

The Citywide Rules for Vehicle Use, Fuel Cards, and Fleet Share are now available for all City employees to download and confirm receipt through NYCAPS and ESS (Employee Self Service).

If you are an authorized operator of NYC fleet vehicles at your agency, please go to ESS to download the rules. ESS will confirm your receipt of the rules automatically by email.

If you use a City fuel card (WEX) or the DCAS Fleet or Car Share programs (Zipcar), please also download those rules.

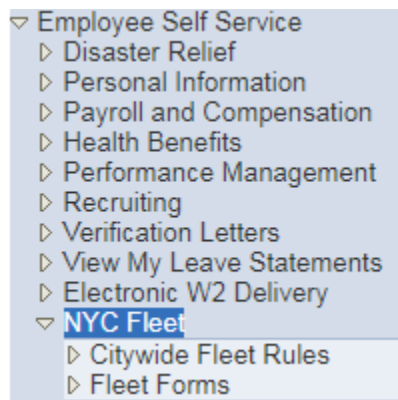
Employees who are not authorized vehicle operators and do not use the fuel or car share programs are not required to download these rules.

Please note that acknowledgement of the rules forms is required for access to fleet vehicles and fleet resources, but does not itself automatically grant this access. Use of City vehicles and fleet resources must still be approved by agency fleet and transportation coordinators.

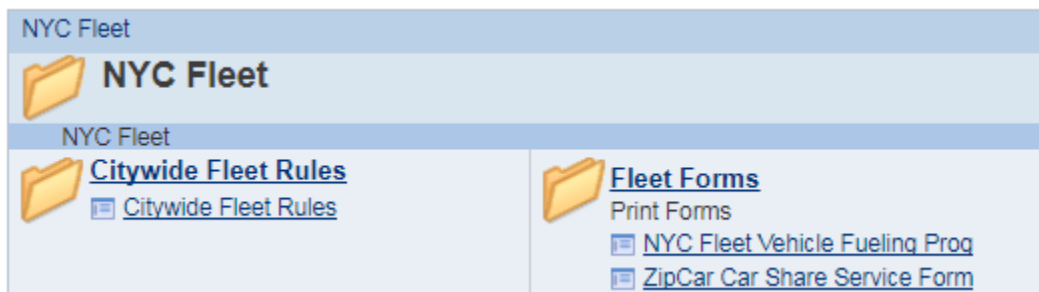
Instructions to download the forms through ESS are below.

Instructions:

- Enter URL into your browser: <https://a127-ess.nyc.gov>
- Login to NYCAPS ESS
- Open **Employee Self Service** > **NYC Fleet** drop down menus.



- Open desired form from the folder



- Read the posted rules for the selected form.
- Verify personal information at the bottom is correct.
- Mark the check box to confirm: *I have read the above rules. I understand that compliance with these rules and the rules outlined in the city drivers' handbook is a condition of active participation in this program.
- Enter last four of your Social Security Number and click Submit to acknowledge that you have read and understood the rules.

You may contact NYCFleet@dcas.nyc.gov with any questions.

Thank you,

NYC Fleet