THE CITY OF NEW YORK

FLEET MANAGEMENT MANUAL

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NYC Fleet

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NYC FLEET MANAGEMENT MANUAL

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CONTENT OVERVIEW AND SUMMARY

Consistent with Executive Order 161 of 2012, New York City has undertaken an extensive program to modernize and consolidate its fleet operations citywide and at all agencies. This first NYC Fleet Management Manual (Fleet Manual) outlines the policies, rules and expectations for fleet management, maintenance and operation impacting all City fleet and equipment. The Fleet Manual also outlines the policies that are required for all agencies in implementation of the Fleet Management System for the City.

The Fleet Manual focuses on fleet and garage operations impacting City vehicles while the City Vehicle Driver Handbook (Driver's Handbook) focuses on employee use of City vehicles.

Under the City Charter, DCAS is charged with the acquisition and management of the City's fleet, fueling and garage infrastructure. DCAS has established a Chief Fleet Management Officer (CFMO) to execute these functions citywide. Each agency with a large fleet as listed in this manual is expected to appoint an Agency Fleet Director (AFD) to implement and enforce these procedures in coordination with and under the direction of the CFMO. Agencies may select the same or different staff to service as AFD and as the Agency Transportation Coordinator (ATC) who is responsible for monitoring employee use of vehicles as outlined in the Driver's Handbook. For agencies without large fleets, the ATC shall enforce the requirements of the Fleet Manual.

Since 2012, an inter-agency team, the Fleet Federation, has assembled to implement citywide fleet policy under the leadership of the CFMO. Agencies that are part of this team include Operations, OLR, OMB, DCAS, NYPD, FDNY, DSNY, Parks, DOT, DEP, DOE, DOHMH, OEM, and DOC. Additional agencies may be invited to participate as required.

In some agencies, aspects of fleet management such as fuel, facilities, or collision management will be outside AFD oversight and managed by separate agency divisions. In these cases, agencies shall notify the Fleet Line of Service at DCAS (NYC Fleet) and the CFMO regarding who oversees these areas and NYC Fleet will maintain a list of these contacts.

Any requests for waivers or variances from these rules must be approved in writing by the CFMO.

NYC Fleet can be contacted at NYCFleet@dcas.nyc.gov.

POLICY STATEMENT

Purpose Over 50 agencies operate City vehicles and many agencies operate their own repair garages and fueling infrastructure. It is the expectation that fleet and garage operations are to be managed in a consistent manner across all agencies and in accordance with this Fleet Manual. In addition, wherever possible, fleet, garage, contract and fuel resources are to be shared and coordinated among agencies to the benefit of all City agencies. NYC Fleet will work with agencies to outline service expectations and implement sharing and consolidation of fleet resources.

Agency heads and Agency Fleet Directors (AFDs) may develop supplemental rules, regulations and procedures to address specific fleet requirements related to the operation of their agency's fleet, particularly as impacts law enforcement and emergency vehicles as addressed in the Driver's Manual. All agency fleet procedures must be consistent with the general requirements set forth in this manual and shall be copied to the CFMO.

AFDs are required to distribute these rules to all supervisors and staff in fleet operations and also to ensure that all operators receive the Driver's Handbook which is now part of the Fleet Manual.

This manual includes the following policy initiatives and changes:

- Fleet, fuel, and maintenance sharing across fleet agencies, and fleet consolidation
- Mandatory implementation of the City's fleet and fuel management systems
- Biodiesel and plug-in electric vehicle use for Fleet Vehicles
- Citywide collision and vehicle incident tracking
- Online auction of de-commissioned City vehicles
- Procurement consolidation through DCAS Office of Citywide Purchasing (DCAS OCP) for fleet including parts, service contracts, and rental or lease agreements
- Sharing of specifications expertise and expanded use of requirements contracts for specialized equipment
- Citywide performance measurement and FleetStat
- Resource authorizations through the Committee for Fleet Management (CFM)
- Automatic email alerts for fleet servicing

SECTION 1

FLEET ORGANIZATION

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1. Responsibilities of the Agency Fleet Directors (AFDs) include:

- Disseminating and enforcing the Fleet Manual, Driver's Handbook, agency fleet policies, and state and local laws as relates to vehicle, equipment, fuel and garage operations and maintenance.

- Managing the acquisition, salvage and tracking of fleet, equipment, and components, and staying within their agency's Baseline Fleet Ceiling. Working with NYC Fleet, the AFD must ensure that all vehicles, equipment and parts are properly recorded when received and properly salvaged through NYC Fleet at the end of life. The owning agency must confirm proper dispensation of assets even in cases where other agencies assist with the new vehicle or salvage processes.

- Monitoring commuting, use of lights and sirens, fleet markings and component installations. All authorized commuting must be approved in writing by Agency Heads.

- Complying with motor vehicle inspection (MVI) requirements, administering recalls and warranties, and keeping their agency's fleet in good and safe operating condition while meeting agency fleet service targets.

- Enforce rules regarding unauthorized personal or improper use of City fleet and garage assets including vehicles, fuel or fuel cards, E-ZPasses, parking spaces, parking permits, parts, repair or contract services, and other assets.

- Implementing citywide collision tracking, along with the identified Agency Collision Manager (ACM) from their agency.

- Adhering to local law and citywide policy as relates to fleet sustainability.

- Maintaining the City's Fleet Management System and complying with system guidelines.

- Adhering to Federal and other grant requirements for any vehicles or equipment attained through non-City financial support. The CFMO shall be notified of any conflicts between this Fleet Manual and grant requirements.

- Implementing management directives to monitor that City equipment is used and operated only by City employees or as otherwise authorized.

2. Responsibilities of the CFMO include:

- Implementing EO 161 and convening the Fleet Federation.

- Enforcing the Fleet Manual and Driver's Handbook citywide.

- Convening the Committee for Fleet Management (CFM) for the purposes of authorizing fleet related resources.
- Monitoring the size of the City's fleet and authorizing requests to increase fleet ceilings.
- Tracking law enforcement emergency vehicles and non-emergency fleet units.
- Maintaining the City's Fleet Management System and monitoring and reporting on fleet performance and costs in all areas.
- With the Mayor's Office of Operations (Operations), reporting on fleet for the Mayor's Management Report (MMR)
- Implementing the Citywide collision management program for Fleet Vehicles.
- Monitoring the fleet maintenance program for the City including inter-agency MOUs, service level agreements, and inter-agency cost tracking and invoicing requirements established through fleet consolidation. Authorizing and monitoring all fleet service, rental, and lease contracts.
- With DCAS OCP and fleet agencies, managing contracts, specifications, and procurements relating to fleet in areas including acquisitions, fuel, service contracting, rental, and leasing.
- Managing the City's auction vendor and salvage process.
- Conducting usage studies relating to all fleet, garage, fuel and related functions citywide.
- Implementing the City's fleet sustainability program.
- Directly managing servicing and fueling for the client fleet of vehicles maintained through NYC Fleet.
- Performing all other related functions.

Large fleet owning agencies

Correction	Environmental Protection	Police
DCAS	Fire	Sanitation
Education	Health	Transportation
Emergency Management	Parks & Recreation	

Fleet agencies belonging to the NYC Fleet Managed Fleet

Administrative Trials and Hearings	Comptroller	Landmarks Preservation Commission
Aging	Consumer Affairs	Law
Board of Elections	Cultural Affairs	Management and Budget
Borough Presidents (5)	Design and Construction	Mayor's Office
Buildings	Economic Development Corp	Probation
Business Integrity Commission	Finance	Public Advocate
Campaign Finance Board	Financial Information Services Agency	Records
Chief Medical Examiner	GrowNYC	Sheriff
Children's Services	Homeless Services	Small Business Services
City Clerk	Housing Preservation & Development	Tax Commission
City Council	Human Resources Administration	Taxi & Limousine Commission
City Planning	Information Technology	Youth and Community Development
Civilian Complaint Review Board	Investigation	
Commission on Human Rights	Labor Relations	

NYC Fleet may also support other related governmental organizations such as the Housing Authority, Health and Hospitals Corp, Libraries, District Attorney offices, and others with fleet and related services through separate memorandums of understanding (MOUs).

For questions regarding the use of City vehicles, including for elected official offices, please see the Driver's Handbook.

SECTION 2

VEHICLE IDENTIFICATION

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1. **Identification numbers** Agencies may implement agency-specific vehicle numbering systems. Each vehicle and equipment piece will also be issued an independent and unique NYC Fleet ID.

2. **Markings** Agencies may implement agency specific markings for vehicles. Agency markings shall be consistent and properly maintained. Graffiti must be removed within 24 hours from all City Government Vehicles or equipment pieces. Vehicle identification must include the agency and the agency vehicle number. Vehicles may only be unmarked when consistent with the vehicle's purpose and approved by the ATC. Unmarked units must be recorded in the City's Fleet Management System. Improper markings including commercial stickers, dolls, and other unprofessional markings must be removed from City Government Vehicles.

3. **Law enforcement and emergency vehicles** For the purposes of the Fleet Management Manual and tracking in the Fleet Management System, law enforcement and emergency services vehicles will be defined as outlined in Section 101 of the NY State Vehicle and Traffic Law (VTL) and will include law enforcement and emergency vehicles from the following agencies: NYPD, FDNY, DEP and DSNY Enforcement Units, DOC, OEM, and Sherriff's Office.

4. **Light and sirens** Emergency lights and sirens may only be installed on law enforcement and emergency vehicles, or where authorized by the Mayor's Office of Fiscal and Administrative Management and the CFMO. For agencies except NYPD, FDNY, DEP and DSNY Enforcement Units, DOC, OEM and Sherriff's Office, agencies must submit written requests to the CFMO to install emergency lights and sirens on any vehicles that are not clearly marked law enforcement or emergency vehicles. These requests must outline the specific need for the emergency lights and sirens, who will operate the vehicle, and the costs for installation. Emergency lights and sirens may be used only for emergency or law enforcement purposes. Emergency lights and sirens may never be used for personal reasons or for convenience outside of emergency or law enforcement actions. All procurement requests for emergency lights and sirens and related parts must be approved in writing by the CFMO. Agencies may install amber safety lights on vehicles without these authorizations.

5. **Component tracking and maintenance** Agencies are required to maintain vehicle components including canceivers, automatic vehicle location (AVL) or global positioning system (GPS) units, FastFleet, and other items that are installed as part of citywide fleet initiatives. These units must be tracked and maintained as unit items on the Fleet Management System. Agencies may also track equipment that is consistent with the safe and legal operation of Fleet Vehicles. These can include plows, salt spreaders, non-mobile generators and other items. Agencies may install radio and other communication systems within vehicles. Agencies may use the component feature of the Fleet Management System to track and maintain these pieces of equipment.

SECTION 3

FISCAL RESOURCE AUTHORIZATION

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1. **Introduction** Below are procedures for authorization of fiscal resources for fleet citywide including procurement, acquisitions, rentals and leasing, and personnel actions.

   - As noted in Executive Order 161, dated April 23, 2012, NYC Fleet will work with each fleet agency to manage and consolidate fleet related procurement and equipment acquisitions and will work with the Office of Management and Budget (OMB) to authorize fleet-related personnel actions and resource requests. Fleet consolidation in procurement will reduce contracting time and costs for individual agencies and will achieve better costs and services for the City as a whole. NYC Fleet will work with each fleet agency and OMB to develop agency staffing plans for our critical technical and skilled fleet professionals.

   - Outlined below are the procedures that agencies shall follow in regards to requesting and authorizing fleet resources.

   - The Committee for Fleet Management (CFM), comprised of staff from NYC Fleet and OMB and led by the City's Chief Fleet Management Officer (CFMO), will coordinate and meet as needed to review and authorize resource requests. Fleet and other oversight agencies will be asked to participate where needed. The CFMO will schedule general meetings with OMB or specific meetings with individual OMB task forces as needed.

2. **Fleet procurement**

   - DCAS, through DCAS OCP will be the sole authority to bid all fleet, fuel, and fleet related contracts for all agencies. NYC Fleet will monitor all fleet procurement of vehicles and equipment in conjunction with the receiving agencies. Fleet and equipment covered here include Class 1-8 equipment, off-road equipment, licensed and trailered equipment, and other related equipment. Questions regarding equipment covered shall be directed to NYC Fleet.

   - Fleet procurement includes but is not limited to:

     - Service contracts for fleet services including repairs, transportation, and environmental services.
     - Parts and materials contracts.
     - New vehicles and equipment contracts.
     - Fuel of all types impacting fleet and equipment. This manual does not cover marine and aviation fuel, heating oil or non-fleet facility fuel procedures.
     - Leasing contracts for vehicles including car share, repair garages, parking for City Government Vehicles or other services. Authorization for fleet facility leasing will be coordinated along with the Chief Asset Officer at DCAS.
     - Capital or other projects for repair garages or fuel facilities.

- In partnership with each fleet agency, NYC Fleet and DCAS OCP will review existing procurements including those that are handled internally within agencies, outside of DCAS OCP. For all procurements not currently processed through DCAS OCP, NYC Fleet and DCAS OCP will work with the fleet agency to consolidate the procurement process. Requests for all fleet related contracts and/or modifications to contracts must be submitted to NYC Fleet and DCAS OCP.

- An agency ACCO may request from NYC Fleet and DCAS OCP a delegation relating to an equipment or fleet service procurement, especially if an off-road unit or specialized service will be bid as a small purchase and not as a formal contract.

- The Specifications Committee, which is an inter-agency team, has been assembled to develop specifications for fleet and equipment that are used by multiple agencies. DCAS OCP intends to bid as much of the City's fleet needs as practical as multi-agency, multi-year requirement contracts.

- DCAS OCP also conducts the inspections for all new City Government Vehicles and equipment through the Bureau of Quality Assurance (BQA) except for DSNY capital equipment which is currently delegated.

- Any questions regarding specific procurements and whether they qualify as Fleet Vehicles shall be directed to the CFMO.

3. Fleet acquisitions planning

- Annual acquisition requests for vehicle and equipment acquisitions must be submitted to NYC Fleet and OMB for review by October 1 of each year or as otherwise agreed upon. Review of vehicle and equipment acquisitions for any given year will only commence when completed agency plans are provided. Requests to amend previously approved fleet CPs must also be sent to both NYC Fleet and OMB.

- Annual requests must include the following information:

  - Separation of acquisitions by expense and capital.
  - Vehicle type and last procurement cost (or expected cost) for each item.
  - List of proposed replacement vehicles including year, type, vehicle number, and most recent odometer reading. Adjustments to this list will be approved as actual vehicles are received.
  - Justification for replacing these units within the requested timeframe.
  - Status of the agency's Baseline Fleet Ceiling. Please note that fleet CPs will not be issued for agencies that are not in compliance with the City's fleet count requirements overall or in any established area of their fleet such as light duty.
  - Additional information may be requested as necessary.

- NYC Fleet will work with OMB and each agency to assess replacement cycles and fleet use for all vehicles and equipment.

- CFM approves all requests for fleet count increases for both Baseline City Government Vehicles and exempt agency fleets. NYC Fleet will monitor established Baseline Fleet Ceilings overall by agency, for light duty non-emergency vehicles, and by other categories as may be established with an agency. NYC Fleet will authorize requests for SUVs and/or mini-vans in accordance with general guidelines set forth in the City's Clean Fleet Transition Plan (CFTP) and also as required by local law. SUV procurement will be authorized where essential for operational functions such as off-road or weather emergency functions.

- Working with fleet agencies and DCAS OCP, NYC Fleet will track the status of all individual fleet acquisitions, for both expense and capital-funded, by vehicle type, CP, funding source, and procurement status.

- NYC Fleet will be responsible for entering all fleet and equipment acquisitions and vehicle rentals into the City's Fleet Management System and relinquishing all salvaged or other vehicle types as required. Elements of this process will include:

    - Agencies will notify NYC Fleet when any vehicle or equipment piece is received and accepted.
    - NYC Fleet will add the unit including warranty information, emergency and ownership status, technical specifications, fuel tank capacity, VINs, NYC Fleet number and contract information.
    - Agencies will then add agency vehicle number, assignments, maintenance and parking locations, acceptance date and license number.
    - Components will be added by agencies and not NYC Fleet.
    - For new vehicles, four dates will be tracked into the Fleet Management System:
        - Date of the purchase order.
        - Date the vehicle is first received and accepted by the agency.
        - Date the vehicle is inspected by DCAS BQA or as delegated.
        - Date the vehicle is placed into active service. This date begins the vehicle warranty period.

4. Fleet renting and leasing

- As with vehicle procurements, requests for rental or leasing of equipment must be submitted to NYC Fleet. These requests must be specific to the number, types, and terms for the equipment rentals. NYC Fleet will approve purchase orders, authorize the specific rentals with the vendors, and track all specific rentals.

- A request to rent or lease privately-owned vehicles and equipment for City use must first be approved by CFM. Agencies must be prepared to explain the operational need to lease or rent, why this need cannot be fulfilled using existing City-owned vehicles and equipment, discuss the programmatic impact if the request were not approved, and identify the funding source and budget structure.

- The procurement of all rented or leased vehicles and equipment must go through DCAS OCP except as relates to certain special law enforcement functions.

- NYC Fleet offers car share contracts for City agency use. For more information and for the rules relating to the car share contracts, please contact NYC Fleet.

- All rented or leased vehicles and equipment that will be in City use for over three (3) months must be recorded in the Fleet Management System by NYC Fleet in a manner consistent with the current procedures for entering and removing City-owned vehicles and equipment.

- If an agency plans to use in-house fleet staff to maintain leased or rented vehicles and equipment from DCAS OCP contracts, the CFMO must be notified of the maintenance plan, which must also be consistent with the contract.

- All rented or leased vehicles and equipment, unless "unmarked" for law enforcement purposes, must be numbered and properly identified with agency logos and colors.

- Any use of City equipment by non-City employees must be in accordance with formal contracts or agreements of the City and approved by the CFMO. All inter-agency or other transfers of equipment must also be approved in writing by the CFMO. City agencies may not rent out City equipment to other entities. No agency may dispose of any City Government Vehicle or equipment asset except DCAS.

5. Fleet personnel actions

- Each fleet agency has provided the Personnel Management System (PMS) work units which encompass agency fleet divisions. The list of work units is attached at the end of this section. Each agency will work with the Office of Payroll Administration (OPA) and DCAS Human Capital to ensure that all fleet staff including management, supervision, mechanical repair, and support staff is included in these work units. NYC Fleet is to be notified of any changes to the list of fleet work units, below, that are used in PMS.

- OPA and NYCAPS (New York City Automated Personnel System) will assist with personnel reporting for all staff and expenses in fleet titles and fleet work units. These titles are:

  - Auto Mechanic and Auto Mechanic Diesel
  - Auto Machinist, Auto Electrician, and Metal Work Mechanic
  - Auto body titles, Carriage Upholsterer
  - Rubber Tire Repairer
  - Supervisor of Mechanics (Mechanical Equipment)
  - Auto Service Worker

- NYC Fleet will work with OPA and OMB to report regularly on fleet personnel expenses including by applicable budget codes and by agency work units. These reports will include a breakdown of supervisory and mechanical titles in each agency and overtime expenditures.

- Consistent with Executive Order 161, all requests to hire or promote fleet staff must be submitted and authorized by both NYC Fleet and OMB. This includes new hires, promotions from lists, seasonal or part time hires, and internal promotions from mechanical repair and supervision positions to management positions. Promotions relating to

mechanical repair and supervision titles will be reviewed for budgetary impact and staffing composition. Decisions regarding specific individuals will be made by agencies consistent with their internal human resource procedures and civil service requirements. Promotions to fleet executive management and managerial positions will however be reviewed and authorized on an individual basis.

List of Agency Fleet Work Units

Agency	Work Unit #	Work Unit Name
DCAS	7200	NYC Fleet
DCAS	7201	Fleet/Executive
DCAS	7202	Fleet Project Management
DCAS	7203	Citywide Sustainability
DCAS	7204	Fleet Information
DCAS	7205	Fleet Administration
DCAS	7206	Fleet Collisions & Training
DEP	0402	Motor Maintenance
DEP	7660	East Huson Dist Shop 60 (Kens)
DEP	7661	East of Hudson North
DEP	7663	Shokan Dist Shop 63 (Shokan)
DEP	7665	Delaware Dist-Downsville Sh 65
DEP	7666	Delaware Dt-Grahamsville Sh 66
DOC	3602	Transportation - Civilian
DOHMH	0023	Health Support Services
DOE	0277	D791/Off of Sch Food & Nu
DOE	0630	G838/Div of Sch Bldgs 65
DOT	1241	RRM Fleet (S.I)
DOT	1242	RRM Fleet (Brooklyn)
DOT	1243	RRM Fleet (Bronx)
DOT	1244	RRM Fleet (Maspeth)
DOT	1245	RRM Fleet (Harper St.)
DOT	2101	Resource Management
DPR	6000	Fleet Operations
DPR	6002	Cunningham Fleet Repair
DPR	6003	Flushing Fleet Repair
DPR	6004	Rockaway Fleet Repair
DPR	6005	Staten Island Fleet Repair
DPR	6006	5-Boro Fleet Repair
DPR	6010	Procurement
DPR	6011	Vehicle Acquisition
DPR	6012	Fleet Administration
DPR	6014	Auto Parts
DPR	6015	Horticulture Repair
DPR	8956	5-Boro Fleet Repair (Seas)
DPR	8960	Procurement
DPR	8962	Fleet Operation (Seas)
DPR	8965	Horticulture Repair (Seas)
DSNY	4000	Motor Equip Office

DSNY	4001	Support Serv. Office
DSNY	4002	Field Operations
DSNY	4004	BME Procurement
DSNY	4005	Special Projects
DSNY	4010	Purchase & Receiving
DSNY	4012	CRS Operations
DSNY	4015	Forge/Tractor Shop
DSNY	4032	Major Component Rebuild Shop
DSNY	4040	Special Chassis Shop
DSNY	4050	Tire Shop
DSNY	4055	Passenger Car Shop
DSNY	4060	Body Shop
DSNY	4068	Minor Component Rebuild Shop
DSNY	4070	QS Boro Repair Shop
DSNY	4075	Willow Av Repair Shop
DSNY	4085	Cioffe Repair Shop
DSNY	4095	Richmond Repair Shop
DSNY	5020	BME North Shore
FDNY	7610	Fleet Maintenance Division
FDNY	7613	Fleet Maintenance Division
FDNY	7619	Fleet Maintenance Division
FDNY	7924	MTD
FDNY	7980	EMS Fleet Maintenance
NYPD	1791	Fleet Services Div/Civ & Cadet
NYPD	1793	Fleet Serv. Roll Call2/Civ
NYPD	1794	Fleet Serv. Roll Call3/Civ
NYPD	1795	Fleet Serv. Roll Call4/Civ
NYPD	1796	Fleet Serv. Roll Call5/Civ
NYPD	1797	Fleet Serv. Roll Call6/Civ
NYPD	1798	Fleet Services Roll Call 7/Civ

SECTION 4

ACQUISITIONS

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1. **Introduction** The procurement of all vehicles and equipment for the City takes place through DCAS OCP. Working with individual agencies, CFM determines the general replacement cycle for fleet and equipment. The CFMO must authorize the replacement of any specific vehicle or piece of equipment in writing. Vehicles may be replaced when reaching the end of their useful life, due to major collision or theft, or if no longer operationally suitable. The CFMO may offer any agency vehicle to another agency for transfer and reuse prior to a decision to auction the unit.

2. **Acquisition guidelines**

   - The CFM Vehicle Request Form must be submitted whenever agencies are requesting a vehicle above their Baseline Fleet Ceiling, new need, or vehicles to be funded by grants or non-City sources. This form must be sent to NYCFleet@dcas.nyc.gov with a hard copy attached to the requisition or submitted through the Fleet Management System.

   - All requests for new vehicles must be consistent with the City's Clean Fleet Transition Plan (CFTP). Any requests for SUVs must be submitted using the CFM Vehicle Request Form and explain the operational necessity for the unit and why a sedan would not fill the function.

   - All requests to initiate a capital equipment contract process must be sent first to the CFMO. Upon authorization, these requests will be forwarded to DCAS OCP. Unless specifically exempted by the CFMO and DCAS OCP, all equipment contracts will be bid out for citywide, all-agency, access.

   - All requests to order new vehicles must be submitted through the Direct Order system. These requests must include the specific numbers, age, mileage and/or hour meter readings of the vehicles expected to be replaced. If the vehicles to be replaced do not meet the general replacement guidelines below, the request must include specific condition reports, using the 414 Report format described in the section on Auction, or other explanation as to why the units are being relinquished. An agency must ensure it has not submitted the same vehicles for replacement on multiple orders. Due to the time between ordering and receiving vehicles, agencies may substitute vehicles at the time of actual salvage, as long as these vehicles are not otherwise promised and these changes are consistent with the Clean Fleet Transition Plan. In addition, DCAS implements an alternate process for identifying replacement vehicles for NYPD's emergency response vehicles.

   - Agencies can request to transfer fleet units from one agency to the other. All transfer requests must be made in writing from the receiving agency using the NYC Fleet Transfer Form and approved by the CFMO. NYC Fleet will change the agency assignment in the Fleet Management System when transfers are approved. The Transfer Form is available from NYC Fleet.

- Agency procurement requests will not be approved if the agency is over their Baseline Fleet Ceiling. Vehicles pending pickup by the auction vendor will not count against active fleet count. If an agency relinquishes a vehicle prior to receiving its replacement, and is on or under fleet count, it will receive a credit for the vehicle.

- Agencies must notify the Bureau of Quality Assurance (BQA) when new vehicles are delivered by vendors. Agencies may not place vehicles into service prior to BQA inspection. DSNY currently has a delegation to inspect its own capital equipment only.

- Agencies may not procure or lease Fleet Vehicles through capital construction contracts.

- Agencies may not acquire used fleet or equipment units unless authorized in writing by the CFMO. In general, the City does not bring used vehicles into the fleet except in special or unusual circumstances focused mainly on when new equipment cannot be obtained.

- Agencies may never authorize the production of fleet or equipment units by any vendor prior to an approved and finalized purchase order being sent by NYC Fleet and DCAS OCP to the vendor.

- Copies of all titles and registrations will be loaded by NYC Fleet onto the Fleet Management System. Original titles must be submitted to NYC Fleet when vehicles are transferred or relinquished. Copies of other permits like waste permits may also be loaded on the Fleet Management System.

- Agencies are responsible for ordering or producing license plates for their vehicles. License information, including any changes, must be entered into the Fleet Management System by the AFD. AFDs are responsible to ensure that all City vehicles are properly licensed.

3. **Replacement cycles** Listed below are guidelines for the replacement of certain types of common equipment. CFM will work with agencies to establish specific replacement cycles and funding for their fleets. The chart below is a guide only. Decisions regarding actual replacements will take into account age, condition, mileage, use including engine hours, replacement funding, safety and other factors.

   - Sedans and SUVs, non-emergency and non-law enforcement, 9 years and 80,000 miles
   - Passenger pickups and vans, 10 years and 80,000 miles
   - Fire Department pumpers and ladders are replaced as per Collective Bargaining Agreement

4. **Exempt Vehicles** Vehicles that were funded through grants, elected official funding, or private donations, are to be entered into the Fleet Management System as exempt from City replacement funding. After CFM approves an agency's request to add a vehicle to the exempt funded fleet, the exempt unit may not be promised for relinquishment against a Baseline City Government Vehicle requisition or a baseline fleet reduction. The coding of exempt units may not be changed without CFMO approval.

5. **Command busses** The procurement of emergency command busses for agencies other than NYPD, FDNY, and OEM requires Deputy Mayor authorization.

6. **Off-road equipment** Off-road equipment is tracked as fleet units, not components, in the fleet management system but is not considered part of an agency's Baseline Fleet Ceiling. Two and four cycle equipment, such as weed-whackers, push mowers, blowers, and chain saws are not considered fleet units. These units may be tracked as components in the Fleet Management System. All maintenance on these units must be charged on the Fleet Management System, either to the components if tracked or as shop charges.

   Light towers and mobile fleet generators are critical emergency units and must be tracked as off-road equipment in the Fleet Management System. This provision does not cover fixed building emergency generators. Agencies may propose to use component tracking in the Fleet Management System to manage building generators.

SECTION 5

FUEL

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1. **Introduction** The City uses over 25 million gallons of fuel per year for fleet and equipment and operates 415 fueling locations including three (3) that dispense compressed natural gas (CNG). In addition, NYC Fleet offers contracts for fueling at private gas stations and private CNG fueling sites. Finally, the City currently manages over 150 EV charging stations for electric vehicle fueling. NYC Fleet maintains lists of fueling sites and EV charging stations.

2. **Private gas card fueling** City agencies shall use in-house fueling stations to reduce costs where possible. Agencies may utilize the NYC Fleet gas card contract if access to private fueling stations is essential.

   - Agencies are responsible to monitor the use of private stations by their employees. This includes regularly checking card and PIN lists, reporting lost cards immediately, ensuring that maximum fueling amounts are set per vehicle and tied to fuel tank capacity, ensuring accurate recording of mileage readings during fueling, and monitoring for unusual or improper use. No vehicle gas card may be used more than three times per day.

   - Every employee must sign and submit with NYC Fleet and their agency a rules form for participation in the program. Misuse of gas cards will result in immediate termination of the cards. Rules forms are available from NYC Fleet.

   - Gas cards and PINs may not be shared.

   - Based on salvage and personnel records, NYC Fleet will automatically cancel fuel cards for vehicles that are salvaged and personnel who leave City service. In addition, DCAS will cancel unused gas cards or PINs that are not used in over six months unless agencies request in writing that these remain active for emergency purposes. DCAS will also suspend or cancel PINs where rules forms are not submitted.

   - All gas cards and PINs will be issued centrally by NYC Fleet unless delegated to an agency. NYC Fleet and DCAS OCP will establish a citywide purchase order for all agency use of gas cards. Funds will be transferred into DCAS for use by agencies, in the same manner as the citywide fleet servicing contract.

   - The list of available gas stations and rules are available through NYC Fleet.

   - Unless required by the vehicle manufacturer, the City does not use premium fuel.

   - Employees must complete a short training to attain fueling cards for compressed natural gas (CNG). NYC Fleet will assist in arranging vendor training.

3. **In-house fuel sites** Any agency which operates a fueling site is responsible for complying with all state and local regulations including Petroleum Bulk Storage (PBS) registrations, tightness testing, maintenance, signage and markings, and training and certification.

- Agencies are responsible for monitoring the use of in-house stations by their employees for official vehicles only.

- Agencies must monitor fuel delivered and fuel dispensed per vehicle and employee including the use of fuel trucks and gas cans. The City is installing automated fuel tracking at all general use in-house fueling locations. Once installed, agencies are required to use these systems and track fueling by vehicle, equipment piece, gas can, and employee. Any shut down of automated fueling or use of manual must be documented in writing and may only occur in an emergency situation. NYC Fleet must be notified of these events by emailing NYCFleet@dcas.nyc.gov.

- Once fuel monitoring is installed, fuel sites at non-emergency agencies will be expected to be open to the extent operationally practical, based on published hours, for other agency official vehicles. Reimbursement mechanisms will be established.

- The same rules listed above regarding gas cards and PIN numbers also apply to in-house cards and PIN numbers.

- No in-house fueling station, including liquid fuel, CNG, electric or other may be used for non-official vehicles or non-official purposes.

- DCAS OCP procures and inspects all fuel for the City. Except in emergencies as addressed in this Fleet Manual, agencies may not procure fuel outside of DCAS OCP. Any concerns regarding fuel availability, quality or recording shall be reported to DCAS OCP immediately.

- As a general guideline, fuel should be ordered when a fuel tank gets to 50% or less capacity. Prior to emergencies, all fuel tanks must be topped off in anticipation of heavy demand.

- Agencies are responsible for complying with all federal Environmental Protection Agency (EPA) and New York State Department of Environmental Conservation (DEC) regulations regarding the proper prevention and control of fuel spills and must promptly report any spills to NY State DEC.

- Some agencies operate fuel trucks. Logs must be kept of fuel dispensed off-site by fuel trucks. The logs must include date, the employee who dispensed the fuel, where, and to what equipment.

4. **Biodiesel and ultra-low sulfur diesel (ULSD)** Effective April 2013, all fleet units will use biodiesel blends of 5 percent (or more) with ultra-low sulfur diesel (D2). Public works agencies will use biodiesel 20 blends during the warm months from April through November. The City will not use D1 diesel fuel except in cold weather emergencies or as otherwise approved by the CFMO. Agencies may request to exempt mobile generators or other specialized off-road units. Any changes to these requirements must be approved in writing by the CFMO. Agencies must comply with all local laws governing biodiesel use in the fleet. This section does not cover building heating oil or emergency generators, marine or aviation units.

5. **Compressed natural gas (CNG)** Compressed natural gas is currently available at three City sites: 2 at Parks and 1 at DSNY, and through private stations. A list of private stations is

available through NYC Fleet. The in-house sites are maintained through contracts managed in partnership with the DOT Alternative Fuels program. CNG fuel is contracted through DCAS OCP and reimbursed by agencies.

6. **Motor oil and waste oil** Agencies are required to comply with Executive Order 33 of 2003 regarding the use of recycled and remanufactured motor oil. All agencies must have procedures in place to properly store virgin and used motor oil in containment systems, proper dating and markings, and to dispose of used motor oil properly.

7. **Fuel reporting** Working with DCAS OCP and agencies, NYC Fleet will regularly report on fuel use and costs by all types of fuel for the City's fleet and equipment.

SECTION 6

FLEET SUSTAINABILITY

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1. **Introduction** Through local law, PlaNYC, and the Clean Fleet Transition Plan (CFTP), New York City has outlined aggressive steps to reduce fuel use and emissions and to introduce alternative fuels and vehicles to the greatest extent possible while fulfilling the fleet's operational purposes. All agencies are expected to support these efforts.

2. **Clean Fleet Transition Plan (CFTP)** Launched in 2009, the CFTP is a general guide for fleet managers that outlines the most fuel efficient available option when replacing any unit in the City's fleet. A main goal of CFTP is that current vehicles are always replaced with more fuel efficient options and never replaced with less fuel efficient options. CFTP guidelines include down-sizing or right-sizing, electric hybrid and plug-in units, CNG, and biodiesel eligible vehicles. As part of the approval process for each request to procure a vehicle, NYC Fleet will assess the requested replacement against compliance with the goals of CFTP. NYC Fleet must approve in writing all procurements.

3. **Fleet local laws** Fleet procurement and sustainability is governed by a series of local laws including Local Law 38, 39 and 77 of 2005 and Local Law 72, 73, 74, 75 and 76 of 2013. Among many requirements, these laws govern the use of ultra-low sulfur diesel fuel and biodiesel in City equipment, mandate fuel economy improvements and fuel tracking procedures, require the purchase of the most fuel efficient vehicles, require replacement or retrofit of diesel fleet units, and mandate reporting on fleet sustainability. Other local laws govern noise levels from equipment, the use of biodiesel in heating oil for City facilities including garages, and bar smoking in City Fleet Vehicles. NYC Fleet will work with all fleet agencies to comply with these laws.

4. **SUVs and mini-vans** Agencies are expected to right-size their fleets and use the least expensive and most fuel efficient vehicles that can perform intended operational functions. SUVs will only be approved where regular off-road, enforcement, or emergency service use is required and sedans cannot be used. Mini-vans or station wagons will only be approved where there are no operational alternatives.

6. **Bi-fuel vehicles** Local Law 38 of 2005 prohibits the purchase of bi-fuel vehicles that are capable of operating on two or more fuels by switching between them. However, the restriction does not apply to flex-fuel vehicles that can be fueled with either alternative fuel or gasoline such as hybrids or plug-in electric vehicles with gas tank backups. In these cases, agencies must operate the vehicle using the alternative fuel except in emergencies or where not available.

7. **Optimal use of sustainable fleet alternatives** Agencies must take all reasonable steps to minimize fleet and fuel use and optimize use of alternatives. This includes use of public transportation as opposed to Fleet Vehicles where practical. The most fuel efficient vehicles in each type shall be deployed in the heaviest use assignments. Where flex-fuel units are deployed – including plug-in electric vehicles with backup gas tanks, the EV function must be the primary use.

8. **Research** The Fleet Sustainability office at NYC Fleet, DCAS OCP, DSNY Alternative Fuels lab, and the Alternative Fuels program of DOT are all resources committed to fleet sustainability. NYC Fleet hosts a monthly forum on fleet sustainability featuring vendor presentations as well as the Annual Parks Vehicle & Equipment Show.

SECTION 7

AUCTION AND RELINQUISHMENT

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1. **Relinquishment of City Government Vehicles and equipment** Agencies must carefully consider when to relinquish a City Government Vehicle or motorized equipment unit. Many factors weigh into this decision. These include:

   - Technical applicability to the agency's mission and the availability of a replacement, if needed.
   - The vehicle's maintenance history including whether total repair history demonstrates that it is more cost effective to procure a replacement vehicle than to attempt to extend useful life.
   - Whether there is an inability to repair the vehicle due to unavailable replacement parts.
   - In cases of theft or loss, if the loss of the vehicle due to theft is considered unrecoverable. All non-recovered thefts or losses of vehicles must be documented in the Fleet Management System.
   - If the cost to repair damage to a vehicle involved in a collision is uneconomical or there is an inability to restore the vehicle to a safe condition.
   - Age of vehicle in combination with mileage, engine hours, and vehicle condition including mechanical and body condition.
   - Fuel economy limitations or emissions concerns due to outdated technology.
   - Collective bargaining requirements, where applicable.
   - Under no circumstance is the single factor of age to be considered as a valid reason for replacement.

   Once an agency decides to remove a vehicle from service, they will notify NYC Fleet who will place the vehicle in pending relinquishment status in the Fleet Management System. NYC Fleet will run a regular inventory of all vehicles in this status and will assist agencies in relinquishing these units or in transferring desired vehicles from one agency to another. For all transfers, the receiving agency must complete a transfer form and send it to NYC Fleet.

   Vehicles involved in litigations will be tracked in litigation, not pending relinquishment, status. NYC Fleet will regularly check the litigation list with the Law Department.

   For Mayoral fleets, unless authorized by the Committee for Fleet Management, a vehicle must be relinquished for each vehicle procured or transferred in.

2. **Process to relinquish a City Government Vehicle** Agencies must request to salvage vehicles from NYC Fleet. Agencies begin this process as follows:

   - Prepare an electronic 414 condition report. This report form can be attained from NYC Fleet. Agencies must ensure that the form is complete, especially noting whether the vehicle is operational ("runs and drives") and whether vehicle components are missing. Note: if the battery of the vehicle is dead but the vehicle is still in an operable condition, the agency must report that the vehicle "runs and drives" but note that the battery is currently inoperable. If removed vehicle components are provided with the vehicle, the location of such components and their conditions must be noted. If an agency removes these components after submitting the 414 form, it must amend the form.

   - On each 414 report, if applicable, the agency must fill out the odometer and/or hour meter reading.

   - The agency must clearly note the location where the vehicle will be picked up and the telephone number of the contact person who will ensure that someone meets the tow company and has keys.

   - All fields highlighted in red on the electronic 414 form are required; the form cannot be submitted if any of these fields are incomplete.

   - Take five digital photographs of the vehicle. The photographs must be taken of the driver's side front, driver's side rear, passenger side front, passenger side rear and the interior. NYC Fleet will store the 414 forms and all pictures.

   - If a vehicle does not have a title, it will be auctioned for parts only. Agencies shall make every attempt to attain titles from the DMV. Agencies must alert NYC Fleet of these issues.

   - Physically deliver the original titles to the following:

     Department of Citywide Administrative Services
     NYC Fleet, 1 Centre Street, 23rd Floor
     NY, NY 10007
     Attn: Fleet Vehicle Coordinator

3. **Automotive parts and fleet related equipment** Automotive parts and fleet related equipment will be auctioned through the fleet auction program. In these cases, Relinquishment Form 23-S-154 must be used.

4. **Prohibition of agencies dealing directly with the Auction Contractor** Only NYC Fleet personnel may approve City vehicles for salvage and authorize the City's auction vendor to pick up vehicles. Agencies are not permitted to add vehicles to the contractor's pickup list. Agencies with special considerations such as vehicles to be crushed, bio-hazardous vehicles, or a request for on-site auctions must use the 414 form and indicate these issues.

5. **Agency preparation of vehicle for pickup by Auction Contractor** Prior to salvaging vehicles or equipment, agencies must remove all City property, including license plates, fuel cards, E-ZPasses, and parking permits. Agencies must also remove all agency-installed

equipment, especially emergency lights or siren packages, computers, canceivers, GPS, AVL, FastFleet, and any other electronics. Agencies must also remove or thoroughly cover all markings and any other decals that indicate that the vehicle once belonged to the City. For emergency service vehicles, the Auction Contractor will also undertake a secondary independent review for markings prior to sale.

6. **Additional information** Agencies must provide NYC Fleet with a list of locations and agency salvage contacts, including names, telephone numbers, and preferred hours for pickup. The agency must coordinate with the Auction Contractor, ensuring that they have someone at the site, at the approved appointment time, to meet the Auction Contractor's tow company and provide them the keys.

7. **Authorizing the vehicle for pickup by the Auction Contractor** Upon receipt of the necessary electronic documents, NYC Fleet will develop a pickup document. Fleet will also establish a minimal auction value for each vehicle based on historic auction, scrap metal sales, and other relevant criteria. NYC Fleet will notify in writing the agency and vendor to pick up the vehicle at the agency specified location for auction. Once the Auction Contractor has received the NYC Fleet pickup listing, it will have three (3) City business days to coordinate with the agency contact(s), arrange a pickup time and pick up the vehicle. If arrangements cannot be completed, the Auction Contract Manager must notify NYC Fleet.

   The Auction Contractor will tow all vehicles to their location, currently 1983 Montauk Highway, Brookhaven, NY 11719 or to other City approved locations.

8. **Agency action at time of receipt of the vehicle** At the arranged pickup time within normal business hours, the designated agency contact must meet the tow operator and provide them with the keys to the vehicle. The Auction Contractor's tow driver will provide a copy of the signed pickup report form. Agencies must ensure that the VIN is clearly displayed and the driver prints their name and signs the form. Agencies must scan and load the receipt forms into the Fleet Management System.

9. **Completing the relinquishment process** After the vehicle has been picked up by the Auction Contractor, NYC Fleet will update the Fleet Management System. Agencies must dispose of the license plates through the State Department of Motor Vehicles (DMV) as applicable. Agencies must also retire all fleet assets such as E-ZPasses or fuel cards and cancel enrollment in managed fuel and maintenance management programs if applicable.

10. **Sale of the vehicle** Upon arrival of the vehicle at the Auction Contractor, the vendor will photograph, examine and, where applicable, test drive the vehicle. Agencies interested in copies of any of these documents related to this process may contact NYC Fleet. The Auction Contractor will schedule City vehicles for sale approximately two weeks from the receipt of the title and the pickup of the vehicle or as otherwise instructed by NYC Fleet.

11. **Online auctions** All auctions will be conducted online. Information for the public regarding the auction process and the vehicles available for sale is available at the DCAS website and through 311.

12. **City employees may not bid** Current rules do not allow City employees to bid on or procure City vehicles sold at auction. Any questions regarding the bidding on auction vehicles shall be directed to the City's Conflicts of Interest Board (COIB).

SECTION 8

CAR SHARE AND OTHER FLEET SERVICE CONTRACTS

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1. **Procedures for the use of car share services or shared City-owned units** City fleet assets are expected to be pooled and shared. To assist the pooling of fleet assets and to optimize light duty non-emergency fleet resources, the City has invested in fleet sharing contracts and technology. The rules for the car share contracts and in-house car sharing will be available separately from NYC Fleet. Before using the car share contract, City employees must sign an agreement form regarding the program.

2. **Procedures for other fleet service contracts** DCAS OCP offers or may offer citywide fleet contracts in various areas including car service, maintenance services, fueling services, auto body repair, car wash, and appraisal. NYC Fleet will issue separate procedures for these contracts and must authorize all purchase orders for these citywide contracts.

SECTION 9

ASSIGNMENT AND USE

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1. **Introduction** The agency AFD is expected to work closely with the agency ATC, if different, to monitor the assignment and use of Fleet Vehicles and to enforce the Driver's Handbook.

2. **Commuters** The AFD must maintain the list of authorized commuters on the Fleet Management System and ensure that an active commuting authorization form from NYC Fleet has been signed by the Agency Head and copied to NYC Fleet. The official commuting form is attached and must be scanned and loaded to the Fleet Management System. Rules for authorized commuter are outlined in the Driver's Handbook.

3. **Driver's authorization** The AFD will enforce that prior to operation of a Fleet Vehicle, all employees are properly authorized to drive. Authorization includes a license check through the NY State License Event Notification system (LENS), a check of any special licensing requirements, and any other training or qualifying procedures as may be established by each agency. Non-City employees may not operate City vehicles unless under an approved contract or agreement. All contracts or agreements involving operation of City Government Vehicles by non-City employees must be approved by the CFMO. When allowed, non-City employees must be authorized including license checks. In accordance with an agency's training and disciplinary procedures, driver authorization may be suspended or revoked by an agency due to excessive unsafe driving infractions, vehicle collisions for which the operator was at fault, or other rules violations.

4. **Fleet assignments** The AFD must ensure that vehicle assignment information is kept up to date in the Fleet Management System. While City Government Vehicles may have primary individual or unit assignments, all City Government Vehicles are expected to be pooled to the extent practical, and shall be made available to other agency employees when not being used.

5. **Chauffeurs** AFDs are not permitted to assign chauffeurs on a full-time basis. Such requests for assignments must be justified and approved by a Deputy Mayor. Chauffeur assignments are generally restricted to the Deputy Mayors and other Mayoral employees designated by the Mayor. If the Deputy Mayor authorizes a chauffeur, taxable fringe benefits will apply to the City official.

6. **Assignment of non-City owned vehicles to city employees** Agencies may not allow City contractors to provide vehicles to City employees during the term of a contract unless authorized by Law, OMB and the CFMO.

7. **Out of town trips** AFDs must ensure that employees comply with the Comptroller's Directive Number 6 of October 1996 which states that, whenever possible, an employee is required to use available public transportation, including to and from airports, hotels and convention sites.

   For non-emergency and non-law enforcement purposes, the use of a City Government Vehicle to destinations outside the City's limits requires a prior written request and approval from the

Agency Head or designee. The request must provide justification as to why public transportation will not be used.

8. **Daily trip tickets** AFDs must enforce the daily trip ticket rules as defined in the Driver's Handbook. Agencies may submit use logs and other forms in compliance. AFDs may request waivers of these requirements from the CFMO for certain types of fleet functions, such as law enforcement or off-road use. Where automatic vehicle location (AVL) is available on a vehicle, the AFD may also request to use these records as an alternative to the daily trip ticket.

9. **Car cleanliness** The washing of cars and trucks can be critical to public appearance and vehicle operation and longevity. In-house car wash shall adhere to New York State DEC and other environmental requirements. AFDs must authorize the use of car wash vendors. Car wash contracts may only be used for official purposes and use shall be minimized as much as practical. City employees are responsible for keeping the interior of vehicles clean.

10. **Tires** Policies regarding changing of tires are specific to each agency. AFDs may determine whether to keep spare tires within their agency vehicles.

11. **Use of personal vehicles for official purposes** The City discourages the use of personal vehicles for official purposes. This use may only be authorized by an Agency Head. Personal vehicles must have comprehensive insurance if used for official City business. City agencies may not conduct repair work on private vehicles under any circumstance. City employees should refer to Comptroller Directive #6 for rules relating to reimbursement of personal vehicles.

12. **Non-City employees in City vehicles** Non-City employees may travel as passengers in City Government Vehicles only when consistent with the fleet purpose for the vehicle. For example, a Parks recreation vehicle may be used to transport participants as part of a Parks event. An employee of a vendor may take a trip in a City vehicle when the trip is related to their City contract. Non-City employees may not travel in City vehicles for personal reasons and may never operate City vehicles, except as otherwise outlined in these rules. Authorized commuters must not use City Government Vehicles for personal purposes; for example, to transport family members or friends, except for limited exceptions involving elected officials. Questions regarding this rule may be directed to the CFMO or COIB.

13. **Driver histories** Each agency shall monitor the conduct of authorized drivers in City Government Vehicles including tracking collision, incident, and violation histories.

14. **Training** Each agency must train authorized drivers on citywide and agency fleet policies. NY State Defensive Driving training is available for City Authorized Drivers through NYC Fleet and DCAS Training and also many agencies. Training on specialized equipment is the responsibility of each agency.

15. **E-ZPass** E-ZPass is an electronic toll collection system made available by the Metropolitan Transportation Authority Bridges and Tunnels. Information on paying the account, use rules, or any other questions can be obtained from the E-ZPass website: www.e-zpassny.com and the Driver's Manual.

    It is at the Agency Head's discretion to define how an E-ZPass may be used by drivers with commuting privileges as relates to their commute to and from work only. Many drivers with

commuting privileges are "on call" even while not performing official City business. Thus, the Agency Head and the AFD must clearly define under what circumstances the driver is considered to be on official business and thus permitted to officially use the pass.

16. **Parking permits** In coordination with the Mayor's Office of Fiscal and Administrative Management, City DOT issues parking permits for official vehicle use. Agencies may request these passes from DOT for essential purposes only. Under limited circumstances, agencies may also issue agency specific parking permits for localized purposes, such as a permit to park in an agency parking lot. The issuance of agency parking permits must be approved by the Agency Head. The specific assignment information, purpose, and restrictions for the pass must be clearly noted on the pass. All passes must include expiration dates.

17. **Vehicle violations** City employees, except authorized drivers engaged in law enforcement and emergency operations, are expected to comply with all State and City rules for vehicle operation including bus lane rules. City officially plated vehicles are not required to pay City parking meters. City employees must report any violations or if their City Government Vehicle is towed due to rules violations. AFDs must make employees aware of Red Light Camera violations that occur while they are operating a City vehicle. Employees in law enforcement or emergency services agencies shall consult agency procedures regarding vehicle operation as part of enforcement or emergency operations. City employees may appeal violations to the Official Business Defense Unit (OBD) at the City Department of Finance.

18. **Vehicle keys** No employee may make a copy of a City vehicle key without the authorization of the AFD.

19. **Phone use** Effective May 12, 2016, no City employee may operate a City vehicle while texting, emailing, or talking on a phone, including hand-held, hands-free, or phones affixed to a vehicle. If a phone must be used, the City employee must find a safe place to pull over. Consistent with NY State Law governing hand-held use, the only exceptions are for emergency 911 calls or when operating an authorized emergency vehicle in the performance of official duties.

20. **Rules for City Vehicle Operators** This one page Rules for City Vehicle Operators document must be distributed and posted for City Authorized Drivers. City vehicle operators must adhere to requirements of the Fleet Management Manual, Driver's Handbook, and agency specific fleet rules and regulations.

RULES FOR CITY VEHICLE OPERATORS

May 2016

City vehicle operators are expected to comply with the City Vehicle Driver Handbook, the NYC Fleet Management Manual, and their agencies specific vehicle operation guidelines.

The following rules apply to all operators of City-owned or leased vehicles:

Professionalism

- Have a driver's license valid in New York State on person while operating a vehicle.
- Obey all traffic, parking and idling laws. City official vehicles are not required to pay City parking meters. Employees are responsible for violations of traffic and parking laws.
- Report vehicle collisions to the NYPD or other law enforcement as appropriate, and to your agency.
- Complete all required reports for City vehicle collisions or incidents.
- Do not smoke in City vehicles.
- Report changes to your licensing status to your agency.
- Keep your City vehicle clean and remove any inappropriate markings.
- Fill out your agency's required daily trip report.
- Do not allow any unauthorized operator or passenger in a City vehicle. You may only operate a City vehicle if authorized by your agency.
- Report the theft or loss of City equipment immediately.
- Do not use City fleet units for personal reasons. All commuting must be authorized in writing. Brief stops for meals or other incidental activities are allowed, including during authorized commutes, if during the course and route of normal work activities and if consistent with agency work guidelines.
- Never make a duplicate set of keys without authorization.
- Never share a City fuel card assigned under your name and PIN number.
- Never use a City vehicle, E-ZPass, fuel card, repair or contract resources or related fleet resources for non-official purposes.

Safety

- Use caution and drive defensively at all times. Defensive driving classes are available through DCAS and may also be available at your agency.
- Do not operate a City vehicle with an expired Motor Vehicle Inspection (MVI).
- Whenever possible, plan and know your route before beginning your trip.
- Report mechanical issues immediately to your garage or fleet service entity.
- Wear a seatbelt and require passengers to do so as well.
- Secure your vehicle when not using it including closing windows and locking doors.
- Do not operate a vehicle while talking on a phone, including hand-held, hands-free, or phones affixed to a vehicle. Don't do anything that will interfere with the safe operation of the vehicle, and this specifically includes texting or emailing while you are driving. Always pay attention to the road. If you must make a phone call, find a safe place to pull over. Consistent with NY State Law governing hand-held use, the only exceptions are for emergency 911 calls or when operating an authorized emergency vehicle in the performance of official duties.
- Never operate a City vehicle while under the influence of illegal drugs, alcohol, or if impaired in any manner that impacts safe operation.
- Secure any items in a City Government Vehicle that could move during the trip and cause damage.
- Use extreme caution when operating vehicles off-road or in crowded pedestrian areas. Always use a guide and go slowly when operating off-road in park areas or crowded spaces.

SECTION 10
VEHICLE MAINTENANCE

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1. **Introduction** New York City employs extensive in-house resources to maintain its fleet including 37 main fleet repair locations and additional expediter shops and mobile repair units. The City also has access to service contract resources, including through NYC Fleet. The vehicle maintenance program of the City is charged with delivering safe and fully operational vehicles to achieve its agencies' missions.

   The fleet standard is for each vehicle and each part of a vehicle to be in service, safe, and in fully functional condition, including any body work which affects the safe operation or use of the vehicle. Cosmetic body work is not required except for highly public vehicles including law enforcement vehicles, Commissioner vehicles, and other high profile public units.

   Fleet garages are expected to provide comprehensive fleet repair services. This includes: brakes, heating systems, interior and exterior door handles, exhausts, basic seat functions, seatbelts and minor upholstery repairs which impact safe operation of vehicle, drivetrains, transmissions, minor interior parts, engines, hydraulics, hoses, leaks, mechanical components of tailgates, no starts, doors, steering, suspension, front and rear ends, locking mechanisms, ACs, tire replacement and repair, quick repairs, warranty administration, and other related items.

2. **Motor Vehicle Inspections (MVIs)** All legally required motor vehicle, safety, and emissions inspections must be completed on time and recorded, with expiration dates, in the City Fleet Management System. City employees are required to check the expiration dates for vehicles they operate and to turn in vehicles for servicing if expired. City employees are not to operate vehicles with expired stickers. Fleet managers are required to call in for servicing all vehicles with expired or non-compliant inspections. Fleet managers may request to suspend fuel cards for any vehicles overdue for inspections. Alerts to supervisors of fleet units will be sent through the Fleet Management System regarding pending MVIs.

3. **Preventive Maintenance Inspections (PMIs)** PMIs are a good maintenance practice and required as part of warranty provisions for newer vehicles. The planned PMI frequency for each fleet unit will be listed in the Fleet Management System when the vehicle is first added to the system. The dates of all actual PMIs will also be noted through each work order. The PMI checklist items for each type of vehicle will be set within the Fleet Management System. Fleet managers shall work to coordinate a PMI with the annual MVI to avoid unnecessary trips to the garage. PM scheduling can be based on miles, fuel use, and/or calendar days as outlined by each garage. PM schedules and calendars will be available on the Fleet Management System. In general, vehicle operators are responsible to deliver on-road fleet units for PMIs and MVIs, not repair staff.

4. **Rust and corrosion** Rust and corrosion, from salt especially, are a major maintenance concern for Fleet Vehicles. AFDs shall direct that salt be cleaned from vehicle beds when not required for winter salting operations. Rust and corrosion assessment must be included in their preventive maintenance programs, along with applying anti-corrosive treatments. Each April,

the Fleet Management System will prompt a citywide check ("campaign") to remove and clean salt from truck beds.

5. **Warranty and recalls** Warranty terms and requirements for vehicles will be tracked in the City Fleet Management System and centrally entered when each vehicle is added to the system. Fleet managers must ensure that warranties are being accessed fully to minimize City repair costs. Fleet managers must adhere to recall notices relating to vehicles in their fleets and ensure timely compliance. NYC Fleet will also send out notices of recalls. Fleet agencies may implement in-house warranty initiatives with the approval of OMB, the CFMO and vehicle manufacturers. NYPD currently employs an extensive in-house warranty program.

6. **Work orders** Work order tracking is critical to ensure an effective and transparent fleet maintenance program, and to enable fleet analysis and cost accounting. Agency work orders can be opened and closed on the Fleet Management System by supervisors, administrative staff, or mechanics as instructed by the AFD.

   Mechanical staff is responsible for the reports that show the charged time and repairs that they are making to work orders for specific vehicles and also for reporting other indirect activities. Mechanical repair work and time must be properly charged to these work orders by each agency's mechanical repair staff directly relating to their individual work activities. This formerly paper process will be automated by using the new Fleet Management System which allows mechanics to charge their time directly, without paper, on the Fleet Management System. Support and supervisory staff may and shall assist in quality control, corrections, backup entry where necessary, and resolving gaps or other issues with time tracking on work orders.

   All time for in-house fleet mechanical staff must be accounted for in the Fleet Management System and charged to individual vehicle or equipment repairs, or to leave or indirect codes. These mechanical titles include:

   - Auto Mechanic and Auto Mechanic Diesel
   - Auto Machinist, Auto Electrician, and Metal Work Mechanic
   - Auto body titles, Carriage Upholsterer
   - Rubber Tire Repairer
   - Auto Service Worker

   Supervisors will be notified of incomplete charging of work hours for mechanics and are expected to resolve these discrepancies. NYC Fleet will report regularly on charging of daily work time for mechanical staff.

   In addition, supervision and support staff costs will be tracked in the Fleet Management System as part of general overhead costs. Agencies will be expected to update the support and supervisory staff lists monthly or as needed. Towing jobs completed by non-mechanical titles assigned to fleet repair garages will be charged as individual service provider work orders, similar to service contract charges.

7. **Service contracts** All repair work performed by service contractors, including parts installed, must be recorded in work orders in the Fleet Management System. Paper copies of contractor invoices may be scanned into the Fleet Management System and attached to those work orders.

Service contract work includes warranty or recall work. In addition, separate procedures may be established for operation of specific service contract programs including those for vehicle repair, vehicle leasing, or parts provision. All service contracts for fleet repair or related services are to be bid through DCAS OCP unless delegated in writing as otherwise indicated in the Fleet Manual.

8. **Fleet consolidation** NYC Fleet services vehicles for nearly 50 client agencies and will address fleet policy compliance for these fleets. In addition, in 2012 and 2013, a consolidation program was implemented involving MOUs and service level agreements for additional inter-agency servicing and towing of vehicles. NYC Fleet will work with both client and servicing agencies to ensure compliance with these agreements. The Fleet Management System will track each vehicle by their primary assigned maintenance location, including consolidated vehicles at agencies other than the owning agency. The Fleet Management System and security access is being designed to support inter-agency sharing of fleet repair resources at all levels and agencies are expected to cooperate in supporting other agency fleet needs.

9. **Towing** New York City operates over 350 tow units. Towing services are provided through a wide variety of titles citywide and also by contract. Towing consists of scheduled and emergency towing for fleet repair, and operational towing and transport of in-service equipment as part of agency operations. All tow work performed directly by the fleet repair garages including by staff in mechanical titles or by service contracts must be tracked in the Fleet Management System. By agreement through the consolidation, DOT and NYPD provide towing services for specified other agencies.

10. **Tires** All spare tires under the direct oversight of the repair garages must be recorded in the parts inventory. Agencies are to use retread tires wherever possible. Policies regarding the changing of vehicle tires vary by agency and also by title. AFDs should consult their agency personnel and/or labor relations offices with questions.

11. **Vehicle washing and cleaning** Agency fleet operators are expected to clean and empty vehicles, including of waste, prior to vehicle maintenance. Agency fleet operators shall remove or secure objects of value including tools, equipment, E-ZPasses, computers, parking passes, or other items to prevent any claims of loss or theft during fleet repair.

12. **Auto parts and supplies** The receipt of all parts including tires that are procured as part of in-house fleet repair services or that are part of City-owned inventory must be tracked in the Fleet Management System and these records kept accurate. All parts issued to vehicles must be recorded on automotive work orders tied to the specific vehicle that the parts are installed on. An annual inventory check must take place for all City-owned parts in inventory consistent with citywide inventory procedures. Salvage or unused parts must be auctioned or disposed of through DCAS OCP official property disposal processes and may not be discarded separately by any agency. All auto parts must be procured through DCAS OCP contracts unless delegated in writing as otherwise indicated in the Fleet Manual.

    Parts and tires received through new vehicle acquisition or other means must be recorded in inventory in the Fleet Management System, with the source indicated. Rags, common nuts and bolts, and other general consumable items must be stored securely but do not need to be

charged to work orders. Agencies may reuse body components and other major parts from vehicles scheduled to be salvaged. These parts shall be recorded in inventory and on work orders.

NYC Fleet is implementing a contract for operation of parts rooms. Where the parts room inventory is not City-owned, inventory procedures will not be required and, alternatively, the specific contract procedures shall be followed.

At all times, for in-house or contracted parts rooms, the inventory must be secure and access limited to pre-selected and authorized personnel.

SECTION 11

FLEET MANAGEMENT SYSTEM

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1. **Introduction** The Fleet Management System is the official record for all New York City fleet assets and maintenance activities. All agencies are required to fully implement the citywide Fleet Management System administered through NYC Fleet. NYC Fleet will provide a user's manual to the Fleet Management System. In 2013, NYC Fleet is transitioning from the MCMS system for fleet to NYC FleetFocus. NYC FleetFocus will be designed to support fleet staff and vehicle operators citywide and will also integrate with various agency and citywide information management systems. A list of staff in each agency who are tasked with updating the Fleet Management System will be kept by NYC Fleet.

2. **Fleet asset categorization** Fleet assets will be tracked by various categories including vehicle number, make, model, type, assignments, parking locations, and emergency or non-emergency. Light duty vehicles are those 8,500 GVW or less. Medium are 8,500 to 14,000 GVW, and heavy are over 14,000. Off-road and specialized vehicles will be tracked as one category and do not impact Baseline Fleet Ceilings.

3. **Shared services and fully loaded charges** The Fleet Management System will be used for reimbursing servicing agencies for shared services. NYC FleetFocus will be designed to track fully loaded costs including overhead costs for each garage facility. AFD are expected to provide regularly updated personnel lists that will be used to generate these costs and to ensure that all mechanical time is charged in the system.

4. **Leases and rentals** All vehicle leases and rentals will be tracked in the Fleet Management System, if operated for over 3 months. Any repairs made to leases and rentals must be consistent with the rental contracts and charged on the Fleet Management System. Leases and rentals will be tracked and reported separately from City-owned fleet and equipment. The lease and rental of all equipment must be authorized through NYC Fleet and the CFMO.

5. **Daily fleet out of service report** Since May 2012, NYC Fleet has produced a daily morning out of service report. This report is widely distributed each morning as well as placed on the internet through NYC.gov. The daily out of service report is a morning snapshot report. NYC FleetFocus can also produce a 24 hour downtime report.

   Vehicles are to be reported as out of service as soon as the unit is not usable for intended functions due to service issues. A vehicle can be reported as out of service even if not yet at a repair garage. The vehicle may be reported as in-service as soon as repaired and available for use. A repaired vehicle is not mechanically down or out of service if waiting pickup by an agency operator. Vehicles must be reported as out of service whether being repaired through in-house services or through vendors. Once a vehicle is approved for salvage, the vehicle is no longer considered out of service and must be placed in pending relinquishment status. New vehicles are not considered out of service if awaiting initial BQA inspection or component installations. Vehicle out of service would not be tracked until the date a vehicle is officially placed into active use on the Fleet Management System. The off-season upgrades or planned servicing of seasonal

equipment including salt spreaders, snow melters, grass mowers, and beach equipment will be included in daily work order reporting but excluded for purposes of fleet performance measurement.

6. **Mayor's Management Report** The Fleet Management System will be used to produce most metrics for the Fleet section of the MMR, which was reformatted in 2013. AFDs are expected to provide any information that is not available through the Fleet Management System.

7. **FleetStat** NYC Fleet tracks a wide variety of metrics across fleet including costs for personnel, fuel, acquisitions, parts, service contracts, rentals and collision litigation. NYC Fleet also prepares a wide variety of performance and internal quality control reports. These reports will be used as part of a FleetStat program with AFDs to monitor and improve fleet performance.

8. **Fleet Share** NYC Fleet will make available to fleet operators and others a wide variety of resource information regarding the fleet. As part of NYC FleetFocus, a website will be maintained with access to the Fleet Management System, online services, and resource information. The NYC Fleet website will be the official portal into the Fleet Management System. The fleet website is available at www.nyc.gov/dcas.

9. **Email addresses and alerts** The Fleet Management System will include email addresses for fleet staff and staff assigned vehicles. This is a new feature of NYC FleetFocus. Agencies must create agency email addresses for all fleet staff and vehicle operators who do not already have agency email addresses. These addresses will be loaded into the Fleet Management System automatically by NYC Fleet where possible. Agencies are otherwise responsible for adding email addresses to the Fleet Management System.

10. **IDs and passwords** NYC Fleet will create IDs for NYC FleetFocus based on user email addresses and will create a default password for first time sign-on. Once signed on, employees will create their own passwords.

11. **Hierarchies** In consultation with fleet agencies, NYC Fleet will determine access levels within NYC FleetFocus for staff within and across agencies.

SECTION 12

COLLISION AND VEHICLE INCIDENT MANAGEMENT

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1. **Introduction** The City of New York pays tens of millions of dollars in liability claims each year for NYC Fleet vehicle collisions and incidents. The implementation of a citywide collision and incident management tracking program will improve the City's ability to analyze, assess and mitigate these safety and cost risks. Effective July 1, 2014 the Fleet Management System will be used as a single location to track all collision and vehicle incident information and documents, and to link appraisal and repair information. Each agency will designate an Agency Collision Manager (ACM) to coordinate these issues. Benefits of this risk management system will include:

   - Paperwork reduction
   - Standardization of reporting and evaluation across agencies
   - Linking collision reporting and repair work orders and costs
   - One stop location for all collision related documents
   - Linking of claims, litigation and collision reporting
   - Detailed risk analysis across a wide variety of common tracking fields
   - Improved ability to develop risk mitigation and focused training initiatives

   The citywide tracking outlined below will cover all City fleet owned and leased fleet units with the exception of law enforcement units where alternative tracking policies may be implemented.

2. **Definitions** The Fleet Management System will track collisions and incidents for City-owned, leased or rental vehicles in the following categories:

   - Major collision: Any collision involving $1,000 or more of damage or injury. This definition is the same as the State MV-104 reporting requirements.

   - Minor collision: Any collision with less than $1,000 damage and no injury. These include mirror collision, collision with fixed objects resulting in minor scratches or dings.

   - Theft: Unlawful removal of a Fleet Vehicle or any component of a Fleet Vehicle.

   - Vandalism: Deliberate abuse to a Fleet Vehicle, such as tire slashing, graffiti, broken windows.

   - Fire: Any fire damaging a City Government Vehicle.

   Agencies may also request further categories within these definitions for agency specific tracking.

3. **Notification** Employees must promptly report collisions to the NYPD or other law enforcement as appropriate, the owner of any vehicle impacted, and their agency. Employees are expected to wait and cooperate with responding police officers and to follow up to attain police reports.

Each agency must establish a notification system to alert appropriate agency fleet, other staff and NYC Fleet of collisions and vehicle incidents real-time where possible and no later than 24 hours after the event. The citywide alert email for NYC Fleet is NYCFleet@dcas.nyc.gov. NYC Fleet will establish this system directly for client fleet agencies.

4. **Investigation** All collision and vehicle incidents must be evaluated by the agency responsible for the vehicle and employee. As part of the evaluation, each agency must verify that the employee in the collision was a City Authorized Driver of Fleet Vehicles.

   For major collisions, each agency must send a manager or other designated party to the scene to investigate the collision. The results of this investigation will be reported in the Fleet Management System in the agency evaluation section. In addition to this investigation, agencies must also establish evaluation committees or other levels of oversight over major collision events. If a collision is the fault of the agency operator, the evaluation committee will determine appropriate agency response which may include but is not limited to additional training.

5. **Reporting** Within 14 days of the collision or incident, the employee reporting section on the Fleet Management System, including the downloading of any pictures, the Police report, or other documents must be completed. Within 1 month, the agency evaluation section must be completed. NYC Fleet will report on any missing documentation or incomplete submissions. All agency employees and supervisors will be required to enter common fields including each field in the NY State MV-104 form. In addition, some additional information will be required that will be agency specific.

   Employees will be able to print required reports from the Fleet Management System, including the NY State mandated MV-104 and sign and submit as needed. All final signed reports must be scanned into the Fleet Management System.

6. **Pictures** Agencies will obtain digital pictures of collisions or incidents, including damage and locations, wherever possible. These pictures must be uploaded to the Fleet Management System as part of the collision entry.

7. **Risk management, reporting and litigation** The City will track data to assess collision and incident trends. Areas of analysis may include but is not limited to:

   - Agency
   - Type of vehicle
   - Time of day, time of year
   - Employee titles and years of service
   - Location
   - Weather and whether the collision was weather-related or not
   - Traffic conditions, rear-ends, or collisions with stationary objects
   - Injuries
   - Commuting related
   - Preventable or non-preventable
   - Vehicle damage that is not properly reported

- Employee collision or incident history
- Whether traffic laws or City vehicle procedures were violated
- Other contributing factors

NYC Fleet will assess whether an Affirmative Claim shall be pursued for each collision or incident. NYC Fleet pursues Affirmative Claims on behalf of most City agencies. NYC Fleet will record in the Fleet Management System whether an Affirmative Claim is being pursued and, if so, the results. NYC Fleet will work with those agencies that directly pursue Affirmative Claims to track these results in the Fleet Management System.

Working with the Law Department, the status of claims and litigations for each collision or vehicle incident will also be tracked in the Fleet Management System.

All collision reports must be submitted to the City Comptroller.

8. **Insurance** The City of New York does not maintain insurance. The City of New York is a municipal corporation authorized to expend funds for any loss, claim, action or judgment. The City provides in every vehicle a card for drivers to furnish to law enforcement, stating that the City is "Not-Insured", meaning that it is not required to privately insure its vehicles against outside claims. The language on the card is as follows:

<u>Insurance statement to NYPD and other law enforcement agencies</u>

In the event of a collision involving this vehicle, please use NYS DMV Code #994 (Government-Owned). The City of New York manages and settles all claims directly, and does not have private insurance. Claims for damage or injury must be sent to:

The Comptroller of the City of New York
Municipal Building, Room 1200
Bureau of Law and Adjustments
New York, NY 10007

SECTION 13

FACILITIES

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1. **Introduction** All garage facilities and fuel sites shall be professionally kept with proper signage, up to date licenses, and proper environmental compliance. Garages must have clear intake signage and procedures for vehicle operators to follow. Up to date motor vehicle inspection and other garage licenses must be prominently posted. NYC Fleet will develop inspection procedures for fleet repair facilities and fueling sites.

2. **Contract and in-house repair work to garages** Major repair work to dedicated repair garages may be tracked as work orders, either in-house or contract, and charged to the individual shop through the Fleet Management System by the AFD. This will enable facility costs to be included in fully loaded costs and also offer a tracking location for this work. Capital work to dedicated repair garage facilities shall also be recorded in this manner.

3. **Repair equipment** Each AFD must keep a list of shop equipment including repair bays, fixed lifts, removable lifts, jacks, air compressors, diagnostic and testing equipment, computers, shared tools, and other shop equipment. This list may be kept on the Fleet Management System.

4. **Environmental compliance** Programmatic vehicle washing may only take place where there are appropriate oil/water separators. All oil drums must be clearly marked, dated, and kept in spill containment systems. Waste oil, used parts, and other waste items must be properly disposed of. Spills must be addressed immediately on the shop floor. Smoking is not allowed on any shop floor or in public buildings. All repair garages must recycle bottles and paper. All facilities must use biodiesel blends for heating oil as required by local law.

5. **Security** All garages must take steps to ensure the security of all automotive parts, vehicle components, and tools including mechanics' tool boxes.

6. **Service manuals and other records** Service manuals will be kept on site to assist with the repair of Fleet Vehicles. In general, it is the expectation that all fleet repair, facility and related records will be loaded onto the Fleet Management System for long-term records retention.

7. **Professionalism** Work bays and common garage areas shall be professional at all times. Inappropriate material and postings are to be removed.

8. **Green buildings** Garage facilities can be ideal locations for green roofs, solar installations, EV charging stations and other green initiatives. AFDs may work with DCAS Energy and NYC Fleet to develop these opportunities.

   Facilities must also comply with Municipal Separate Storm Sewer System (MS4) Best Practice guidelines as are issued by DEP as part of DEC permitting requirements.

SECTION 14

EMERGENCY OPERATIONS

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1. **Introduction** Fleet operations, equipment, fuel and garages are critical emergency assets. Prior to potential emergencies such as coastal storms, vehicles and fuel sites must be topped off, generators and light towers readied, fleet units moved from potential impact zones where possible, and facilities secured.

2. **Repair services** Repair staff and contracted services are critical resources in emergencies and expected to be available as needed to support core agency and City emergency response.

3. **Fuel sites** In citywide emergencies, agencies that operate fueling locations will be expected to extend hours and support other agency's fleet and equipment as requested by the Mayor's Office, OEM and/or NYC Fleet and consistent with Fuel Emergency Plans developed by OEM as required by local law. In a fuel crisis, agencies may be required to ration or limit fuel for essential response equipment only.

   In emergencies only, as declared through the Mayor's Office and the Office of Emergency Management, City in-house fueling locations may be utilized to fuel non-City essential response units. This use may only be authorized by the CFMO and in writing and will be consistent with the City's Fuel Emergency Plan. The units that may be fueled will be outlined in detail by NYC Fleet. Agencies may not authorize private fueling at in-house fueling stations without Mayor's Office and OEM emergency authorization and CFMO approval.

4. **Critical equipment** Many types of equipment including mobile generators, light towers, fuel trucks, towing units, forklifts, and mobile water pumps are heavily in demand during citywide emergencies. All of the equipment listed above must be tracked in the Fleet Management System. In addition, agencies shall be prepared to deploy this equipment in conjunction with citywide priorities as indicated by the Mayor's Office or OEM.

5. **Transport logistics** In emergencies, fleet divisions shall be prepared to support citywide needs for transport and towing. Agencies may authorize expanded temporary commuting and car or van pooling during emergencies to assist with employee transport.

6. **Fleet and equipment related procurement** In an emergency, NYC Fleet or DCAS OCP may waive procedures regarding leasing or procurement of equipment, fleet or fuel related services to enable agencies to address emergency situations. Any such waiver must be provided in writing.

SECTION 15

DEFINITIONS AND ACRONYMS

Affirmative Claim A claim made by a Mayoral agency against a non-City government driver and that driver's insurance company with respect to reimbursement for damages to a City Government Vehicle or Motorized Equipment.

Baseline City Government Vehicle City Government Vehicles that an agency has procured, fully or in part, through City tax levy funding and which are deemed to be eligible by CFM for replacement with City tax levy funding. Agencies may only promise for relinquishment Baseline City Government Vehicles when ordering Baseline City Government Vehicle replacements.

Baseline Fleet Ceiling The maximum number of Baseline City Government Vehicles overall or in a specific category that an agency is permitted to have in its operation. Baseline fleet count is the number of actual active vehicles at any given time, including pending salvage that has not been sent to auction within 30 days.

City Government Vehicle or Fleet Vehicle Consistent with the definition of a vehicle in NY State Motor Vehicle Law, a motorized device, owned, leased or rented by the City, which is operated or driven in a public place, namely upon a public highway, road, street, avenue, alley, driveway or path, in or upon which any person or property may be transported. The final determination as to whether a device is considered a City Government Vehicle is to be made by the CFMO.

City Authorized Driver An individual designated by City of New York civil service job specification or by an Agency Head to operate a City-owned, -leased or -rented vehicle.

Components Two and four cycle equipment such as weed whackers, push mowers, blowers, and chain saws are considered and tracked as components and not fleet equipment in the Fleet Management System. Equipment installed on vehicles such as canceivers, AVL, GPS, FastFleet, plows, tow hitches, and light bars are considered and tracked as Unit Items and also not fleet equipment on the Fleet Management System.

NYC Fleet Managed Fleet The fleet of vehicles and motorized equipment owned by multiple City agencies that do not have agency-owned garage facilities or a separate fleet maintenance program. These fleets are maintained through NYC Fleet's maintenance management program.

Exempt Vehicle City Government Vehicles and motorized equipment that an agency has procured, fully or in part, through grant funding, elected official funding, or donation and which are deemed not to be eligible by CFM for replacement with City tax levy funding. Agencies may not promise vehicles in exempt status as relinquishment for baseline fleet replacements.

Fleet Management System (NYC FleetFocus) The City's official system of record for all fleet operations including asset tracking, salvage, maintenance, and collisions. Fleet agencies are required to utilize fully the Fleet Management System as outlined in these procedures and by the CFMO.

Leased or rented vehicle A City Government vehicle or motorized equipment that is possessed for three (3) months or more and whose title remains with the lessor. All leased or rented vehicles will be tracked in the Fleet Management System.

Motorized equipment A device/equipment that is used to transport people and/or supplies but is not defined as a vehicle under federal or NYS Vehicle and Traffic law. Motorized equipment is generally maintained by the agency's fleet maintenance function and is procured using fleet funding.

Sports Utility Vehicle (SUV) A high performance vehicle built on a truck chassis that may be optionally prepared for four wheel drive capability. For purposes of this publication, any vehicle listed by the U.S. Department of Environmental Protection as a sports utility vehicle is considered to be a SUV.

Agency Collision Manager (ACM)

Agency Fleet Director (AFD)

Agency Transportation Coordinator (ATC)

Automatic Vehicle Location (AVL)

Bureau of Quality Assurance (BQA)

Chief Fleet Management Officer (CFMO)

Clean Fleet Transition Plan (CFTP)

Committee for Fleet Management (CFM)

Compressed Natural Gas (CNG)

Fleet Management Manual (Fleet Manual)

Global Positioning System (GPS)

Mayor's Management Report (MMR)

Motor Vehicle Inspection (MVI)

NYC Fleet and NYC FleetFocus

New York State Department of Motor Vehicles (DMV)

Office of Citywide Purchasing (DCAS OCP)

Petroleum Bulk Storage (PBS)

Preventive Maintenance Inspection (PMI)

Ultra Low Sulfur Diesel (ULSD)

Amendment to Section 5, Fuel, of the NYC Fleet Management Manual

Effective January 11, 2016

8. **Workplace EV charging pilot** Consistent with the NYC Clean Fleet plan announced in December 2015, the City will pilot and test workplace charging for personal electric vehicles. The initial pilot will involve only the EV charger(s) at the City Hall charger location. These EV chargers will be made available to City fleet vehicles and also to approved personal electric vehicles. Only City and/or personal vehicles that are otherwise authorized to park at the City Hall location may request to use the EV charger. Participants fueling personal electric cars must use a personal Charge Point card for authorizing and reimbursing the City for all electric charges. Any questions regarding workplace access at this location can be directed to DCAS.

   This pilot does not impact any other site or any other fueling and all other fleet rules remain in effect. Any requests to expand EV workplace charging should be directed to DCAS Fleet.

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

EXECUTIVE ORDER No. 161

April 23, 2012

CITYWIDE CONSOLIDATION OF FLEET OPERATIONS, FLEET MAINTENANCE AND RELATED MATTERS

WHEREAS, the City operates a large fleet ("City Fleet") of vehicles and motorized equipment and an extensive network of repair, maintenance and fueling facilities and resources that is critical to the daily provision of municipal services; and

WHEREAS, the City Fleet is currently managed in a decentralized manner across agencies with limited sharing of mechanical and technical expertise, fleet resources, and agency facilities; and

WHEREAS, individual City agencies have implemented a wide variety of best fleet practices and innovations in the areas of repair and servicing, fueling, equipment specification, environmental policy, and training, the citywide implementation of which would benefit all agencies; and

WHEREAS, the consolidation and sharing of services offers the opportunity to achieve significant cost savings and improvements in services; and

WHEREAS, New York City Charter section 827 directs that the Department of Citywide Administrative Services ("DCAS") "acquire by purchase, lease or otherwise, vehicles and other automotive equipment for the use of city agencies; manage, maintain, store and operate a fleet of motor vehicles; assign fleets to agencies in accordance with the direction of the mayor and ensure the effective operation of all shops, yards, garages, fuel depots, and other facilities required for the maintenance of fleets operated by agencies; and ensure the maintenance of records for all city-owned vehicles;"

NOW, THEREFORE, by the power vested in me as the Mayor of the City of New York, it is hereby ordered:

Section 1. City Fleet Service Consolidation Plan. After appropriate consultation with affected agencies, DCAS shall develop and execute a plan ("City Fleet Service Consolidation Plan") for the consolidation and sharing of fleet repair, maintenance, garage, and fueling resources

that will ensure that such shared services infrastructure satisfies both the general operational needs of the City Fleet and the needs of each agency. Such plan may include the closing or re-purposing of facilities. DCAS shall issue and administer all such rules, timelines, service level agreements, staffing plans, inspection procedures, and policies as are necessary to the implementation and successful operation of the City Fleet Service Consolidation Plan.

(a) All agencies having repair and fueling infrastructure including but not limited to the Police Department, the Fire Department, DCAS and the Departments of Correction, Sanitation, Environmental Protection, Transportation, Parks and Recreation, and Health and Mental Hygiene, shall be covered by the City Fleet Service Consolidation Plan. DCAS shall take appropriate steps to facilitate the participation of the Department of Education in such Plan.

(b) The Police Department, the Department of Sanitation and DCAS ("Servicing Agencies") shall provide comprehensive fleet repair and maintenance services to other agencies ("Client Agencies"). The Police Department shall provide these services for in-house maintained light-duty vehicles. The Department of Sanitation shall provide these services for in-house maintained heavy- and medium- duty vehicles. DCAS shall manage and provide all contract repair services. DCAS may however determine and provide in the City Fleet Service Consolidation Plan that particular agencies shall continue to perform services with respect to their own vehicles or the vehicles of other agencies in a different manner where such performance best furthers an overall result that is efficient and cost-effective.

(c) DCAS shall oversee the preparation of specifications for and the issuance of all contracts Citywide for services, parts, and goods for the provision of City Fleet services. Such contracts shall include, but not be limited to: contracts for the provision of auto parts and inventory services; contracts for fueling; fleet repair service contracts for comprehensive repair or component services such as engines, body repair, or tire services; contracts for environmental services; and leasing agreements.

(d) In coordination with the Office of Management and Budget ("OMB"), DCAS shall monitor and authorize agency appointment personnel actions with respect to Citywide fleet services and supervision of such services, including but not limited to mechanical repair and garage support services.

§ 2. Procurement of Vehicles and Equipment. DCAS shall plan and implement the specification, procurement, salvage and auction of all fleet vehicles and motorized equipment on behalf of the City and all agencies. Non-emergency equipment and fleet specifications shall be prepared through a Citywide Specifications Unit to be established under the oversight of DCAS.

Specifications for specialized emergency services and fire equipment shall be prepared by the emergency services agencies and submitted to DCAS for procurement. Any changes to such specifications shall be made by DCAS only after consultation with affected emergency service agencies. DCAS shall issue to each agency an authorized number of fleet vehicles ("approved fleet count") and shall ensure that the City fleet is assigned and deployed in an operationally and cost effective manner. DCAS shall issue annually a plan for all fleet and equipment acquisitions ("acquisitions plan") and shall ensure the coordination of all City and agency fleet acquisition resources.

§ 3. Green Fleet Plan. DCAS shall develop and execute a plan ("Green Fleet Plan") to comply with all applicable laws and rules governing environmentally appropriate procurement of City vehicles. This plan shall include a comprehensive approach to the implementation of a citywide strategy for the use of biodiesel and electric vehicles by City agencies.

§4. Monitoring of Fleet Operations Performance. DCAS shall track all City Fleet assets, fueling, vehicle assignments, and maintenance activities using a comprehensive fleet database. DCAS shall establish regular performance reporting in areas of fleet acquisitions, repair servicing, fuel and emissions reductions, and proper fleet use.

§5. Use of City Vehicles. DCAS shall establish policies and procedures for all City vehicle drivers and shall implement other appropriate best practices so as to ensure the safe, reliable and proper use of City vehicles. DCAS will establish a comprehensive citywide program for tracking and monitoring accidents involving city vehicles.

§6. Citywide Chief Fleet Officer and Inter-Agency Working Group. The Commissioner of DCAS shall appoint a Citywide Chief Fleet Officer who shall have responsibility for implementing this Executive Order and overseeing the City Fleet, fueling and garage resources.

(a) Within 30 days of the signing of this Executive Order, DCAS shall convene an inter-agency working group, to meet as necessary, which shall be chaired by the Citywide Chief Fleet Officer. Such working group shall be comprised of representatives of each Servicing Agency and appropriate Client Agencies, the Mayor's Office of Operations, the Office of Labor Relations, Law, OMB and any other City representative(s) designated by the Deputy Mayor for Operations to coordinate the implementation of this Executive Order and the operations of the City Fleet.

(b) Agency Commissioners shall designate an agency representative as a liaison to work with DCAS to ensure the execution of the obligations of this Executive Order.

§7. Inter-Agency Transfers.

(a) Each Client Agency shall, whenever necessary, work with OLR, OMB, DCAS, and the Servicing Agencies to implement the transfer of staff and funds in furtherance of

the purposes of this Order and of the City Fleet Service Consolidation Plan. Such implementation may include, but shall not be limited to, the transfer of necessary employees from the Department of Education, with the consent of the Chancellor of the Department of Education or his or her designee.

(b) DCAS, the Client Agencies and the Servicing Agencies shall take all steps necessary to ensure the transfer, including but not limited to any necessary transfer pursuant to subdivision 2 or subdivision 6 of section 70 of the Civil Service Law, of employees who perform the functions described in this Executive Order.

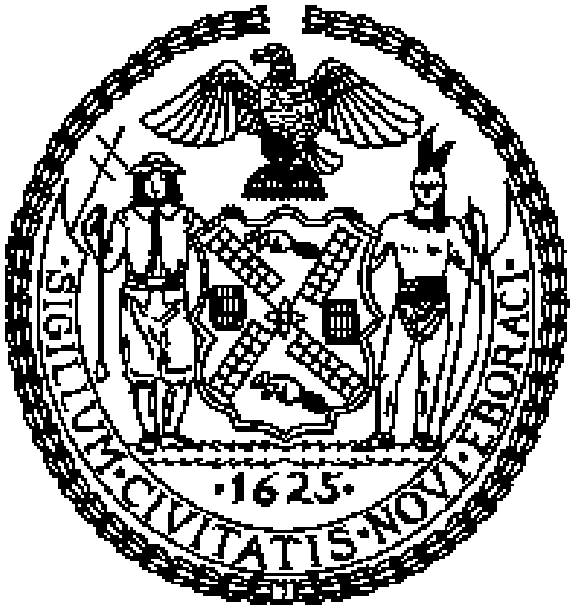
(c) In accordance with sections 811 and 827 of the Charter, the Commissioner of DCAS may exercise authority to direct transfers of agency employees between City mayoral agencies in furtherance of the purposes of this Order and of the City Fleet Service Consolidation Plan. Such transfers shall be consistent with subdivision 2 or subdivision 6 of section 70 of the Civil Service Law, as applicable. Such transfers may include arrangements for employees subject to pending disciplinary charges and, in the case of transfers pursuant to subdivision 6 of such section, shall be contingent upon agreement with the relevant employee organization.

§8. Agency cooperation. All agency heads are directed to cooperate fully with DCAS in implementing and complying with this Executive Order.

§ 9. Supersession. Mayoral Directive 82-1 (March 26, 1982) ("Office of Fleet Administration") is hereby REVOKED. Further, this Order shall supersede any provisions of any other prior Orders or Directives that are inconsistent with the policy objectives set forth herein.

§10. Effective Date. This Order shall take effect immediately.

Michael R. Bloomberg
Mayor



THE CITY OF NEW YORK

CITY VEHICLE DRIVER HANDBOOK

Bill de Blasio, Mayor

Lisette Camilo, Commissioner
Department of Citywide Administrative Services

Keith T. Kerman, Deputy Commissioner, Chief Fleet Management Officer

NYC Fleet

May 2016

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CONTENT OVERVIEW AND SUMMARY

This manual supersedes the January 1997 directive entitled, "Regulations for City Vehicle Drivers, Accident Reporting and Loss Control," which was issued by the Mayor's Office of Operations. This manual has been updated in November 2013 and will serve as an attachment to the Fleet Management Manual (Fleet Manual).

This edition focuses on important topics for City Government Vehicle drivers, including the use of mass transit as the principal means of travel, vehicle assignments, restrictions concerning the use of City Government Vehicles by temporary workers and contractual personnel, and the use of personal vehicles for conducting City business. This manual also addresses federal Internal Revenue Service (IRS) regulations covering fringe benefits associated with parking and commuting privileges.

This manual provides necessary information on proper vehicle maintenance along with instructions on what to do in the event of a vehicle breakdown, moving violation or collision. In order to protect your's and the City's interest please review this information carefully.

Additional copies of this manual can be accessed by going to the NYC Fleet section at NYC.gov/DCAS. Questions should be directed to the Chief Fleet Management Officer (CFMO), NYC Fleet, Department of Citywide Administrative Services (DCAS), 1 Centre Street, 23rd Floor, New York, NY 10007, or by email, send inquiries to NYCFleet@dcas.nyc.gov.

POLICY STATEMENT

Purpose of this manual The City of New York enforces practices that promote the safety of drivers of City Government Vehicles, their passengers and the public. Drivers must carefully review this manual and adhere to its requirements.

Whatever the transportation need, authorized drivers must make every effort to use mass transit in lieu of a City Government Vehicle.

With the exception of elected officials for whom the New York City Police Department has determined that personal security is necessary, as well as certain City government executives, under no circumstances may City Government Vehicles be used for personal or other-than-official City Business unless provided for in this Driver Handbook. Likewise, City Government Vehicles should only be driven by appropriate authorized personnel.

Role of the Agency Transportation Coordinator (ATC) Authorization to operate City Government Vehicles is determined by the ATC and approved by the Agency Head. The ATC must provide drivers with a copy of this manual and emphasize the importance of adherence to its requirements. Each agency is encouraged to provide training to their authorized drivers. Where it is appropriate, the ATC will schedule drivers for specialized training as well as instruct them in the areas of defensive driving techniques, vehicle inspections and appropriate actions in the event of incidents i.e., collisions, vandalism and theft. The ATC authorizes the use of a City Government Vehicle only when drivers demonstrate proper skills and knowledge. Your ATC will report to agency management any vehicle problems that may be due to driver neglect, abuse and/or misuse. Any questions with respect to drivers' responsibilities in connection with an assigned City Government Vehicle should be directed to the ATC.

Use of personal vehicles The City strongly discourages the use of personal vehicles to perform City business. If mass transit is not practicable and a personal vehicle must be used for City business, drivers must obtain prior written approval from their ATC and maintain appropriate automotive insurance in amounts required by the State in which the vehicle is registered. In addition, drivers bear the sole responsibility for maintaining trip records for reimbursement and federal tax filings. The use of personal two or three wheeled motor vehicles (commonly referred to as motorcycles, motor scooters, or mopeds) for City business is prohibited.

Drivers covered by this manual This manual is intended for use by all Mayoral agencies, including both uniformed forces and civilian operations; however, it does not fully cover certain requirements of uniformed and civilian drivers when operating vehicles and motorized equipment for purposes of law enforcement, emergency response or specialized operations. Drivers of such vehicles and motorized equipment should contact their supervisor or Human Resources Division to identify fully the appropriate driver training responsibilities and relevant supplemental directives.

Non-City employees, as well as temporary City employees (e.g., interns, day laborers, transitional workers, and contractual staff) may not operate City Government Vehicles unless specifically outlined and provided for in a formal registered contract with the City of New York. These staff

must submit to an agency-managed driver approval and background investigation process and attend mandatory training in order to operate City vehicles.

Elected officials are urged to adopt the requirements contained herein and publish supplemental driver directives applicable to their office.

Supplementary agency procedures Drivers are also required to review and follow supplementary vehicle guidelines and procedures set forth by their agency. Agency Heads should promulgate supplementary guidelines and procedures to address specific/specialized requirements related to the operations of their vehicle fleet. However, all agency procedures must be consistent with the requirements of this manual and with applicable civil service job specifications.

SECTION I

ASSIGNMENT OF CITY GOVERNMENT VEHICLES

With Agency Head approval, the Agency Transportation Coordinators (ATCs) are responsible for authorizing or providing approval for the full-time or temporary use of City Government Vehicles.

Unless prior written approval is provided by your ATC, personal vehicles must not be used for official City business.

Drivers are not allowed to use City Government Vehicles for personal activities, except for required rest periods, meals, and brief stops incidental to the conduct of official City business. Such stops do not entitle drivers to use the vehicle for shopping, recreation or to transport others. However, family members may be transported only as part of an official agency function, which has been approved by the Agency Head. Likewise, drivers may transport other City employees, as well as contractual personnel who are on official City business, to destinations directly along the driver's route.

It is recognized however, that elected officials for whom the New York City Police Department has determined that personal security is necessary will be required to conduct personal activities while using a City Government Vehicle. Such activity and limitations are to be determined by the New York City Conflicts of Interests Board (COIB). Further, certain other governmental executives as determined by COIB may be allowed limited personal use of a City Government Vehicle while on official City business.

1. **Use of public transportation for official City business** Whatever the transportation need, authorized drivers must make every effort to use mass transit in lieu of a City Government Vehicle whenever it is practicable.

2. **Driver licensing requirements** City Authorized Drivers must maintain a valid New York State driver license whenever operating a City Government Vehicle. However, in the case of an agency employee who is not required to maintain residency in New York State, the employee must have a valid driver license from the state of his/her domicile and the driver license must cover the classification of vehicles being driven.

   2.1 Commercial Driver License (CDL) The federal Commercial Motor Vehicle Safety Act of 1986 requires all drivers to have a CDL if driving a vehicle with a gross vehicle weight of more than 26,000 lbs, or towing a vehicle with a Gross Vehicle Weight in excess of 10,000 lbs., or a capacity of 15 or more passengers, or transporting hazardous materials as defined by the federal Hazardous Materials Transportation Act. The ATC must require drivers to present the appropriate, valid license prior to the operation of any vehicle requiring a CDL. Prior to operating a vehicle requiring a CDL, drivers are required to complete the CDL Vehicle Operation Inspection Form located in the back of this manual. Agencies must use agency and/or fleet type specific versions of this form. Copies of those forms should be submitted to the CFMO.

2.2 The Omnibus Transportation Employee Testing Act of 1991 The Omnibus Transportation Employee Testing Act of 1991 states that all drivers who are required to have a CDL are subject to random testing for drug and alcohol use. This requirement includes all City Authorized Drivers who will be operating a commercial motor vehicle, whether full-time, intermittently or occasionally.

3. Vehicle assignment classifications City Authorized Drivers are assigned a vehicle in one of three ways: a full-time assignment without commuting privileges, full-time assignment with commuting privileges or assignment of a pooled vehicle. Vehicle assignments are determined by a list of criteria used by the ATC.

3.1 Full-time assignment of vehicles A full-time vehicle assignment allows drivers sole use of the vehicle. With the permission of the ATC, other agency employees may be granted temporary use of such vehicles. Under these circumstances, the primary driver remains responsible for vehicle upkeep. Agency employees will only be allowed a full-time assignment of a City Government Vehicle at the Agency Head's discretion.

3.2 Take home (commuting) privileges City Government Vehicles may not be used for commuting between a driver's home and workplace unless the driver receives approval from the ATC or Agency Head. Examples of approved take home privileges include but are not limited to employees who work frequently in field locations, respond to emergencies during non-business hours, or do not have available secure overnight parking near the work location.

Drivers with authorized commuting privileges are encouraged to park at a City-owned or operated work site or garage facility nearest the driver's home, if one is reasonably available within five City blocks. The ATC will assist drivers in identifying City garages that are near the driver's home and assist drivers with obtaining permission to park at those facilities. In addition, drivers must notify their ATC of the regular off-duty parking location of commuting vehicles so that these sites can be recorded.

3.2.1 Reporting commuting and parking privileges Federal Internal Revenue Service (IRS) regulations require all drivers to report the value of commuting privileges as a taxable fringe benefit. Additionally, if drivers are provided full time parking, this privilege must also be reported as a separate taxable fringe benefit. Furthermore, when a City official has been granted the use of a City Government Vehicle along with a Chauffeur, appropriate taxable fringe benefits with respect to the vehicle and chauffeur must be reported by the City official. Benefits with respect to the vehicle must be reported by the City official, even if the vehicle is parked overnight at the chauffeur's home.

The value of these fringe benefits is calculated by the driver's/official's agency, following methods prescribed by the IRS, and reported by the driver's/official's agency to the City's Office of Payroll Administration (OPA). OPA disseminates reporting procedures to Agency Heads annually with respect to these benefits. Recipients of commuting privileges are

advised to maintain records of actual use to validate estimated fringe benefit amounts. Recipients may be able to report a reduced fringe benefit amount if it can be documented that the privileges existed for only a small portion of the reporting period.

3.3 Temporary assignment of (pooled) vehicles If a driver requires the temporary assignment of a vehicle, the driver must explain the need for the vehicle, as well as the planned period of use. Once assigned the vehicle, the driver must fill out a trip report to be submitted to the ATC, indicating the purpose of the trip, the destination, the beginning and ending odometer readings and the vehicle's condition upon pickup and return. Failure to complete a trip report may disqualify the driver from future use of City Government Vehicles.

3.4 Use of City Government Vehicles for long distance travel Drivers must comply with this manual and the City Comptroller's Directive #6 (October 2001). The directive states that, "Travel is considered to be beyond the boundaries of New York City when the distance the employee travels is more than 75 miles from Columbus Circle, Manhattan; and/or the distance the employee travels is more than 75 miles from the traveler's home; and/or the length of the traveler's day, starting with departure from home and ending with return home, is, or would be, more than 11 ½ hours." Drivers must fill out the appropriate forms and receive approval from their ATCs prior to making an out of town trip.

Additional items are covered under the City Comptroller's Directive #6. More information can be found on the Comptroller website.

4. Monitoring drivers

4.1 Driver records A copy of your driver record, including received tickets, unpaid moving violations, agency-funded training, and collision reports, is maintained by your ATC.

4.2 New York State License Event Notification System (LENS) The ATC enrolls each City Authorized Driver into the New York State Department of Motor Vehicles (DMV) LENS program. Any event that affects the driver's license will be reported by the DMV to the ATC through LENS. Events that result in points being added to a driver's license are monitored through LENS. Drivers who have excessive points on their license run the risk of having their City driving privileges revoked as well as suspension or revocation of their driver license.

4.3 Out-of-State driving record reporting Certain New York City government employed drivers are not required to live in New York State. However, records from outside jurisdictions must document the status of the driver's license, the number of points or current infractions against the license and the status of the driver's insurance coverage. Out of State drivers are responsible for providing the ATC with a biannual update regarding information reflected in official Department of Motor Vehicle records.

5. Denial of privilege to operate City Government Vehicles

Vehicle usage will be denied if

your driver's license is expired, suspended or revoked. Even when the driver's license is still valid, the ATC, in consultation with the Agency Head, is authorized to deny the use of City Government Vehicles to an employee.

6. Training of City Authorized Drivers

6.1 Training on hybrid and electric vehicles NYC Fleet will provide maintenance and safety training on hybrid and electric vehicles to mechanical staff from City agencies. Vehicle operators may direct questions about these vehicles to their ATC or agency repair garage staff.

6.2 Training on compressed natural gas (CNG) vehicles If a driver is required to operate or fuel a compressed natural gas vehicle, the ATC will schedule the driver for operator awareness training. Such training is facilitated by NYC Fleet and local utility companies. NYC Fleet is responsible for fleet oversight and enforcing agency compliance with fleet policies and procedures. The utility companies provide on-site fueling sites in the City and several outside the City. A copy of available CNG fueling sites is available from NYC Fleet.

7. E-ZPass

7.1 Issuance of E-ZPass The E-ZPass electronic toll collection system is made available through the Metropolitan Transportation Authority/Bridges and Tunnels. Issuance of an E-ZPass to a City employee's vehicle is determined by the ATC and employees responsible for the E-ZPass must report all E-ZPass related issues to their ATC. Drivers are allowed to use a City sponsored E-ZPass only when conducting official City business and in connection with the approved use of a City Government Vehicle.

Drivers must keep a log of E-ZPass use and submit it to the agency representative responsible for monitoring use. When a pass is used, the driver must fill out a trip ticket detailing what it was used for and why it needed to be used so that accurate log books are maintained. Detailed summary reports on travel are produced by E-ZPass and submitted to the designated agency E-ZPass representative for review.

7.1.1 E-ZPass in full-time assigned vehicles Where an E-ZPass is issued to a full-time assigned vehicle, the driver is not permitted to remove the E-ZPass unless returning it to the ATC.

7.1.2 E-ZPass in pooled vehicles Where applicable, the ATC will ensure that a supervisor is appointed as the responsible party for E-ZPass oversight with respect to pooled vehicles. The supervisor will retain the pooled vehicle's E-ZPass until a driver indicates a need to use the pass for official City business. Prior to granting approval, the supervisor will notify and obtain permission from the ATC.

7.1.3 Loss of an E-ZPass In the event that an E-ZPass is lost or stolen, the driver in connection with full-time assigned vehicles or the supervisor with respect to a pooled vehicle must notify the ATC immediately, in order to properly close out the account and obtain a replacement E-ZPass.

7.1.4 Reimbursement of E-ZPass charges Agencies receive monthly E-ZPass statements. Drivers are responsible for reimbursement to the agency for any charges incurred while not performing official City business. Drivers are reminded that abuse of a City sponsored E-ZPass is prohibited and may lead to disciplinary proceedings.

8. Parking permits and summonses

8.1 City Government Vehicle parking permits Drivers must be aware of their agency's in-house procedures with respect to the use of parking permits including areas where City Government Vehicles are permitted to park. Parking permits must be properly displayed to ensure visibility through the windshield. Such permits may only be used for official City business in connection with the assigned City Government Vehicle.

In the event that a parking permit is lost or stolen, the driver, who is responsible for the full-time assigned vehicles or the supervisor who is responsible for the pooled vehicles, must notify the ATC immediately. Drivers or supervisors responsible for a pooled vehicle must file a report with the applicable police department and submit a copy of the report to the ATC.

8.2 Reporting and payment of summonses Within one business day of receipt, drivers must report to the ATC all parking violations and other such summonses issued to a City Government Vehicle. If a driver does not adhere to this procedure, or neglects to satisfy a summons issued to a City Government Vehicle, the ATC will refer the matter to the Agency's Disciplinary Officer or Human Resources Division for possible disciplinary action.

8.2.1 Payment of summonses Drivers are responsible for payment and adjudication of all summonses, including Department of Transportation red light violations, and associated fines/penalties received in connection with the use of a City Government Vehicle. Failure to do so may result in disciplinary proceedings and the loss of City Government Vehicle driving privileges.

8.2.2 Official Business Defense The Official Business Defense Unit (OBD) was established by the New York City Department of Finance to provide an efficient mechanism for adjudicating parking violation summonses issued to City Government Vehicles during the course of official City business. Depending on the circumstances, summonses may be dismissed or fine amounts reduced. City Authorized Drivers are responsible for compliance with the terms of any guilty verdicts and final determinations by the OBD Unit. Drivers should contact their ATC for the applicable forms and processing information.

8.3 Resolution of moving violations Drivers must resolve in a timely manner all summonses received in connection with moving violations issued to a City Government Vehicle. If the driver does not address such summonses accordingly, driving privileges may be revoked leading to possible suspension of City employment.

9. Participation in the City gas card program

9.1 Issuance of fuel cards Agencies participating in the City's gas card program must observe gas card specifications set forth by DCAS in the City's requirement contract. Each gas card, issued to a specific City Government Vehicle must be used in conjunction with the specific vehicle; under no circumstances are drivers allowed to use it to fuel other vehicles. The Personal Identification Number (PIN) issued in connection with a gas card assigned to an individual must be kept confidential and not revealed to other drivers. When a new vehicle assignment is made, the old PIN will continue to be used by the driver and a new gas card will be issued for the new vehicle assignment.

9.1.1 Properly recording odometer readings NYC Fleet receives monthly reports of all fueling transactions accompanied by odometer readings. If an odometer reading repeatedly appears to be incorrect, such errors will lead to the loss of gas card privileges or other disciplinary action.

9.2 Loss or theft of a gas card If a driver loses a gas card or it is stolen, the driver must notify the ATC immediately in order to properly close out the account and have a replacement gas card issued. If a driver believes that an unauthorized use of a PIN has occurred, the ATC must be notified immediately. The ATC will file a report with the police precinct if appropriate and send a copy of the police report to NYC Fleet.

SECTION II

SAFE OPERATION, USE, CARE AND MAINTENANCE OF CITY GOVERNMENT VEHICLES

City Authorized Drivers are responsible for the proper use, care and maintenance of City Government Vehicles, including operating such vehicles in accordance with all applicable vehicle and traffic related laws. A Vehicle Inspection Checklist has been added to the back of this manual. Drivers must refer to it and regularly perform an inspection on the assigned City Government Vehicle.

Whether assigned a vehicle for full-time or temporary use, or while using a pooled car, drivers must familiarize themselves and comply with instructions contained in the vehicle's Owner's Manual, stored in the vehicle's glove compartment.

1. **Inspection of City Government Vehicle** Drivers, including those operating a pooled vehicle, must frequently do an external visual check of the vehicle, with emphasis on the condition of the tires and the operation of the exterior lights. Then, upon entering the vehicle, the driver must verify the proper operation of the brakes, horn, heater and air conditioner blower motor, and windshield wipers. In addition, the driver is responsible for checking the check engine/service engine light and notifying the ATC of any problems. Problems with any of these components may impact safe vehicle operations as well as result in traffic infractions.

2. **Safe operation of City Government Vehicle** The abuse or neglect of a City Government Vehicle will lead to the loss of driving privileges and possible disciplinary proceedings. Drivers must not operate vehicles with expired inspection stickers or with known or apparent problems such as cracked or broken windshields, smoking radiators, any loud or scraping noises, illuminated/flashing check engine lights, or slipping transmissions. Drivers are reminded that unattended vehicle service needs compromise proper vehicle operations and may lead to collisions, unnecessary repairs as well as the loss of productivity.

   For personal protection and safety of the public, drivers must observe the following:

   - **Do not use a vehicle for a purpose unintended by the manufacturer** Manufacturers publish the gross vehicle weight (GVW) and towing capacities of their vehicles in the vehicle owner's manual. The GVW conveys the maximum weight the vehicle is engineered to handle, including cargo. The towing capacity indicates the maximum weight the vehicle is allowed to tow. Overloading a vehicle can not only damage critical vehicle components, but also cause the driver to lose control of the vehicle.
   - **Do not operate a vehicle while under the influence of drugs or alcohol** Employees assigned to a City Government Vehicle who are charged with and convicted of a DUI or DWI will lose their driving privileges.
   - **Do not operate a vehicle without permission from the Agency Transportation Coordinator** The ATC is responsible for managing the agency's fleet and must be

informed about vehicle assignments. Driving a City Government Vehicle in the absence of ATC approval is a violation of the City's vehicle use rules and may result in disciplinary action.

- **Do not operate a vehicle with a known or obvious safety problem** Modern vehicles incorporate sophisticated systems that are engineered to detect potentially dangerous and inoperable conditions. These systems allow for the correction of conditions before they worsen or lead to possible collisions. Drivers must immediately notify their ATC and designated maintenance provider of any vehicle safety problems and service needs.
- **Do not drive with an expired or missing state inspection or registration certificate** If an inspection sticker is expired or missing, the ATC must be contacted so that an inspection and any necessary maintenance can be performed on the vehicle. A replacement vehicle with proper documentation may be assigned in the interim. It is in the driver's best interest to ensure that the City Government Vehicle is outfitted with a proper inspection and valid registration certificate. Operating a vehicle without a proper inspection and registration certificate is illegal and may subject the vehicle operator to the loss of their driver license.
- **Do not interfere with the work of vehicle mechanics** Mechanics use complex computerized diagnostic equipment and procedures to detect and repair vehicle problems. Drivers must not interfere with or attempt to rush vehicle maintenance and repair work.
- **Do not operate a vehicle while using any portable electronic device** City Authorized Drivers are reminded that pursuant to Section 1225-D of the New York Vehicle and Traffic Law, effective November 1, 2009, no person shall operate a motor vehicle while using any portable electronic devices while the vehicle is in motion. Such devices include but are not limited to cell phones, laptop computers, pagers, personal digital assistants and two-way messaging devices.
  Effective May 12, 2016, do not operate a vehicle while talking on a phone, including hand-held, hands-free, or phones affixed to a vehicle. Don't do anything that will interfere with the safe operation of the vehicle, and this specifically includes texting or emailing while you are driving. Always pay attention to the road. If you must make a phone call, find a safe place to pull over. Consistent with NY State Law governing hand-held use, the only exceptions are for emergency 911 calls or when operating an authorized emergency vehicle in the performance of official duties.

3. **Required vehicle documents** Prior to operating a City vehicle, the ATC will provide all drivers with a copy of this manual to be kept in the vehicle and instruct drivers with respect to the following:

- Where the owner's manual is located in the vehicle, as well as pertinent information contained in the manual.
- Where the vehicle registration is located in the vehicle.
- Where the "No-Insurance" card is located in the vehicle. The City provides in every vehicle such a card for drivers to furnish to law enforcement, stating that the City is "Not-Insured", meaning that it is not required to privately insure its vehicles against outside claims.
- Procedures for refueling the vehicle. If refueling via the City's gas card program, the ATC will provide a PIN to use with the gas card located in the glove compartment.
- Procedures for maintaining accurate odometer readings and filling out trip tickets after each use of the vehicle.

- Procedures for repairing and towing. The driver must be familiar with servicing and towing procedures. The driver may change a flat tire when safe and practicable but must obtain emergency repairs and towing services if the vehicle needs mechanical servicing or if there is a safety risk. (The ATC will keep relevant information for obtaining emergency repairs and towing information in the glove compartment).
- Procedures for handling collisions. Specifically, drivers must know the procedure to follow in the event of an collision; how to file a police report and a NYS MV104 report, and how to obtain towing to the appropriate repair facility as well as reporting to your ATC the location to which the vehicle has been towed.

4. **Periodic vehicle maintenance and driver care** Routine care and maintenance of assigned vehicles are critical to proper vehicle operation. The following points must be observed to ensure proper vehicle care and operations.

4.1 Vehicle cleanliness To keep City Government Vehicles in top condition, the following must be observed:

- Smoking is prohibited in a City Government Vehicle. Smoking in vehicles will lead to disciplinary action and may result in termination of the vehicle assignment to the employee.
- Keep your vehicle clean. Remove any litter from the assigned vehicle on a regular basis.

4.2 Preventive Maintenance cycles The driver will be notified when the vehicle is due for a scheduled maintenance inspection and will be responsible for drop-off and pick-up.

SECTION III

COLLISION MANAGEMENT, CLAIMS AGAINST THE CITY, VANDALISM AND THEFT

ATCs have developed or contracted for driver training programs designed to enhance safety and reduce the occurrence of vehicle collisions. ATCs have also instituted affirmative claims programs to recover payments for damages to City Government Vehicles caused by other parties. These programs work to protect the City against lawsuits as well as facilitate expeditious repair of City Government Vehicles. To facilitate these activities, in the event of vehicle collisions, vandalism or theft, drivers must notify the appropriate law enforcement authorities, file a police and collision report and as soon as possible, advise their ATC with respect to the incident.

1. Reporting vehicle collisions, vandalism and theft

1.1 What to do at the scene of a collision Drivers must always promptly notify the police by dialing 911 or the local precinct in the event of a collision, including collisions involving City Authorized Drivers striking animals. Where there is no police response at the time of the collision, drivers are encouraged to follow up with the local precinct with frequent calls. Drivers must remain at the scene of a collision involving a City vehicle until the local police authorities arrive at the scene unless injury dictates otherwise. In accordance with NY State Motor Vehicle Law, drivers must also gather and report pertinent facts. Contact and insurance information must be shared with other drivers and property owners affected by the collision, and drivers should obtain contact information for other drivers and property owners, including the name, address, telephone number, insurer, vehicle license plate and vehicle identification number. It is critical that drivers file a police report, obtain a police report number and share this information with the ATC.

Notify emergency services if persons are injured and in need of medical assistance. If the collision occurred during business hours the ATC must be notified. Otherwise the ATC must be notified the following morning or next business day.

As discussed in section 1.2.2 below, it is inappropriate at the scene of a collision to discuss liability for or offer an opinion with respect to fault for the collision.

****Note:** The City of New York manages and settles all claims directly, and does not have insurance. Therefore, claims for damage or injury must be sent to:

The Comptroller of the City of New York
Municipal Building, Room 1200
Bureau of Law and Adjustments
New York, NY 10007

1.1.1 Towing when collision occurs on highways and arterial roads If a collision occurs, drivers must follow the instruction of the police department with jurisdiction

for that road. If the City Government Vehicle is towed, drivers must obtain a receipt for the vehicle and as soon as possible provide the ATC with information as to where the vehicle was towed and the contact information of the towing company.

1.1.2 Towing when collision occurs on non-highway and arterial roads If the collision makes the vehicle inoperable, drivers must arrange for towing to a safe location. Drivers must obtain a receipt for the vehicle and as soon as possible provide the ATC with information as to where the vehicle was towed and the contact information of the towing company.

1.2 When and how to report an collision, vandalism and theft If physically able, drivers must report all vehicle collisions, vandalism and theft within one business day of the incident to their supervisor and the ATC as detailed in paragraphs 1.2.1 and 1.2.2 below.

1.2.1 New York State collision reporting requirements City Authorized Drivers, involved in any motor vehicle collision or whose vehicle has been vandalized or involved in any related incident, must complete a New York State MV-104 report and submit it to the NYS DMV within ten (10) days, where the collision results in death or personal injury, or property damage. This must be completed in addition to the police report completed at the scene of the collision. If a driver fails to satisfy this requirement, the NYS DMV may suspend that driver's license. Further, if a driver is licensed in another state and fails to file a MV-104, the NYS DMV has the right to notify the driver's licensing jurisdiction, seeking suspension of the driver's license.

1.2.2 Vandalism and theft Drivers must file a police report at the nearest police precinct when acts of vandalism or theft occur involving a City vehicle. Drivers must also notify their supervisor and ATC.

Drivers must provide all required factual information to police officers when police arrive at the scene of the collision. Do not discuss liability or responsibility for a collision, except when speaking to a City attorney, investigator or claim examiner.

2. Vehicle collision investigation The City Authorized Driver's ATC or agency investigator will make a determination as to whether a collision was preventable. They shall consider information received from the driver and the police, and complete an evaluation for every collision. Drivers have the option of disagreeing with the evaluation and submitting to the committee documentation opposing the ATC's or agency investigator's claim. This determination will be submitted to the Agency Collision Review Committee which meets quarterly to review these reports.

2.1 Preventable collisions a collision that is not deemed chargeable by the police may still be assessed as preventable by the agency's Collision Review Committee. The committee shall recommend appropriate disciplinary action to be taken in connection with the violation of New York State Vehicle and Traffic Laws and the Agency's Code of Conduct. Preventable collisions may subject the driver to agency disciplinary proceedings if agency rules have been violated. Preventable collisions may occur because the driver:

- Violated NYS Motor Vehicle Law, regardless of whether the police issued a summons.

- Operated the vehicle inattentively, including failure to exercise defensive driving skills.
- Operated the vehicle incorrectly due to failure to read the owner's manual.
- Drove a vehicle without proper authority, license or certification.
- Operated a vehicle that was known to be unsafe.

The ATC reviews documentation with respect to preventable collisions and may notify the agency's Disciplinary Officer or Human Resources Division to initiate disciplinary actions. In addition, based on determinations of the agency's Disciplinary Officer or Human Resources Division and Collision Review Committee, drivers may be referred to driver awareness training and/or lose City driving privileges.

2.2 Employee rights to defense against charges In the event of disciplinary proceedings or charges with respect to the use of a City Government Vehicle, drivers are entitled to all rights and protections afforded by applicable personnel procedures, civil service rules, and collective bargaining agreements.

DEFINITION OF TERMS

1. **Affirmative Property Damage Claim (or Affirmative Claim)** A claim made by a Mayoral agency against a non-City government driver and that driver's insurance company with respect to reimbursement for damages to a City Government Vehicle, which were caused by the non-City government driver.

2. **Agency Collision Review Committee** An agency committee composed of the executive level manager in charge of fleet administration, the Agency Transportation Coordinator and one or more members of the agency's Human Resources Division or Disciplinary Officer. This committee is responsible for reviewing all vehicle collision reports, including all police reports, supervisory determinations and collision appraisals. The Committee determines whether the vehicle collision was a preventable collision and it recommends appropriate corrective actions to minimize collisions and breakdowns.

3. **Agency Head** The person in charge of the Mayoral agency, or an equivalent position with respect to commissions, boards and offices.

4. **Agency Transportation Coordinator (ATC)** An Agency Head appointee responsible for managing the vehicle fleet. Specific duties include oversight of agency drivers and training, as well as managing vehicle requisitions, maintenance, relinquishments and collision repairs. Duties may also include oversight of automotive parts and shop equipment. This designee helps ensure that all required preventative maintenance, recalls and warranty work is performed on agency vehicles and recorded in the City's fleet management system following guidelines established by the Department of Citywide Administrative Services.

5. **Chargeable collision** Chargeable collisions are events that, upon prior determination from law enforcement personnel, require the consideration of disciplinary proceedings by the City and against drivers who violate New York State Vehicle and Traffic Law.

6. **Chauffeur** City employees who are authorized to transport City officials in the conduct of official business.

7. **City Authorized Driver** An individual designated by City of New York civil service job specification or by an Agency Head to operate a City-owned, -leased or -rented vehicle in the conduct of City business.

8. **City Government Vehicle** For purposes of this manual, a City Government Vehicle includes motorized devices operated or driven in a public place, namely upon a public highway, road, street, avenue, alley, driveway or path, in or upon which any person or property may be transported.

   A City Government Vehicle may be owned by a Mayoral agency or leasing/rental company. Such vehicles include all on-road or off-road land equipment classified as such by a federal regulatory body or New York State law including motor vehicles and any wheeled trailer that can

be towed by such motor vehicles.

For purposes of this manual only, a City Government Vehicle also includes motorized equipment/devices used to transport people and supplies, but not operated on public highways, and not defined or regulated as a motor vehicle under federal or NY State Vehicle and Traffic law.

9. **Full-time vehicle assignment** A designation made by the Agency Head granting a City Authorized Driver sole use of a City Government Vehicle.

10. **"No-Insurance"** The City of New York is a "Not-Insured" entity. As its own insurance provider, the City of New York sets aside money to be used as compensation for potential future damage or loss of any vehicle within its fleet. Drivers are not provided with typical carrier insurance cards and all City-owned vehicles are issued certificates, detailing "Not-Insured" status, which must be used in place of private insurance cards.

11. **Pooled vehicles** Any vehicle not assigned on a full-time basis. Drivers will be assigned a pooled vehicle based upon the ATC's determination.

12. **Preventable collision** An collision in which the driver, by his/her own admission or in the judgment of an Agency Collision Review Committee, did not take all reasonable avoidance actions, including attention to road conditions and improper actions of other drivers. "Preventability" is not limited to the violation of traffic laws and is distinguished from "chargeability" as determined by the law.

13. **Take home (commuting) vehicle** A vehicle designated by the Agency Head to be driven to and from an employee's home on a regular basis. Pursuant to federal Internal Revenue Service (IRS) regulations, such Full-time Vehicle Assignment privileges constitute a taxable fringe benefit which must be reported on the employee's W-2 form.

14. **Vehicle collision** Any incident involving at least one vehicle being in a collision with another vehicle or animal, another road user, or a stationary roadside object, and which usually results in injury or property damage, even when the damage is minor and may not need repair. Incidents include parked City Government Vehicles and those that are in operation.

VEHICLE INSPECTION CHECKLIST

Inspections must be performed frequently so that the following items remain in good repair and function properly:

- ☐ Brakes
- ☐ Both Taillights
- ☐ Windshield/Wipers
- ☐ Horn
- ☐ Turn Signals
- ☐ Back-up Lights
- ☐ Both Headlights (High and Low Beams)
- ☐ Tires (Safe Tread Depth, No Bald Spots)
- ☐ Brake Lights
- ☐ Safety Belt
- ☐ Hazard Lights
- ☐ Inspection Sticker
- ☐ Engine Oil
- ☐ Mirrors

Date: _____
Driver Name (Print): _____
Division: _____
Vehicle Model: _____
Vehicle Plate/Number: _____/_____
Odometer: Out _____ In _____
Towed Equip/Number _____

CDL Vehicle Operation - (Pre/Post) Inspection Form

Time Out: _____AM/PM

Time In: _____AM/PM

Check Any Defective Item (U) and Give Details in Remarks Area

Serious Conditions: A problem or problems in any of the areas below must be corrected before the vehicle is put into operation. Place **NA** next to areas Not Applicable.

S	U		S	U		S	U	
		NYS Inspection (Current)			Windows/Windshield			Rear End (Differential)
		Fluid Leak (Oil, Trans/Hyd Fluid)			Clutch/Accelerator			Hazardous Materials Placards
		Radiator/Coolant/Leaks			Defroster/Heater			Suspen./Steer. System (Raise Body If Appl.)
		Fuel Tanks			Charging System			Wheels / Rims
		Body Damage (Affecting Vehicle Operation)			Backup Alarm			Tires (Tread Depth, Pressure, Physical Dam.)
		Belts (Tightness/Wear)			Exhaust Leak/Muffler			Coupling Devices/Fifth Wheel/Tailgate Hitch
		Battery Connections/Tie Down			Oil Pressure			Frame and Assembly
		Wiring (Damaged Insulation)			Steering (Substantial Play)			Dump Body Operation
		Starting System			Mirrors (Rearview if Applicable			Drive Line
		Air Compressor/ Air Lines			Lights (Head, Stop, Tail, Turn, Dash, 4-Way,Rev)			Tarp (Cargo Cover)
		Gauge/Warning Light Indicating A Problem			Lighting, Additional (Strobes, Arrows, Plow, etc.)			Impact Atten. Device Oper (Inc. Lock-Pin Oper)
		Brake Accessories			Horn			Mud Flaps
		Brakes, Parking			Safety Equip. (Fire Exting., Refl. Triang., etc)			Front Axle
		Brakes, Service			Reflectors			Communication Equipment
		Windshield Wiper/Washer						

S = Satisfactory U = Unsatisfactory

Non-Serious Conditions: A problem or problems in any of the areas below indicates a situation that may or may not be grounds for removing the vehicle from service until problem(s) corrected

S	U		S	U		S	U	
		Minor Fluid Leaks			NYS Inspection (Expiration Within 30 Days)			PM Overdue(>30 Days)
		Body Damage (Not Affecting Vehicle Operation)						

CONDITION OF ABOVE VEHICLE IS SATISFACTORY

Remarks: _____

_____

_____

_____
Driver Signature Out:

_____
Driver Signature In

_____
Supervisor/Dispatcher Signature Out:

_____
Supervisor/Dispatcher Signature In

Mechanic/M&R Rep. Referral:

_____

Date/Time:

GUIDANCE FOR DRIVERS AUTHORIZED TO COMMUTE WITH CITY VEHICLES
May 2017

The City's Fleet Management Manual (FMM) and the City Vehicle Driver Handbook (Handbook) outline rules for City fleet use including in cases where staff are authorized to commute with City vehicles. Below we review sections of the manuals that relate to commuting. Both manuals are available online at the fleet section of the DCAS website.

- Commuting with a City vehicle can be authorized by an agency in conjunction with DCAS to support agency operations. The main purposes for commuting are:
  - Perform work frequently in field locations
  - Respond to emergencies during non-business hours
  - There is not available secure overnight parking near the work location

  The justification for commuting must be listed on the Commuting Approval Form (See Appendix, Handbook). Commuting is subject to IRS reporting requirements as a fringe benefit (Page 5, Handbook).

- Commuting must be approved and re-authorized by each agency in conjunction with DCAS on an annual basis. Commuting forms must be approved by the agency head and on file with DCAS Fleet (Page 5, Handbook). Commuters acknowledge the requirements of the City's Driver Handbook when signing the Commuting Approval Form.

- Whenever possible, approved commuters should park at City facilities near their homes and not at personal homes (Page 5, Handbook). The vehicle must always be parked at the approved location which must be indicated on the form.

- One time or occasional commuting use for a special event or other city purpose must be approved in writing beforehand by the Agency Transportation Coordinator (ATC) or Fleet Director (AFD) (Page 32, FMM).

- City personnel authorized to commute with City vehicles must comply with required daily trip reports (Pages 30, 32, FMM).

- Personnel authorized to commute with City vehicles must still comply with City policy on out of town trips including obtaining written pre-approval by the Agency Head or designee (Pages 29-30, FMM).

- Non-City employees in City vehicles: Non-City employees may travel as passengers in City Government Vehicles only when consistent with the fleet purpose for the vehicle. For example, a Parks recreation vehicle may be used to transport participants as part of a Parks event. An employee of a vendor may take a trip in a City vehicle when the trip is related to their City contract. Non-City employees may not travel in City vehicles for personal reasons and may never operate City vehicles, except as otherwise outlined in the rules. Authorized commuters must not use City Government Vehicles for personal purposes; for example, to transport family members or friends, except for limited exceptions involving elected officials. Questions regarding this rule may be directed to the DCAS CFMO or COIB (Page 30, FMM).

- Drivers are not allowed to use City Government Vehicles for personal activities, except for required rest periods, meals, and brief stops incidental to the conduct of official City business. Such stops do not entitle drivers to use the vehicle for shopping, recreation or to transport others. However, family members may be transported only as part of an official agency function, which has been approved by the Agency Head. Likewise, drivers may transport other City employees, as well as contractual personnel who are on official City business, to destinations directly along the driver's route (Pages 30, 32 FMM).

- It is recognized however, that elected officials for whom the New York City Police Department has determined that personal security is necessary will be required to conduct personal activities while using a City Government Vehicle. Such activity and limitations are to be determined by the New York City Conflicts of Interests Board (COIB). Further, certain other governmental executives as determined by COIB may be allowed limited personal use of a City Government Vehicle while on official City business (Page 4, Handbook).

  Please also see the one page "Rules for City Operators" in the Fleet Manual.

  Any questions regarding fleet rules or particular scenarios should be directed to the City Chief Fleet Officer at DCAS or to COIB as appropriate. If you are not sure that a particular use of a vehicle is allowable, ask for clarification or do not engage in the use.

Prepared May 16, 2017

ANNUAL CITY GOVERNMENT VEHICLE COMMUTING AUTHORIZATION FORM

Date: / /	**Agency/Division:**
Driver Name (Print):	**ERN:**

This form must be filled out on an annual basis. City employees that are authorized to operate a City Government Vehicle must familiarize themselves with the City Vehicle Driver Handbook. Commuting authorization is determined by the authorized driver's direct supervisor, Agency Transportation Coordinator (ATC), and Agency Head. The ATC will determine the location where the City Government Vehicle will be parked. Authorized drivers must always park in the assigned location. Where an authorized driver does not adhere to all the rules in the City Vehicle Driver Handbook, commuting privileges and/or the vehicle assignment may be revoked.

Driver Information			
Home Address:	City:	State:	ZIP:
Work phone number: ( )	Home phone number: ( )		
Driver's License Number & State:			

Purpose for Take-Home Vehicle (Check where applicable)

- ☐ Perform work frequently in field locations
- ☐ Respond to emergencies during non-business hours
- ☐ There is no available secure overnight parking near the work location
- ☐ Other. Explain:_____

To be Determined by ATC

Location of where City-owned vehicle will be parked overnight

- ☐ Home. Address:_____
- ☐ City owned/managed/operated lot. Location:_____

Alternate location for parking

- ☐ City owned/managed/operated lot. Location:_____
- ☐ Home. Address:_____

To be filled Out by ATC

Vehicle Model:		
License Plate #:	VIN#:	Official Plates ☐ Yes ☐ No
Agency Vehicle #:	Parking Permit #:	

Signatures

	/ /		/ /
Driver	Date	Agency Transport Coordinator	Date
	/ /		/ /
Deputy Commissioner	Date	Agency Head	Date