

NYC Fleet System End User Terms and Conditions

- No agency staff person may access any fleet system without written system authorization from DCAS. All users must sign this use form. Users may not share access including passwords. All users are responsible for the appropriate use of fleet management systems.
- While access to most fleet systems will require only supervisor approval GeoTab access will only be granted to users based on authorization by agency Deputy Commissioners or agency General Counsel offices. The City's Chief Fleet Officer (CFMO) or their designee will review each request for access to ensure the type of access and the range of access within an agency is appropriate. DCAS will make final decisions regarding granting and/or removal of access to the system.
- DCAS will work with authorized fleet staff to provide reports, email alerts, and other data to agency employees as requested by the agency. The receipt of reports or alerts is separate from full or partial systems access.
- All fleets systems, including all related components, is the property of NYC Department of City Administrative Services (DCAS) and may be used solely for appropriate City purposes and as authorized by DCAS Fleet. Any questions regarding appropriate use must be directed to DCAS. No personal, private, or unauthorized use may be made of the system or the data from the system.
- All administrative functions within city fleet systems are the sole responsibility of DCAS Fleet unless specifically designated to agencies.
- Employees may not transmit or share City vehicle information from any fleet system to any external private entities without written authorization from DCAS. For authorized internal transmission of fleet data, such as with Agency Counsel offices, DOI, or others, confidential or sensitive material should be transmitted only with the use of encryption.
- You may not share your login information with anyone, including usernames and passwords.
- Passwords should be changed regularly, kept confidential, and not be easy to guess. A combination of letters, numbers, and special characters are recommended. If you suspect your password has been obtained by another person you must report it to DCAS Fleet immediately.
- You have no right to privacy on the system, and all documents, information, and activity on the system may be monitored.
- Any misuse of city vehicle fleet systems or data or violation of the above user agreement will be reported to Agency Advocates Offices and the Department of Investigation and are subject to disciplinary or other legal action. DCAS reserves the right to suspend or bar access to the system for any misuse.