

## RULES FOR CITY VEHICLE OPERATORS

May 2016

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City vehicle operators are expected to comply with the City Vehicle Driver Handbook, 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.