**Section 5040.600 Designation and Role of the Agency Vehicle Coordinator/Vehicle Use Officer**

a) Using agencies are required to designate to DOV an individual (or individuals in agencies with large fleets) to serve as Agency Vehicle Coordinators/Vehicle Use Officers who will act as the primary liaison with CMS in matters relating to vehicles, including, but not limited to, acquisition, maintenance and administration under this Part.

b) The individual or individuals designated as Agency Vehicle Coordinators/Vehicle Use Officers shall be trained by DOV in efficient fleet management practices and fleet policy.

c) Responsibilities of Agency Vehicle Coordinators/Vehicle Use Officers include:

1) assisting the respective State agency in the drafting of vehicle use policies;

2) developing, distributing, publishing and implementing internal agency policies as required in Section 5040.300;

3) communicating CMS' and agency vehicle fleet rules, regulations and policies to agency personnel;

4) tracking internal agency vehicle inventory and location record keeping;

5) implementing and overseeing agency vehicle logs, and monitoring and managing the efficient utilization of agency vehicles relative to breakeven mileage requirements and cost efficiency;

6) overseeing vehicle maintenance, repair, fuel and cost data;

7) tracking vehicle assignment and use; and

8) submitting reports to CMS in a timely manner, and in the format requested, according to all applicable rules in this Part.

(Source: Amended at 38 Ill. Reg. 16839, effective July 25, 2014)