

It Was Never Your Car. It's a City Fleet Vehicle.

By Keith T. Kerman

The role of the city fleet is to support critical public services and emergency responses 24/7. City vehicles are not procured as perks of employment and may not be used for personal reasons. As we have in the [past](#), we begin the new year with a reminder to all city employees and fleet operators of the rules that govern city fleet vehicles. These rules can be found in the [City's Fleet Management Manual and Drivers Handbook](#), which all staff must review and acknowledge before being authorized to operate our equipment.



THE CITY OF NEW YORK
FLEET MANAGEMENT
MANUAL



THE CITY OF NEW YORK
CITY VEHICLE
DRIVER HANDBOOK

The car is not a different category of government asset that allows a broader personal use than other assets. It is not now, and was never, your car. We expect the highest level of integrity and safety in the use of city vehicles. If you have any questions on how fleet rules apply to your situation, ask your agency transportation coordinator (ATC) or DCAS Fleet. If you know of or suspect misuse of city vehicles, please report that to the [Department of Investigation](#) (DOI).

- **Live Vehicle Tracking is Required:** Vehicle tracking is required of all vehicles by [Executive Order 41](#) and DOI regulation. Operators may not disengage the units and must immediately deliver vehicles for servicing

when tracking requires repair or replacement. You have no right to privacy in the use of a city-owned or rented car.

- **Commuting Requires Written Pre-Approval by DCAS:** Agencies may not authorize vehicle commuting without pre-approval from DCAS and OMB. DOI will also be kept informed as to all authorized commuters. Operators commuting without pre-approval are using a city vehicle for personal reasons without authorization and are subject to potential disciplinary consequences from their agency. There are also federal tax implications, as commuting is considered a taxable fringe benefit. Commuting will be authorized or re-authorized when necessary for actual and specific operational or emergency purposes of the City. The personal needs or interests of staff are not a consideration in commuting assignments; all commuters must sign and acknowledge commuting rules. Commuting authorization will be withdrawn if a vehicle is not in fact needed for city operational purposes.
- **Chauffeur Arrangements Require City Hall Authorization:** Agencies and individuals may not authorize themselves chauffeur arrangements where employees are brought to and from home. As outlined in the Fleet Manual, any such arrangements require formal City Hall and Deputy Mayor authorization and will be tracked by DCAS. A chauffeured individual and their driver are both considered commuters in the Fleet Manual.
- **Employees Are Expected to Pay All Required Taxable Fringe Benefits:** Chauffeur arrangements, commuting, and some parking arrangements are subject to federal taxable fringe benefits. If you have any questions as to whether you are subject to the taxable fringe, reach out to your agency payroll office.
- **EZ Pass Use Tied to Commuting is a Personal Expense:** EZ pass and/or congestion pricing costs tied to commuting from or to home is a personal expense. The City must be reimbursed for any of these charges. This applies to city cars and personal cars authorized by an agency and DCAS for city work.
- **Vehicle Tint is Governed by NY State Law:** Windshields and front side windows may not be darkened. Tint is governed by NY State [Law](#) and must be checked as part of the legally mandated NY State vehicle inspections (MVIS). No one may authorize tinting without DCAS approval, which is for law enforcement-related purposes only.
- **Lights and Sirens Must be Authorized:** Lights and sirens may be placed on emergency vehicles only as authorized by DCAS. The [Fleet Manual](#) outlines the process for approval and installation of lights and sirens. No

one outside of DCAS Fleet and Agency Fleet Directors (AFDs) may install lights and sirens in any city vehicles. Even where authorized, lights and sirens may only be used in actual emergencies and never for discretionary or personal reasons.

- **License Plates May Not be Altered:** No fleet operator may take any step to alter, bend, cover up, or otherwise deface a city-issued license plate. License plates are critical tools in the enforcement of safety rules and other traffic regulations. Altering or damaging license plates is vandalism and a sign of intention to engage in larger fraud. With exceptions in certain law enforcement applications, official government plates must be on all city-owned vehicles.

Each year, issues of vehicle misuse arise that distract the fleet program from its core values and critical mission. As a result, time and resources are wasted. All fleet operators are expected to use fleet appropriately at all times and for public service purposes only.



High blood pressure (hypertension) affects over 48% of American adults, but only 1 in 4 of them have it under control. High blood pressure can lead to heart disease, stroke, kidney failure and other serious health problems. Take action by registering for WorkWell NYC's **8-week hypertension prevention and management program**, Let's Bring the Pressure Down.

[Register](#)

Vision Zero: Building a Safer City

This show highlights vendors who support the New York City's Clean Fleet and Vision Zero initiatives, and daily operations. Vendors will offer a wide array of products to improve vehicle safety. The show will also highlight vehicles and equipment with alternative fuels and emissions-reducing technologies, along with the latest in light and heavy-duty vehicles, trucks, horticultural equipment, tools, fleet services, and more!

36th Annual Equipment & Vehicle Show

Flushing Meadows Corona Park
(by the Unisphere), Queens, NY

**Thursday,
May 15, 2025
9 a.m. - 2 p.m.**

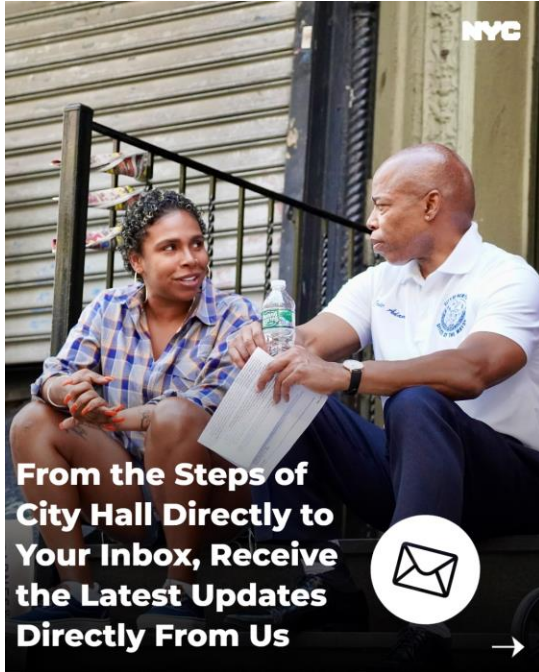
**Rain Date:
Friday,
May 16, 2025**



Accessibility Questions?
Contact DCAS Accessibility
at 212-386-0256, or email
accessibility@dcas.nyc.gov
by May 6, 2025



<https://www.nyc.gov/site/dcas/agencies/nyc-fleet-upcoming-events.page>



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Week in Review | December 21 - December 27



New Year's is a perfect time to make some resolutions and set new goals. On January 9, I'm giving my fourth State of the City address at The Apollo, where I will lay out our latest vision to make New York City even safer and more affordable for working-class people. In 2025, we will keep delivering every day, everywhere.

Check out past editions of the Fleet Newsletter

[NYC Fleet Newsletter 481, December 27, 2024:](#) A Year of Fleet Initiative, 2024

[NYC Fleet Newsletter 480, December 17, 2024:](#) DCAS Wins EPA Grant To Procure 55 Heavy-Duty Electric Trucks

[NYC Fleet Newsletter 479, December 6, 2024:](#) DCAS Announces Major Expansion of Automotive Internship Program

Check out the [complete archive](#).

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