



In January 2014, Mayor Bill de Blasio launched Vision Zero, a comprehensive plan to reduce driver, bicyclist, and pedestrian fatalities and injuries in NYC.

NYC has the largest fleet that operates in the five boroughs, with over 27,000 units, and an estimated 80,000 authorized vehicle operators. It is critical that NYC employees lead in the effort to improve safety while driving and reduce collisions.

- Effective November 7, 2014, the general speed limit in NYC is **25 miles per hour** unless a separate speed limit is posted. Speeding is one of the major causes of deaths and major injuries on the road, and 5 miles per hour can be the difference between life and death in a collision.
- As part of our new citywide fuel management system, NYC is installing recording units, called Canceivers, in all fleet vehicles. NYPD has used these units for years. City fleets units have also used other location tracking units as well as car share technology across different agencies including Parks, DCAS, FDNY, DEP, Health, DOT, DSNY, and others. The Canceivers will help us monitor speed and location information, idling, seatbelt use, and maintenance codes, as well as automate the fueling process. These units do not impact the operation of the vehicle and do not require any action by the driver. The units will help us better understand and improve our speeding and safety practices as we work to ensure compliance with the new speed limit and to reduce collisions.
- The City, led by DCAS, is now offering the State Defensive Driving program, free of charge, to all authorized City vehicle operators. The class is a full day and focuses on tips and best practices for safe vehicle operation. During the course, we also review Vision Zero. The course certificate lasts for three years and can provide insurance benefits and reduction of license points. Please reach out to your Agency Transport Coordinator to sign up or email nycfleet@dcas.nyc.gov for more information.
- For more information on the City's Vision Zero plan, please go to www.nyc.gov/visionzero.

THANKS. Let's all lead the way to a safer New York!

RULES FOR CITY VEHICLE OPERATORS

November, 2013

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 non-hands free phone, texting, or emailing. Don't do anything that will interfere with the safe operation of the vehicle, and always pay attention to the road.
- 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.