



**Bill de Blasio, Mayor**  
**Lisette Camilo, DCAS Commissioner**  
**Keith T. Kerman, Chief Fleet Officer**

OCTOBER 13, 2017

ISSUE 200

## NYC FLEET RULES NOW ON EMPLOYEE SELF SERVICE (ESS)

KEITH T. KERMAN

DCAS is happy to report that the citywide fleet, fuel card, and car share rules forms are now available through the NYCAPS Employee Self Service (ESS) site. ESS is the one stop location for payroll and benefit information for City employees. ESS is also used to assist citywide recruitment and personnel evaluation and to support initiatives such as employee contributions for disaster and hurricane relief.

The citywide Fleet Manual and use rules have been posted on-line for many years. The distribution and receipt, however, has been de-centralized across the 50 agencies and offices that use fleet vehicles and, in many agencies, has still been a paper process.

Now, all authorized drivers can go on to ESS to get the fleet, fuel, and car share rules and confirm automatically their receipt. Employees will go to the "NYC Fleet" option, shown here, and then click on each relevant form. Each employee will get a confirmation email.

NYC Fleet on ESS will simplify the distribution of fleet rules and help ensure that employees understand their obligations when operating fleet units. We will add additional rules forms as we move along.

Many thanks to Dawn Pinnock, Rosa Gomez, and the ESS team at DCAS Human Capital for including fleet in the ESS service.

**FLEET RULES AND ACKNOWLEDGEMENT FORM**

City vehicle operators are expected to comply with the City Vehicle Driver Handbook which is posted at [http://www.nyc.gov/html/dcass/downloads/pdf/fleetcity\\_vehicle\\_driver\\_handbook.pdf](http://www.nyc.gov/html/dcass/downloads/pdf/fleetcity_vehicle_driver_handbook.pdf), 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 phone, including hand-held, hands-free, or phones affixed to a vehicle. Don't do anything that will interfere with the safe operation of the vehicle, and this specifically includes texting or emailing while you are driving. Always pay attention to the road. If you must make a phone call find a safe place to pull over. Consistent with NY State Law governing hand-held use, the only exceptions are for emergency 911 calls or when operating an authorized emergency vehicle in the performance of official duties.
- 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.

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.

## FLEET SPOTLIGHT: VLADIMIR LERNER, DOT

LENIN FIERRO

This week's fleet spotlight brings us to Staten Island and Supervisor of Mechanics Vladimir Lerner at DOT Fleet. Vladimir has been working at DOT since 1980 and began his career as an auto service worker.

For most of his career, Vladimir was assigned to the DOT Harper Street Garage in Queens until transferring to Staten Island in 2017. Vladimir now oversees the maintenance of equipment used to support the Staten Island Ferry and its facilities. The equipment includes lawnmowers, pavers, backhoes, light towers, generators, gators, dump trucks, and cranes.

Vladimir values his job because he gets to provide critical services to the citizens of New York. Vladimir's service included a two month stint working in a makeshift repair facility near the World Trade Center recovery area providing repairs to city vehicles that were involved in the recovery efforts after 9/11.

Vladimir is a native of the Ukraine and recalls that his love of repairing equipment started when he was a child and worked with his father at home fixing anything they could work on. Upon arriving in NYC in 1979 he enrolled in English classes at Queens Borough Community College and continued his education towards an Associate's Degree in Automotive Technology. By 1984 he was promoted to Supervisor of Mechanics.

Vladimir and his wife Ana have two children, Karina, 12 years old, and Michael, 6. Vladimir's hobbies include camping, kayaking, and bicycling. Many thanks for your 37 years of skilled City service.

