
Once Again, It's Not Your Car. It's a City Fleet Vehicle.

By: Keith T. Kerman

[In previous newsletters in 2019](#) and [2021](#), we've reminded all authorized drivers and City employees of the proper use of City vehicles. City vehicles are not a personal resource of any type. City fleet units exist solely to support the delivery of critical City services. More information on the policies, rules, and expectations of City fleet staff is available in the [Citywide Fleet Manual and Driver's Handbook](#). Below are some of the most important rules for using NYC Fleet units:

- **No Personal Use:** You may not use City vehicles for personal errands, medical appointments, after-work social activities, vacations, shopping, late-night dinners, private business, or other personal matters. Family members and friends may not be transported in City vehicles, except in limited cases involving official City events. There is a limited allowance for incidental use, such as stopping on your work route to get lunch. Just like you cannot run a business from your City office or steal City funds to buy yourself personal items, you cannot use a City vehicle for personal tasks either. If you are unsure whether a fleet use is allowed, ask your Agency Transportation Coordinator (ATC) or DCAS Fleet before you drive.
- **Restrictions on Approved Commuting:** You must have a written authorization approved by DCAS and the NYC Office of Management and Budget, and not solely your agency, to commute home with a City vehicle including rentals. If you do not have this approval, you may not commute. If you do have commuting authorization, you may bring the vehicle to an approved home location only. If there is an emergency services or law enforcement need for a wider scope of incidental use, this must be approved in writing by DCAS. Approved commuters must follow Federal Tax Rules governing fringe benefits. Approved commuters are also responsible for tolls/E-ZPass costs tied to the commutes as outlined in the [Citywide Fleet Manual](#).
- **Driver Responsibility for Traffic Violations:** We want all staff to drive safely and cautiously. If you receive a summons for speeding, running a red light, or improperly driving in a bus lane zone while operating a City vehicle, you are personally required to pay the summons. Your agency will not pay it for you.
- **Only Authorized Drivers May Operate City Vehicles:** You may not allow non-authorized drivers to operate City vehicles. This includes family members, friends, or business contacts.

- **City Vehicles Are Live-Tracked:** All City vehicles are live tracked as per Executive Order 41 of 2019 and Department of Investigation regulations. You may not remove or disrupt the tracking device. If the tracking device is not working, you are expected to deliver the vehicle promptly so the unit can be reconnected.
- **Fuel Cards Must Be Used Properly or They Will Be Turned Off:** If you are issued a City fuel card, you may only use it to fuel the vehicle for which it is assigned. You are expected to enter proper mileage information when fueling up. If you do not use the fuel cards properly, they will be turned off.
- **You Must Immediately Report All Crashes and Incidents:** DCAS and the fleet agencies track all crashes in the Fleet Management System (NYC Fleet Focus). You must immediately report to your agency if you are in a crash or for other major incidents such as theft or vandalism to a fleet vehicle.
- **Drivers Are Expected To Keep the Vehicles Clean, Secure, and Safe:** City fleet vehicles are shared assets. Respect other drivers and passengers and remove waste. Secure keys, close windows, and lock doors when you leave the vehicle. You may not smoke in a City vehicle. You must turn vehicles in for legally required motor vehicle inspections (State MVIs) and safety recalls. Wear your seatbelt.
- **Acknowledging the Fleet Rules:** All authorized drivers must download and review the fleet rules. The fleet, fuel card, and car share rules can be downloaded on [Employee Self-Service \(ESS\)](#).
- **Safety Training:** [Defensive Driving Training is available online](#) and every authorized driver is required to take the class. The class is free to City employees and may entitle successful participants to license point reductions or insurance benefits.

City vehicles are very public. Please set the right example in safe and proper fleet use. Thank you.

Fleet, Please Give Blood!



DCAS encourages all fleet staff to donate blood if you can. City of New York employees receive three hours of compensatory time for blood donations and it's an important way to give back.

For more information, reach out to your agency Human Resources division or to the [New York Blood Center](#).

33rd Annual Equipment and Vehicle Show

[The 33rd Annual Equipment and Vehicle show](#)

will highlight vendors who support NYC's Clean Fleet and Vision Zero initiatives, as well as daily operations.

This event is free to all exhibitors and attendees. RSVP forms will be available soon on [DCAS's fleet news page](#).



NYC Parks

33rd Annual Equipment & Vehicle Show

NYC Fleet Manual

The NYC Fleet Manual and Drivers Handbook has been updated. Please see the updated version at [NYC Fleet Manual and Drivers Handbook](#).

Fleet Vision International Quarter 1



The Fleet Vision International magazine for the first quarter of 2022 is out now. This edition features an article written by DCAS Deputy Commissioner and NYC Chief Fleet Officer Keith Kerman on the efforts that NYPD and other NYC law enforcement agencies are taking to go all-electric and hybrid.

[Fleet Vision International Q1 2022](#)

Department of Education Sustainability Earth Month Series

All throughout April 2022, the Department of Education's (DOE) Office of Sustainability will be hosting an Earth Month series of events for educators and students.



The first event of the series will take place on April 5, and will feature a presentation by DCAS Deputy Commissioner and Chief Fleet Officer Keith Kerman focusing on the electric fleet of the future. This event series is open to all, so be sure to [register](#) and show your support.

COVID-19 Safety Reminder

For all fleet drivers, when interacting with others in close quarters such as within a vehicle, it is strongly recommended to wear a mask.

Check out past editions of the Fleet Newsletter

[NYC Fleet Newsletter 384, March 23, 2022](#): Federal CMAQ Funds Support Fleet Electrification

[NYC Fleet Newsletter 383, March 14, 2022](#): DCAS Launches Installation of 200 New EV Fast Chargers

[NYC Fleet Newsletter 382, March 7, 2022](#): Fleet Spotlight: DCAS Claims Coordinator Veronica Rodriguez

[NYC Fleet Newsletter 381, February 22, 2022](#): Fleet Spotlight: Shawn Alsop of NYPD's Transportation Division

[NYC Fleet Newsletter 380, February 11, 2022](#): Fleet Spotlight: FDNY Auto Service Worker Donovan Etienne

Check out the [complete archive](#).

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