**Section 5040.300 Use of Vehicles**

a) Vehicles shall be used in accordance with the policies and conditions set forth in this Section.

b) *Each State agency, with the assistance of the Vehicle Use Officer, shall draft a vehicle use policy. All vehicle use policies, other than those drafted by a constitutional officer, shall be submitted to* DOV *and shall be made publicly available on* CMS' *website.* A State agency's vehicle use policy must be at least as stringent as this Part and *shall include the following:*

1) requirements and procedures *concerning take-home vehicles, including requirements for emergency use of take-home vehicles and restrictions on the use of these vehicles solely for commuting; and*

2) requirements and *procedures* concerning *daily vehicle use logs and mileage recording.* [30 ILCS 617/10]

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