: \_\_\_\_\_

Number of Axels: \_\_\_\_\_

Number of Tires: \_\_\_\_\_

Current Mileage: \_\_\_\_\_

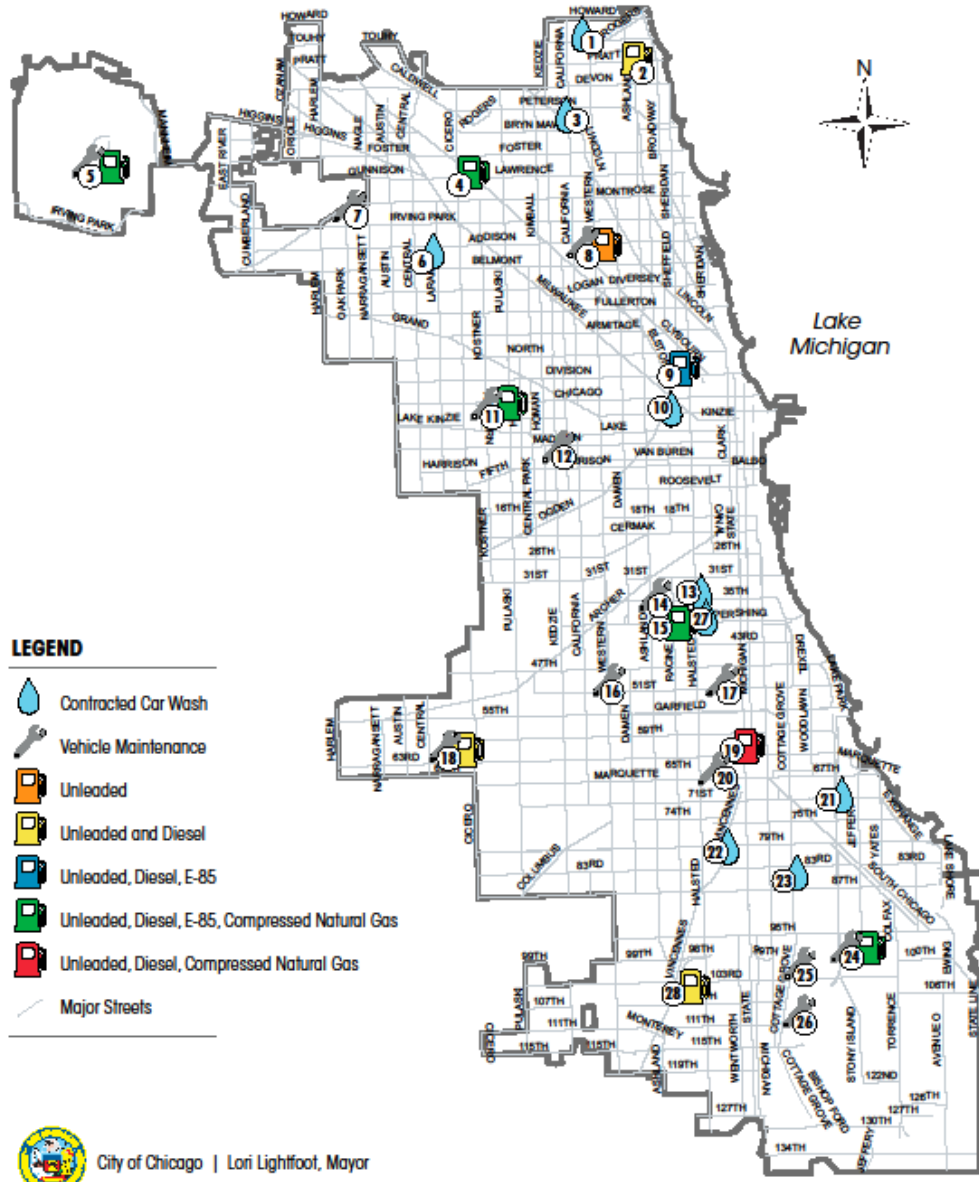
Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

VIN/Serial #: \_\_\_\_\_



DEPARTMENT OF FLEET AND FACILITY MANAGEMENT

MAP OF FUELING, MAINTENANCE & CAR WASH LOCATIONS



ID	Name	Address	Car Wash	Vehicle Maintenance	Gas and Diesel
1	Fast Car Wash	7130 N WESTERN AVE	Contracted Car Wash		
2	Ravenswood	6445 N RAVENSWOOD AVE			Unleaded and Diesel
3	Speedy Car Wash Co.	5724 N LINCOLN AVE	Contracted Car Wash		
4	Sunnyside	4820 W SUNNYSIDE AVE			Unleaded, Diesel, E-85, Compressed Natural Gas
5	O'Hare AMC Building	10000 West O'HARE AVE		Vehicle Maintenance Only	Unleaded, Diesel, E-85, Compressed Natural Gas
6	5410 W. Belmont	5410 W BELMONT	Contracted Car Wash		
7	Read	4241 N NEENAH		Vehicle Maintenance Only	
8	RGAR4	3245 N CAMPBELL AVE		Vehicle Maintenance Only	Unleaded
9	North Branch	1150 NORTH BRANCH			Unleaded, Diesel, E85
10	Car Wash Partners, Inc.; BDA/BERT's	1231 W GRAND AVE	Contracted Car Wash		
11	NW	4233 W FERDINAND ST		Vehicle Maintenance Only	Unleaded, Diesel, E-85, Compressed Natural Gas
12	RGAR3	3104 W HARRISON ST		Vehicle Maintenance Only	
13	Lookin' Good Car Wash	3540 S HALSTED ST	Contracted Car Wash		
14	Off Road Maintenance Shop	3812 S IRON ST		Vehicle Maintenance Only	
15	SW	3746 S IRON ST			Unleaded, Diesel, E-85, Compressed Natural Gas
16	Western Blvd	5215 S WESTERN BLVD		Vehicle Maintenance Only	
17	RGAR1	5219 S WENTWORTH AVE		Vehicle Maintenance Only	
18	Midway AMC Building	5150 W 63RD ST		Vehicle Maintenance Only	Unleaded and Diesel
19	65 & State	25 W 65TH ST			Unleaded, Diesel, Compressed Natural Gas
20	Englewood	210 W 69TH		Vehicle Maintenance Only	
21	Quality Car Wash	7215 S STONY ISLAND AVE	Contracted Car Wash		
22	Quality Car Wash	7936 S VINCENNES AVE	Contracted Car Wash		
23	Quality Car Wash	644 E 87 ST	Contracted Car Wash		
24	101	10101 S STONY ISLAND AVE		Vehicle Maintenance Only	Unleaded, Diesel, E-85, Compressed Natural Gas
25	900 E. 103rd	900 E 103RD		Vehicle Maintenance Only	
26	RGAR2	727 E 111TH ST		Vehicle Maintenance Only	
27	Lookin' Good Car Wash	920 W. PERSHING	Contracted Car Wash		
28	104	10420 S VINCENNES AVE			Unleaded and Diesel