

CHAPTER 14 DISTRICT VEHICLE POLICY

1-14-1: ~~ESTABLISHMENT OF A COUNTYWIDE~~ DISTRICTWIDE VEHICLE STEERING COMMITTEE.

- A. The Forest Preserve District Board of Commissioners hereby ~~establishes a~~ amends the composition of the Vehicle Steering Committee (VSC) ~~to work~~, which works closely with the Board's Finance Committee.
- ~~BB.~~ The Vehicle Steering Committee and enforcement of this ordinance will fall under the auspices of the General Superintendent.
- C. The VSC shall be composed of the following individuals or their designees:
1. ~~District~~General Superintendent;
 2. Chief Financial Officer;
 3. Purchasing Agent;
 4. Chief ~~Legal Counsel;~~Attorney;
 5. ~~Vehicle Coordinator;~~ Director of the Department of Facilities and Fleet;
 - ~~6.~~ Contract Compliance Administrator;
 - ~~7.~~ Budget Director;
 - ~~8.~~ Sustainability Manager;
 - ~~9.~~ Chair of the Finance Committee ~~of the Forest Preserve Board;~~
 - ~~10.~~ Chair Environmental Control of Environment and Sustainability Committee ~~of the FPD-;~~ and
 - ~~11.~~ Fleet Manager.
- D. Department Heads ~~and Vehicle Coordinators~~ may be ~~asked~~requested to attend committee meetings as needed in order to discuss and resolve departmental issues.
- ~~DE.~~ The Vehicle Steering Committee shall have the following responsibilities:
1. ~~Develop a plan to centralize fleet management in the District, to be presented to the Forest Preserve Board no later than June 30, 2005. Such plan shall include the text of proposed ordinance(s) including projected costs and potential cost savings, necessary to implement centralized fleet management.~~
 - ~~2.~~ Administer and insure compliance with the District ~~Vehicle Policy~~vehicle policies,
 - ~~3.~~ Advise and make recommendations to the President and Finance Committee,
 - ~~4.~~ Review all requests for the purchase or lease of vehicles for compliance with the District ~~Vehicle Policy~~vehicle policies,

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54. Review vehicle inventory, incident and other required reports from all District offices and departments and ~~insure~~ensure compliance with reporting requirements,
 65. Establish procedures to implement and enforce vehicle policies.
 76. Submit an annual report to the ~~Forest Preserve District's~~ Board before April of each year, detailing the changes to the vehicle inventory ~~over~~in the preceding ~~12 months~~fiscal year. This report shall also detail all collision or use-related damage to District-owned vehicles and the status or disposition of the damaged vehicles, any known violations resulting in the citation of the driver of any District-owned vehicle, and any reported unauthorized use of District-owned or leased vehicle.
 87. Develop ~~future~~and maintain vehicle strategies in various areas such as:
 - a. Centralized purchase of routine maintenance services,
 - b. Centralized purchase of major repair services,
 - c. Centralized purchase of body work services,
 - d. Development of an executive leasing program, if necessary,
 - e. ~~Establish a centralized~~Centralized fleet management ~~divisions~~system,
 - f. ~~Establishment of personnel disciplinary procedures relating to the operation of vehicles during the course of employment, and~~
~~g.~~Other matters deemed appropriate by the General Superintendent.
 8. ~~Prepare a quarterly report to the Forest Preserve District Board of Commissioners, detailing all collision or use-related damage to District-owned vehicles and the status of the damaged vehicle(s), any violations resulting in the arrest of the driver of any District-owned vehicle, and any reported unauthorized use of a District-owned vehicle.~~
- ~~FF.~~ Meetings ____
1. Meetings ~~will~~shall be chaired by the Chief Financial Officer. The Chair may assign a Committee Secretary from the committee members to keep minutes and otherwise assist with meeting logistics.
 2. ~~Meetings will be held at least quarterly.~~
 2. Meetings shall be held at the call of the Chair; however, meetings shall be held at least semi-annually, with at least one (1) meeting to be held during January through June and at least one (1) meeting to be held during July through December each year.
 3. All members of the Committee shall be voting members. A quorum shall constitute nine (9) members. Recommendations of the Committee shall require the affirmative vote of a majority of the voting members present and voting at the meeting at which the action is taken.

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4. The Committee may hold public hearings as it deems appropriate to the performance of any of its responsibilities.
 5. The Committee shall comply in all respects with the Open Meetings Act, as now or hereafter amended, and found at 5 ILCS 120/1, et seq.
 6. The Committee shall be subject to the Local Records Act, as now or hereafter amended, and found at 50 ILCS 205/1, et seq., as well as the Freedom of Information Act, as now or hereafter amended, and found at 5 ILCS 140/1, et seq.
 7. The Committee shall keep minutes of its meetings that shall be posted on the District's website.

1-14-2: ~~RESPONSIBILITIES OF ELECTED OFFICIALS, DEPARTMENTS, AND EMPLOYEES AND ASSIGNMENT OF VEHICLE COORDINATOR.~~

- A. Senior District Staff are responsible for ensuring that VSC policies and procedures are administered and adhered to by employees within their offices.
- B. Vehicle Coordinator
 1. The District will designate one employee to be the Vehicle Coordinator ~~for the office.~~ On January 1st of each year, the name, title, email address, and telephone number of the Vehicle Coordinator shall be filed with the ~~Chairman~~Chair of the VSC. The Coordinator may be asked to attend meetings of the VSC as required to review purchase requests, department inventories, review vehicle use issues, and other matters pertaining to this ordinance.
 2. The Vehicle Coordinator will ensure the following procedures are in place within the Department of Facilities and Fleet (the "Department") and shall be responsible for keeping all records and preparing all reports required under this ordinance. All forms and database formats required under these guidelines will be provided by the VSC. The Vehicle Coordinator shall:
 - a. Retain on file a copy of the valid license of each employee authorized to drive a District ~~Vehicle-vehicle.~~ The file is to be reviewed and updated consistent with best practices in the field of fleet management, but no less frequently than annually. The employee must at all times hold a valid proper class Illinois license for the vehicle operated that is not revoked or under suspension. The ~~District's Human Resource Staff~~Department of Facilities and Fleets shall ~~consult~~ on a ~~monthly~~semi-annual basis ~~with request from~~ the Illinois Secretary of State ~~to check~~ the license status of all employees, including any applicable seasonal employees, that are not within the Law Enforcement Department and are required to operate vehicles as part of their job duties. The ~~file~~Law Enforcement Department is responsible for conducting driver's license checks of employees within its Department on a frequency to be ~~reviewed and updated on~~ determined by

~~the Chief of Police, but in any event no less frequently than a monthly basis and forwarded to the Cook County Forest Preserve District Board of Commissioners on no less than a quarterly basis. Verification of valid licenses of Sheriff's undercover officers shall be made without requiring pictures of such officers to be maintained on file except as held in the internal files of the Sheriff's Department. annually.~~

- b. File ~~with the VSC~~ a ~~County~~ Vehicle Disclosure Form for each employee whom the Department Head has authorized for overnight use of ~~County Vehicles~~ vehicles. To facilitate tax withholding obligations for the vehicle benefits associated with take home privileges, the Finance Department and the Department of Facilities and Fleets shall identify all employees assigned a take home vehicle to the VSC. To comply with IRS rules on tax treatment of employee vehicle fringe benefits, regular overnight District ~~Vehicle~~ vehicle use will have an imputed per diem valuation added to an employee's ~~w~~W-2 form at the end of the year. ~~Vehicles regularly used for emergency or law enforcement purposes are exempt from this requirement. Any vehicles which a Department designates as exempt must be reported to the VSC~~ extent required by applicable law.
- c. Maintain vehicle inventory data ~~(see 2.B.2.e.)~~, vehicle maintenance logs, accident logs, vehicle use logs and insurance cards in the form and format established by the VSC.
- ~~d. Each Department shall prepare a report to the VSC annually, by May 15th, detailing the Department's vehicle maintenance and repair procedures. The report will indicate whether routine maintenance is provided through contractual or in-house facilities and the protocol for routine maintenance, and the average annual cost per vehicle. For departments with in-house vehicle services a detailed cost breakdown showing annual labor, parts and materials, and other costs for maintaining and operating the vehicle will be included. The report shall further detail the procedures utilized by the Department to provide for fuel supplies for each vehicle and for repairs including both routine and non-routine repairs.~~
- ~~e. Submit an initial, accurate, up-to-date inventory report by February 15, 2005. Subsequent inventory reports shall be submitted at least twice per year on May 15th and November 1st in accordance with Vehicle Steering Committee requirements. This inventory report~~ Inventory data shall at a minimum have the assigned Department, ~~business~~ unit number, year, make/model/style, color, VIN number, license plate ~~number, department~~ internal I.D. number, use, odometer reading, in-service date, regular overnight and daytime parking location, driver assignment (if take home vehicle), fuel type, city and highway mileage per gallon as determined by the U.S. EPA and Department of Energy, American Council for Energy-Efficient Economy's Green Score, mileage single-charge range (if electric), and annual and aggregate fuel and maintenance costs from the time of purchase or lease for each vehicle assigned, allocated, or used by the

~~Department. (When the vehicle is salvaged salvage information in 2.C.(6) below must be submitted.) This inventory report must be updated and submitted to the VSC upon each request for acquisition or disposal of any vehicle in the inventory. Law Enforcement Vehicles used for undercover, special crimes units and surveillance purposes shall be exempt from disclosure of the vehicles regular overnight and daytimes parking location and driver assignment. assigned Department.~~

C. Purchase and Salvage Procedures.

1. Requests for new or replacement vehicles (owned or leased) shall be submitted for review by the VSC prior to any such request being approved for purchase or acquisition. Requests for authorization to remove a vehicle from inventory shall be submitted to the VSC. No vehicle shall be purchased, acquired, leased, or removed from inventory without the approval of the VSC.
2. The following guidelines will set the minimum vehicle replacement goals.
 - a. In general, automobiles should be replaced when they reach eight (8) years of service or 100,000 miles, whichever comes first.
 - b. Departments shall request the smallest possible vehicle for the intended use.
 - c. Requests that do not meet these criteria will not be considered for replacement unless the Department Head submits a written justification to the VSC for the exception which documents the extenuating circumstances.
 - d. Only specialized equipment; such as heavy highway construction equipment will be allowed to use other criteria such as hours of service, however the criteria utilized by the Department should be submitted to justify the vehicle replacement request, and the VSC will determine if this information is adequate and the maintenance cost information required.
 - e. A request for a new vehicle which increases the number of vehicles in ~~the~~ department's vehicle inventory shall be submitted to the VSC with a written justification as to why the additional vehicles will be required. Such request must demonstrate that reassignment of existing vehicles would be unable to meet department needs and that sufficient funding is available for both the purchase and the cost of operating and maintaining the vehicle. The request to purchase must state the use intended for the vehicle, whether the vehicle will be

assigned with 'take home' privileges and whether the vehicle will bear a municipal license plate.

- f. If sufficient funds are available and other conditions of the ordinance have been complied with, the VSC may concur in the request for new or replacement vehicle(s). Such concurrence shall be transmitted to the Purchasing Agent, and where ~~Forest Preserve~~approval of the District's Board of Commissioners ~~approval~~ is required for the purchase, such concurrence shall be reflected on the Board's Agenda.
3. New District ~~Vehicle~~vehicle purchases must adhere to the following green vehicle purchasing guidelines:
 - a. ~~Preference~~In alignment with the District's goal of districtwide reduction of Green House Gases ("GHG") by 45% by 2030, the District shall adhere to the following Vehicle Purchase Priority Criteria to the extent practicable:
 - (i) Highest priority is given to the acquisition of Electric Vehicles (EVs) if sufficient infrastructure is in place to use the vehicle at a given District location, or throughout the District dependent on vehicle use;
 - (ii) Secondary priority is acquisition of Hybrid Vehicles (gas/electric);
 - (iii) Tertiary priority is acquisition of Internal Combustion Engine (ICE) vehicles in the following order. Purchase requests from categories other than (i) below shall demonstrate in writing that no suitable converted to run on Propane (i.e., Dual Fuel vehicles exist in higher-ranked categories, or Bi-fuel Propane Vehicles);
 - (i) ~~Vehicles receiving a Green Score of 50 or higher and a Class Ranking of "Superior" as determined by the most recent edition of the *Green Book* of the American Council for an Energy Efficient Economy (ACEEE).~~
 - (ii) ~~Vehicles receiving a Green Score of 50 and a Class Ranking of "Above Average."~~
 - (iii) ~~Vehicles receiving a Green Score of 35 or higher and a Class Ranking of "Superior."~~
 - (iv) ~~Vehicles receiving a Green Score of 35 or higher and a Class Ranking of "Above Average."~~
 - (v) ~~Vehicles receiving a Green Score of 25 or higher and a Class Ranking of "Superior."~~

~~(vi) Vehicles receiving a Green Score of 25 or higher and a Class Ranking of "Above Average."~~

~~(vii) Vehicles receiving a "Green Score" under 25 and a Class Ranking of "Superior."~~

~~(viii) Vehicles receiving a "Green Score" under 25 and a Class Ranking of "Above Average."~~

~~(ix) Vehicles not falling under (i) through (viii) above.~~

~~b. Cost comparisons shall be made for using total lifecycle costs rather than purchase price. Lifecycle costs shall include, but not be limited to, total purchase price, estimated fuel expenditure, and estimated maintenance costs over the expected lifetime of the vehicle.~~

(iv) Lowest priority is acquisition of Diesel (or straight motor fuel) Vehicles as a last resort where their torque or payload capacity exceeds other available vehicle options. Diesel fuel preference is for acquired vehicles to use either 11% Biodiesel or up to 20% Biodiesel depending on the seasonal temperature.

4. Titles for all District ~~Vehicles~~vehicles will be held in the ~~Purchasing~~Department of Finance and Administration.

5. Where a Department is requesting to lease vehicles, the request must include a copy of the proposed lease contract, particularly including all terms of the lease with respect to lease costs, maintenance costs and responsibility, and liability for accidents. Leased vehicles shall also be evaluated using the environmental criteria listed in Subsection 2.C.(3-) above.

6. Where a Department has determined that a District vehicle should be salvaged, a request must be submitted to the VSC including such information as the Committee deems necessary to evaluate the request. Any vehicle approved for salvage will be sold to the highest bidder at a publicly noticed auction. The Vehicle Inventory Report must reflect the date the vehicle was sold, the mileage at the time of sale, the sale price, the name of the purchaser, identifying information, and any other information required by the VSC.

D. Failure of Department Heads to provide information in accordance with this Chapter shall result in ~~the~~ Department's inability to acquire District vehicles, and other actions deemed necessary by the ~~VSC~~Committee, until this information is received.

1-14-3: ~~_-~~ AUTHORIZED USE OF DISTRICT VEHICLES.

- A. Only vehicles that have been authorized by senior staff, have VIN numbers registered in the ~~Purchasing~~ Department of Finance and Administration, carry a valid self-insurance card ~~issued to in~~ the Department ~~form prescribed~~ by the Department of Risk Management VSC, and meet all other requirements of this Section shall be considered District ~~Vehieles~~ vehicles for use in the course of conducting official District business.
- B. Unless expressly exempted by the Department Head, and approved by the Vehicle Steering Committee, all District ~~Vehieles~~ vehicles must carry a municipal license plate.
- C. In cooperation with the County of Cook, the District shall equip all District ~~Vehieles~~ vehicles with Global Positioning System (GPS) locators ~~within one year of the passage of this Chapter. The Purchasing Agent shall work with the VSC and the Forest Preserve Board to identify the type of GPS devices suitable for the District's fleet needs and shall issue a Request for Proposals for such a system.~~ The VSC shall develop guidelines governing access to vehicle location information and shall present said guidelines to the ~~Forest Preserve Board for approval~~ District's Board of Commissioners for approval. The Department of Facilities and Fleet is authorized to explore the option of a third-party Fleet Management software or contractor in order to assist in the execution of its duties, subject to the procurement provisions of the District's Code of Ordinances.
- D. ~~The~~ With the exception of unmarked law enforcement vehicles, or a vehicle assigned to the General Superintendent ~~shall establish a telephone hotline which members of the public may call to report incidents involving, all District Vehicles. The Superintendent shall have the responsibility of investigating any reports of misuse of District Vehicles and shall submit an annual report to the VSC and Forest Preserve Board regarding the number and nature of hotline calls and the actions taken in response.~~
- E. ~~All District Vehieles~~ vehicles shall be emblazoned on both sides with the District name, corporate seal, name of the Department to which the vehicle is assigned, vehicle hotline telephone number, and a short statement identifying the hotline to the general public (e.g. "To report incidents involving this vehicle, call"). ~~Except as otherwise provided, exemptions must be requested by the Superintendent and approved by the VSC and may only be granted where the anonymity of the vehicle is required and Unit Number.~~
- F. Vehicle usage logs must be maintained for each District ~~Vehiele~~ vehicle and include the following information: name of driver, date(s) used, beginning and ending of odometer reading, destination, purpose of use, date and time of refueling, and amount of fuel. ~~Where the anonymity of the vehicle and the driver is required, law enforcement vehicles shall be exempt from disclosure of destination information.~~
- G. F. Only authorized passengers are permitted to ride in District ~~Vehieles~~ vehicles. Non-District individuals such as volunteers, spouses, and children should not be passengers in a District ~~Vehiele~~ vehicle unless they are involved in the conduct of business. The Law Enforcement Department is authorized to engage in a ride-along program consistent with generally accepted police practices and procedures.

HG. Eligibility for ~~County~~ Vehicle Assignment

1. Take Home Assignment. A District ~~Vehicle~~vehicle may be assigned to employees in a service, management, or supervisory position on call 24 hours a day, responsible for providing or supporting emergency services. A Vehicle Disclosure Form shall be used and remain on file in the Department for all "take home" vehicles.
2. Pool Assignment. Pool vehicles are to be assigned on a periodic basis to individuals when the District work assignment requires a vehicle in order to properly conduct District business. A Vehicle Disclosure Form and daily log shall be used and remain on file in the Department for all pool vehicles which are taken home overnight.
3. Those employees authorized for overnight use of District ~~Vehicles~~vehicles shall, when away from work for an extended period of time, for vacation, sick leave, compensatory time off, travel, etc., return the assigned District ~~Vehicle~~vehicle to the custody of ~~his/her department head~~their Department Head during the period of absence.

HI. No person shall, subject to applicable law, be authorized to drive a District vehicle unless he/she such individual:

1. Possesses a current, valid Illinois driver's license with the correct class for the vehicle driven.
2. Is the age of 18 or older.
3. Is the age of 25 or older to drive a leased or rented car.
4. Is medically fit to drive safely.
5. Is free of any prior convictions for driving while under the influence of alcohol or drugs, or of reckless driving within the previous year. Employees operating a commercial vehicle must comply with all of the requirements of the Commercial Motor Vehicle Safety Act of 1986, as amended.
6. All prospective employees ~~who are professional drivers or~~ whose primary duty is essential job duties would include the operation of a vehicle shall be required to submit to a driving records check after receiving a conditional offer of employment. The District's Human ~~Resource~~Resources staff, as part of a preemployment background investigation shall coordinate ~~driver checks~~driver's license check. Failure to have a valid Illinois driver's license of the proper type, or the existence of a disqualifying driver's record will be grounds to withdraw the conditional offer of employment.
7. Any employee performing work which requires the operation of a District-owned vehicle or a private vehicle at Forest Preserve District expense, shall notify ~~his/her~~their immediate supervisor and Department Head immediately of any current restrictions or changes in driving privileges, including but not limited to revocation, suspension, cancellation, denial, Restricted Driving Permit, Judicial

Driving Permit, Probationary License, and Family Financial Responsibility Driving Permit, ~~leaving the scene of an accident, refusal or neglect to report a traffic accident, traffic violations, unpaid traffic citations, failure of vehicle(s) titled in the employee's name to pass the vehicle emissions testing, or unpaid parking citations for a vehicle titled in the employee's name.~~ Any employee who fails to report, such restrictions or changes and/or continues to operate a vehicle in the performance of County District duties, is subject to disciplinary action up to and including termination from ~~County~~ employment.

8. Employees are held personally responsible ~~may be disciplined~~ for all parking and/or traffic violations incurred while operating County District vehicles.

II. Collision Procedures.

1. The following collision procedures are to be followed by drivers involved in collisions while operating a District vehicle or personal vehicle on District business, and by the ~~department head~~ Department Head:
 - a. Request that all parties remain and render assistance at the scene of the accident, if possible, until law enforcement representative has released them.
 - b. Promptly report all accidents involving vehicles or persons on duty and actively engaged in District business to the appropriate law enforcement agency, ~~department vehicle coordinator~~ Vehicle Coordinator, and the Legal Department ~~of Risk Management~~.
 - c. A record of all driving violations for each employee shall be maintained by the Vehicle Coordinator including the date; time; employee name; vehicle identification number; incident report number; date reported to the VSC; and personnel actions taken by the District against the employee.
 - d. Logs of all accidents shall be maintained by the ~~Departments~~ Vehicle Coordinator. Department Heads shall expeditiously provide any and all collision reports to the Legal Department and the Incident Review Board (the "IRB"). Department Heads are to review each collision report ~~prior to their submission to the Department of Risk Management~~ to determine if the employee was at fault and take appropriate personnel action. Department Heads are to prepare a report on their findings and personnel actions taken, and forward it to the VSC ~~chairman~~ chair along with a copy of the accident report(s) forwarded to the Legal Department ~~of Risk Management and the IRB~~.
 - e. Drivers involved in collisions are to refrain from making statements regarding the accident to anyone other than the investigating law enforcement officials, appropriate District officials, and representatives of his or her the employee's own insurance company if the employee's privately owned vehicle is involved.

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- f. Drivers will also complete a Vehicle Incident Form and forward it to the Vehicle Coordinator within 24 hours of the accident.
 - g. Drivers will also forward copies of all police reports, an employee statement and any witness statements to the Vehicle Coordinator ~~no more than three days after completion of the investigation~~ as soon as reasonably practical.

~~KJ~~. Use of Private Vehicles for ~~County~~District Business.

1. District employees, with the prior permission of their Department Head, may use their private vehicle to conduct official District business. Department Heads shall only approve use of private vehicles for District business when it is in the best interest of the District to do so.
2. A valid proof of insurance is required to operate a private vehicle and a copy must be filed with the Vehicle Coordinator.
3. Employees authorized to use their personal vehicles for District business shall comply with the following insurance requirements:
 - a. District employees who drive a private vehicle for official District business shall have at least the minimum auto insurance for private vehicles as required by the State of Illinois.
 - b. Employees operating private vehicles in the performance of ~~County~~ duties should have minimum limits of no less than \$100,000.00 per person and \$300,000.00 per accident and have Uninsured Motorist/Under Insured Motorist coverage.
 - c. The employee's vehicle insurance policy must be issued by a company that is licensed by the Illinois State Department of Insurance.
 - d. In the event a District employee is involved in an accident while driving ~~his/her~~their own vehicle, the employee's personal insurance provides the primary coverage.
 - e. Mileage reimbursement rates will be based on the TRAVEL AND EXPENSE REIMBURSEMENT POLICY ~~(separate document)~~.

1-14-4: MISCELLANEOUS.

- A. Drivers of District ~~Vehieles~~vehicles shall observe all traffic laws and regulations. Drivers and passengers in District ~~Vehieles~~vehicles shall wear seat belts at all times and shall observe safe driving practices. All drivers of a District ~~Vehieley~~vehicle involved in accidents and those who have been charged with a traffic violation are required to attend a driving safety training class.
- B. The use of tobacco products and electronic vapor smoking devices is prohibited in ~~County~~District vehicles.
- C. Except for purposes of law enforcement including but not limited to surveillance and radar gun use activities, the driver of a District ~~Vehieley~~vehicle must turn off the engine upon stopping at a destination and must not cause or allow an engine to idle at any location for more than five consecutive minutes or a period or periods aggregating more than five minutes in any one-hour period, except when idling is absolutely necessary for the conduct of District business, for personal safety, or to comply with traffic laws and law enforcement personnel.
- D. The Forest Preserve District of Cook County shall not be liable for injuries or damages arising from activities outside the scope of employment, including but not limited to personal use of rented vehicles by employees during a District-authorized business trip. Any damages arising from these circumstances are the responsibility of the employee. To the extent that District incurs financial liability for the acts of employees which occur outside the scope of employment, District reserves the right to seek reimbursement from the responsible person.
- E. The State of Illinois requires that all vehicles have an Illinois Insurance Card at all times. The District will issue a proof of insurance card for each District owned vehicle.
- F. At no time will District funds be used directly or indirectly to pay or reimburse an employee for parking or traffic violations-; except for automated citations issued directly to the registered owner of the vehicle. In all such cases, violators shall be identified, disciplined if determined to be appropriate and consistent with the Personnel Rules, and records kept of violations that occur within District vehicles.
- G. Nothing in this Chapter is intended or shall be construed to extend or enlarge the obligations, liability, or responsibilities that Forest Preserve District of Cook County currently has to employees, or third parties, by law or contract, if any, in regards to the operation of motor vehicles.