

**THE CITY OF NEW YORK
FLEET MANAGEMENT
MANUAL**

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NYC Fleet

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NYC FLEET MANAGEMENT MANUAL
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CONTENT OVERVIEW AND SUMMARY

In accordance with Executive Order 161 of 2012, New York City has undertaken an extensive program to modernize and consolidate its fleet operations Citywide and at all agencies. The first NYC Fleet Management Manual (Fleet Manual) was completed in 2013, has been periodically revised thereafter, and has outlined the policies, rules and expectations for fleet management, maintenance, and operations impacting all City fleet and equipment. The Fleet Manual has also addressed the policies that are required for all agencies involved with implementation of the Fleet Management System for the City.

Since publication of the first Fleet Manual, NYC Fleet has implemented a series of initiatives in response to requirements of several local laws, Mayoral Executive Orders and City agency initiatives. These have included Executive Order 53 of 2020, requiring a transition to an all-electric fleet; Executive Order 41 of 2019, governing fleet telematics and fleet size; Vision Zero and the Safe Fleet Transition Plan; NYC Clean Fleet and the Clean Fleet Transition Plan; Local Laws 41 and 56 of 2015 governing car sharing and truck side-guards; efficiency initiatives established with the Office of Management and Budget (OMB); fleet consolidation with New York City Housing Authority (NYCHA); and a series of DOI and DCAS policies addressing the proper use of vehicles. This Fleet Manual update incorporates these foregoing changes and also incorporates other rule updates.

The Fleet Manual focuses on fleet and garage operations impacting City vehicles. Another related document, the City Vehicle Driver Handbook (Driver's Handbook) focuses on employee use of City vehicles. Both manuals have been updated.

Under the City Charter, DCAS is charged with the acquisition and management of the City's fleet, fueling and garage infrastructure. Mayoral Executive Order 161 of 2012 established a Chief Fleet Management Officer (CFMO) to execute these functions Citywide. Each agency having a large fleet, as listed in this manual, appoints an Agency Fleet Director (AFD) to implement and enforce these procedures in coordination with and under the direction of the CFMO. Agencies may select the same or different staff to serve both as AFD and as the Agency Transportation Coordinator (ATC) who is responsible for monitoring employee use of vehicles as outlined in the Driver's Handbook. For agencies that do not have large fleets, the ATC oversees compliance with the requirements of the Fleet Manual.

Since 2012, an inter-agency team, the Fleet Federation, has been assembled to implement Citywide fleet policy under the leadership of the CFMO. Agencies that are part of this team include Operations, OLR, OMB, DCAS, NYPD, FDNY, DSNY, DPR, DOT, DEP, DOE, DOHMH, NYCEM, TLC, NYCHA, and DOC. Additional agencies may be invited to participate as required. Because NYCHA and DOE are non-Mayoral agencies, certain aspects of their fleet operations operate under additional agreements with DCAS.

In some agencies, aspects of fleet management such as fuel, facilities, or collision management are outside AFD oversight and managed by separate agency divisions. In these cases, agencies must notify the Fleet Line of Service at DCAS (NYC Fleet) and the CFMO regarding who oversees these areas and NYC Fleet will maintain a list of these contacts.

Any requests for waivers or variances from the provisions of this manual must be approved in writing by the CFMO.

NYC Fleet can be contacted at NYCFleet@dcas.nyc.gov.

POLICY STATEMENT

Purpose Over 50 agencies and offices operate City vehicles and many agencies operate their own repair facilities and fueling infrastructure. It is the expectation that fleet and garage operations will be managed in a consistent manner across all agencies and in accordance with this Fleet Manual. In addition, wherever possible, fleet, garage, contract and fuel resources are to be shared and coordinated among agencies to the benefit of all City agencies. NYC Fleet will work with agencies to outline service expectations and implement sharing and consolidation of fleet resources.

Agency heads and Agency Fleet Directors (AFDs) may develop supplemental rules and procedures to address specific fleet requirements related to the operation of their agency's fleet, particularly as impacts law enforcement and emergency vehicles as addressed in the Driver's Manual. All agency fleet procedures must be consistent with the general requirements set forth in this manual and shall be approved by the CFMO.

AFDs are required to distribute these rules to all supervisors and staff engaged in fleet operations and also to ensure that all operators receive the Driver's Handbook, which is now part of the Fleet Manual. Employees who have access to NYCAPS Employee Self-Service (ESS) through DCAS may download the rules forms directly. An employee download will establish a record that they have received the forms. Agencies must confirm that an employee has received these rules before that employee may be authorized to drive a City vehicle.

This manual includes the following policy initiatives and changes:

- Fleet consolidation and sharing in accordance with Executive Order 161 of 2012;
- Fleet Efficiency and Tracking, in accordance with Executive Order 41 of 2019;
- All- Electric and Safe New York City Fleet, in accordance with Executive Order 53 of 2020;
- Compliance with fleet, fuel and vehicle tracking systems in accordance with DCAS and DOI fleet oversight requirements;
- NYC Clean Fleet Plan, promulgated by DCAS and the Mayor's Office of Sustainability including requirements for electric vehicles, hybrids, biofuels, and downsizing;
- Safety Training, the Safe Fleet Transition Plan, and the Fleet Office of Real Time Tracking (FORT);
- Citywide collision and vehicle incident tracking through the DCAS CRASH system;
- Online auction of de-commissioned City vehicles;
- Procurement consolidation through DCAS Office of Citywide Procurement (DCAS OCP) for fleet including parts, service contracts, and rental or lease agreements;

- Sharing of specifications expertise and expanded use of requirements contracts for specialized equipment;
- Citywide performance measurement, Fleet Analysis, and FleetStat;
- Resource authorizations through the Committee for Fleet Management (CFM);
- Fleet and car sharing;
- Automated alerts for AFDs, ATCs, and Direct Supervisors of Fleet Units.

SECTION 1

FLEET ORGANIZATION

1. Responsibilities of the Agency Fleet Directors (AFDs) and Agency Transportation Coordinators (ATCs) include:

- Disseminating and enforcing the Fleet Manual, Driver's Handbook, agency fleet policies, and federal, state, and local laws as relates to vehicle, equipment, fuel and garage operations and maintenance; implementing DCAS and DOI requirements for monitoring use of City vehicles, and reporting to DOI any misuse of City vehicles or fleet resources.
- Managing the acquisition, salvage and tracking of fleet, equipment, and Components, and staying within their agency's Baseline Fleet Ceiling. Working with NYC Fleet, the AFD and ATC must ensure that all vehicles, equipment and parts are properly recorded when received and properly salvaged through NYC Fleet at the end of life. The owning agency must confirm proper dispensation of assets even in cases where other agencies assist with the new vehicle or salvage processes.
- Monitoring commuting, use of lights and sirens, fleet markings and Component installations. All authorized commuting, assignment of non-uniformed lights and sirens, and assignment of chauffeurs must be approved in writing by agency heads. The Mayor's Office and DCAS must also approve non-uniformed use of lights and sirens, as outlined in this Manual. In general, chauffeurs or dedicated drivers will only be assigned to Deputy Mayors, full Agency Commissioners, and select senior staff as determined by the Mayor's Office. Managerial staff at agencies may not require or allow employees to serve as their chauffeurs or drivers without prior City Hall approval. DCAS will track all Chauffeur assignments and refer any requests for new Chauffeurs to City Hall for approval.
- Complying with motor vehicle inspection (MVI) requirements, administering recalls and warranties, and keeping their agency's fleet in good and safe operating condition while meeting agency fleet service targets. AFDs and ATCs must ensure that vehicles do not operate with expired MVIs and that recalls are not unnecessarily delayed. AFDs, ATCs and/or DCAS may suspend fuel cards and take related steps to resolve these issues.
- Enforcing rules regarding unauthorized personal or improper use of City fleet and garage assets including vehicles, fuel or fuel cards, E-ZPasses, EV chargers, parking spaces, parking permits, parts, repair or contract services, and other assets.
- Ensuring that all on-road fleet units are properly installed with required vehicle tracking systems as outlined by DCAS. Ensure that telematics devices are kept in good working order for all on-road vehicles, including long-term rentals or leases.
- Implementing Citywide collision tracking, along with the identified Agency Collision Manager (ACM) from their agency. Following up on safety, out-of-City, idling, and other alerts from the fleet tracking system. For the purpose of system alerts, providing to DCAS contact information including emails for supervisors of fleet units.

- Adhering to local law and Citywide policy as relates to fleet sustainability and the NYC Clean Fleet plan.
- Maintaining the City’s Fleet Management System and complying with system guidelines.
- Adhering to Federal and other grant requirements for any vehicles or equipment attained through non-City financial support. The CFMO shall be notified of any conflicts between this Fleet Manual and grant requirements.
- Implementing management directives to monitor that City equipment is used and operated only by City employees or as otherwise authorized.

2. Responsibilities of the CFMO include:

- Implementing EO 161 of 2012, EO 41 of 2019, and EO 53 of 2020, and convening the Fleet Federation.
- Enforcing the Fleet Manual and Driver’s Handbook, Citywide and other fleet compliance requirements as outlined in this manual or by DOI.
- Convening the Committee for Fleet Management (CFM) with OMB for the purposes of authorizing fleet related resources.
- Monitoring the size of the City’s fleet and authorizing requests to increase fleet ceilings.
- Tracking law enforcement emergency vehicles and non-emergency fleet units.
- Maintaining the City’s Fleet Management System and monitoring and reporting on fleet performance and costs in all areas.
- With the Mayor’s Office of Operations (“Operations”), reporting on fleet for the Mayor’s Management Report (MMR).
- Implementing the Citywide collision management and fleet safety program for Fleet Vehicles.
- Implementing vehicle tracking for City fleet assets and related assets such as school busses, as required. Distributing system alerts, reports, and fleet analysis.
- Monitoring the fleet maintenance program for the City including inter-agency MOUs, service level agreements, and inter-agency cost tracking and invoicing requirements established through fleet consolidation. Authorizing and monitoring all fleet service, rental, and lease contracts.
- Issuing Fleet Bulletins to codify vehicle use assignments, shared service arrangements, safety and sustainable policies, and other related matters.
- With DCAS OCP and fleet agencies, managing contracts, specifications, and procurements relating to fleet in areas including acquisitions, fuel, service contracting, rental, and leasing.

- Pursuant to section 827 of the New York City Charter, DCAS manages fleet and repair facilities citywide. The CFMO is responsible for, and will implement, final decisions regarding fleet resources, acquisitions, and fleet policy.
- Managing the City's auction vendor and salvage process.
- Conducting usage studies relating to all fleet, garage, fuel and related functions Citywide.
- Implementing the City's fleet sustainability program and NYC Clean Fleet plan.
- Directly managing servicing and fueling for the client fleet of vehicles maintained through NYC Fleet.
- With NYCEM, coordinating Citywide emergency preparedness and response as relates to Citywide fleet and fuel resources, servicing, and operations.
- Performing all other related functions.
- The CFMO or designee may review issues of serious potential vehicle misuse or abuse with DOI and/or Agency Advocate Offices or senior managers, and/or with the Conflicts of Interests Board (COIB). The CFMO is not directly engaged in the disciplinary process within City agencies that use City fleet vehicles. Fleet agencies are fully responsible for implementing disciplinary and training procedures within their agencies for drivers who violate these rules.

Large fleet owning agencies and offices (Fleet Federation)

Department of Citywide Administrative Services (DCAS)

Department of Correction (DOC)

Department of Education (DOE)

Department of Environmental Protection (DEP)

Department of Health and Mental Hygiene (DOHMH)

Department of Parks & Recreation (DPR)

Department of Sanitation (DSNY)

Department of Transportation (DOT)

Fire Department (FDNY)

New York City Housing Authority (NYCHA)

Office of Chief Medical Examiner (OCME)

NYC Emergency Management (NYCEM)

NYC Police Department (NYPD)

Taxi and Limousine Commission (TLC)

Agencies and offices belonging to the NYC Fleet Managed Fleet (DCAS Clients)

Administrative Trials and Hearings (OATH)

Aging (DFTA)

Buildings (DOB)

Business Integrity Commission (BIC)

Campaign Finance Board (CFB)

Children's Services (ACS)

City Planning (DCP)

Civilian Complaint Review Board (CCRB)

Commission on Human Rights (CCHR)

Consumer and Worker Protection (DCWP)
Cultural Affairs (DCLA)
Department of Investigation (DOI)
Design and Construction (DDC)
Finance (DOF)
Financial Information Services Agency (FISA)
GrowNYC
Homeless Services (part of Department of Social Services)
Housing Preservation and Development (HPD)
Human Resources Administration (Department of Social Services)
Information Technology (DOITT)
Landmarks Preservation Commission
Law Department (LAW)
Mayor's Office of Operations and Street Conditions Observation Unit (SCOUT)
Office of Labor Relations (OLR)
Office of Management and Budget (OMB)
Probation (DOP)
Records (DORIS)
Sheriff
Special Commissioner of Investigation for the New York City School District (SCI)
Veterans' Services (DVS)

Other Agencies belonging to the NYC Fleet Managed Fleet

Board of Elections (BOE)
Borough Presidents Offices (5, each borough)
Mayor's Office
New York City Comptroller

New York City Council and City Clerk

New York City Public Advocate

NYC Fleet may also support other related governmental organizations such as NYC Health + Hospitals, Libraries, District Attorney offices, School Construction Authority (SCA), Economic Development Corporation (EDC), City University of New York (CUNY), Office of Pupil Transport and School Buses (OPT at DOE), and others with fleet and related services through separate memorandums of understanding (MOUs).

For questions regarding the use of City vehicles, including for elected official offices, please see the Driver's Handbook.

SECTION 2

VEHICLE IDENTIFICATION

- 1. Identification numbers** Agencies may implement agency-specific vehicle numbering systems. Each vehicle and equipment piece will also be issued an independent and unique NYC Fleet ID.
- 2. Markings** Agencies may adopt agency-specific markings for vehicles. Agency markings shall be consistent and properly maintained. Graffiti must be removed within 24 hours from all City vehicles or equipment pieces. Vehicle identification must include the agency and the agency vehicle number. Vehicles may only be unmarked when consistent with the vehicle's purpose and approved by the AFD/ATC. Unmarked units must be recorded in the City's Fleet Management System. Improper markings or objects, including commercial and unauthorized stickers, dolls, and other unprofessional markings must be removed from City vehicles.
- 3. Law enforcement and emergency vehicles** For the purposes of the Fleet Management Manual and tracking in the Fleet Management System, law enforcement and emergency services vehicles are defined as set forth in Section 101 of the NY State Vehicle and Traffic Law (VTL) and include law enforcement and emergency vehicles from the following agencies: NYPD, FDNY, DEP and DSNY Enforcement Units, DOC, NYCEM, DOI/SCI, BIC, and Sheriff's Office.
- 4. Light and sirens** Emergency lights and sirens may only be installed on law enforcement and emergency response vehicles and used only by authorized law enforcement or emergency officials. No agency or employee may install lights and sirens on any vehicle that is not a law enforcement or emergency vehicle as defined below. DCAS and the Mayor's Office must approve the installation of lights and sirens.

Law enforcement and emergency response agencies, including those referenced in the VTL, make the determination about which vehicles will be assigned lights and sirens. In addition to the VTL agencies cited in section 3, DPR and TLC may install lights and sirens on marked enforcement units. Lights and sirens for these agencies must be tracked in the Fleet Management System.

VTL includes a civil emergency category that may apply to some vehicles from other agencies. For all other agencies and divisions, no vehicle may use lights and sirens without written authorization from the DCAS CFMO and the Mayor's Office of Fiscal and Administrative Management. These agencies must submit written requests to the CFMO to install emergency lights and sirens. These requests must outline the specific need for the emergency lights and sirens, who will operate the vehicle, and the costs for installation. The number of lights and sirens units a civilian agency may employ is also subject to a cap tracked by DCAS and the Mayor's Office.

Emergency lights and sirens may be used only for emergency or law enforcement purposes within the scope of each agency's responsibilities. Emergency lights and sirens may never be used for personal reasons or for convenience outside of official emergency or law enforcement

activities. All procurement requests for emergency lights and sirens and related parts must be approved in writing by the CFMO. All staff authorized to use emergency lights and sirens must participate in safety and operational training regarding proper use of lights and sirens. Agencies may install amber safety lights on vehicles without these authorizations. Amber lights should be used to improve visibility of City vehicles during road-work or off-road functions, and for other safety purposes. Amber lights are not police or emergency response lights.

Agencies may not use procurement cards, agency-based procurements, or reimbursements to install lights and sirens in any manner outside of this procedure. For VTL and civilian agencies, only DCAS authorized contracts may be used to install lights and sirens. No agency may re-assign a vehicle authorized for lights and sirens to an agency or division that is not authorized.

- 5. Non-official license plates** The New York State Department of Motor Vehicles (DMV) allows public entities to request non-official license plates for use in policing and investigative functions. All requests by City agencies and elected offices for non-official plates must be submitted to the CFMO. This policy applies to all agencies except NYPD, which may make such request directly to the DMV. The request must come with a justification explaining both the operational necessity for non-official plates and the policing and/or investigative function involved. On a monthly basis, DCAS shall submit to City Hall those requests which meet the required standard. City Hall will review the requests and send approved requests back to DCAS for submission to NY State DMV. This process will be in place both for registration renewals and for new vehicles or vehicle replacements.
- 6. Component tracking and maintenance** The Fleet Management System includes the capacity to monitor 2- and 4-cycle equipment, small trailers, riding and lawn mowers, chain saws, IT devices, radios and communication devices, plows, container boxes, small generators, and other related items. These units are tracked as Components in the system. Agencies may use the Component features of the fleet system to support their agency equipment and operational programs. DCAS will provide the system functionality but will not centrally manage or report on these assets.

SECTION 3

FISCAL RESOURCE AUTHORIZATION

- 1. Introduction** Set forth below are procedures for authorization of fiscal resources for fleet Citywide, including procurement, acquisitions, rentals and leasing, and personnel actions.
 - As noted in Executive Order 161, dated April 23, 2012, NYC Fleet will work with each fleet agency to manage and consolidate fleet related procurement and equipment acquisitions and will work with OMB to authorize fleet-related personnel actions and resource requests. Fleet consolidation in procurement will reduce contracting time and costs for individual agencies and will achieve better costs and services for the City as a whole. NYC Fleet will work with each fleet agency and OMB to develop agency staffing plans for our critical technical and skilled fleet professionals.
 - Outlined below are the procedures that agencies shall follow regarding requesting and authorizing fleet resources.
 - The CFM, comprised of staff from NYC Fleet and OMB and led by the City's CFMO, will coordinate and meet as needed to review and authorize resource requests. Fleet and other oversight agencies will be asked to participate where needed. The CFMO will schedule general meetings with OMB or specific meetings with individual OMB task forces as needed.
- 2. Fleet procurement**
 - DCAS, through DCAS OCP, will be the sole authority to bid all fleet, fuel, and fleet related contracts for all agencies. NYC Fleet will monitor all fleet procurement of vehicles and equipment in conjunction with the receiving agencies. Fleet and equipment covered here include Class 1-8 equipment, off-road equipment, licensed and trailered equipment, and other related equipment. Horticultural equipment such as lawn mowers, chain saws, weedwhackers, and similar tools may be procured directly outside of DCAS. Questions regarding equipment covered shall be directed to NYC Fleet. Agency ACCOs are expected to enforce these policies and refer any internal requests to bid fleet resources to DCAS.
 - Fleet procurement includes but is not limited to:
 - Service contracts for fleet services including repairs, transportation, and environmental services.
 - Parts and materials contracts. Agencies may not procure auto parts directly without written delegation from DCAS.
 - New vehicles and equipment contracts.
 - Fuel of all types impacting fleet and equipment. This manual does not cover marine and aviation fuel, heating oil or non-fleet facility fuel procedures.
 - Leasing contracts for vehicles including car share, repair facilities, parking for City Government Vehicles or other services including agreements to test, pilot or demonstrate units when with or without fiscal cost. Authorization for fleet facility leasing will be coordinated along with the Chief Asset Officer at DCAS.

- Capital or other projects for repair or fuel facilities.
- In partnership with each fleet agency, NYC Fleet and DCAS OCP will review existing procurements including those that are handled internally within agencies, outside of DCAS OCP. For all procurements not currently processed through DCAS OCP, NYC Fleet and DCAS OCP will work with the fleet agency to consolidate the procurement process. Requests for all fleet related contracts and/or modifications to contracts must be submitted to NYC Fleet and DCAS OCP.
- An agency ACCO may request from NYC Fleet and DCAS OCP a delegation relating to an equipment or fleet service procurement, especially if an off-road unit or specialized service will be bid as a small purchase and not as a formal contract. Delegations must be established in writing from DCAS.
- The Specifications Committee, which is an inter-agency team, has been assembled to develop specifications for fleet and equipment that are used by multiple agencies. DCAS OCP intends to bid as much of the City's fleet needs as practical as multi-agency, multi-year requirement contracts. Certain contracts, particularly NYPD and FDNY response equipment, will be bid for use of these agencies only. No other agency may use these response equipment contracts without DCAS approval.
- DCAS OCP also conducts the inspections for all new City government vehicles and equipment through the Bureau of Quality Assurance (BQA) except for DSNY capital equipment which is currently delegated. All new fleet units may not be placed into active status in the Fleet Management System until BQA has inspected and approved the fleet unit.
- Any questions regarding specific procurements and whether they qualify as Fleet Vehicles shall be directed to the CFMO.

3. Fleet acquisitions planning

- Annual acquisition requests for vehicle and equipment acquisitions must be submitted to NYC Fleet and OMB for review by September 15th of each year or as otherwise agreed upon. **This requirement applies to both capital and expense funded vehicle plans.** Agencies may submit capital plans separately from expense plans. However, expense procurements will not be processed by DCAS until an expense plan has been approved by OMB and DCAS, similar to the CP process for capital plans. Agencies that do not submit plans by September 15th, submit plans late in the fiscal year, and/or close to order cut-off dates, should not expect to have those orders processed.
- Review of vehicle and equipment acquisitions for any given year will only commence when completed agency plans are provided. Requests to amend previously approved fleet CPs or expense plans must also be sent to both NYC Fleet and OMB.
- Annual requests must include the following information:
 - Separation of acquisitions by expense and capital.
 - Vehicle type and last procurement cost (or expected cost) for each item.

- List of proposed replacement vehicles including year, type, vehicle number, and most recent odometer reading. Adjustments to this list will be approved as actual vehicles are received.
 - Justification for replacing these units within the requested timeframe.
 - Status of the agency's Baseline Fleet Ceiling. Please note that fleet CPs or expense approvals will not be issued for agencies that are not in compliance with the City's fleet count requirements overall or in any established area of their fleet such as light duty. **No capital CP or expense plan will be reviewed or approved until an agency has complied with any and all fleet reduction and fleet count requirements as confirmed by the CFMO.**
 - Additional information may be requested as necessary.
- NYC Fleet will work with OMB and each agency to assess replacement cycles and fleet use for all vehicles and equipment.
 - CFM approves all requests for fleet count increases for both Baseline City Government Vehicles and exempt agency fleets. NYC Fleet will monitor established Baseline Fleet Ceilings overall by agency, for light duty non-emergency vehicles, and by other categories as may be established with an agency. NYC Fleet will authorize requests for SUVs and/or mini-vans in accordance with general guidelines set forth in the City's NYC Clean Fleet Plan, Clean Fleet Transition Plan (CFTP) and also as required by local law. SUV procurement will be authorized only where essential for operational functions such as off-road or weather emergency functions.
 - EO 53 of 2020 requires DCAS to publish and regularly update a Clean Fleet Transition Plan. This plan will outline the status of electric and other fuel-efficient vehicle models in each class of vehicle operated by NYC Fleet. This plan will also outline the current state of development and technology in each class where all electric options do not exist. The plan will include a list of clean fleet types that agencies are required to purchase. Agencies may request an exemption to the purchase of an available all-electric or most fuel-efficient vehicle. These requests will be considered only where operationally essential and unavoidable. In each case, no exemption will be approved by DCAS unless the agency provides a plan to fully offset the emissions impact of the exemption.
 - Working with fleet agencies and DCAS OCP, NYC Fleet will track the status of all individual fleet acquisitions, for both expense and capital-funded, by vehicle type, CP, funding source, and procurement status.
 - When a new replacement vehicle is entered into service, the unit promised for replacement will go on to the DCAS "Pending Salvage" Report. Agencies will have 90 days to ready and supply the promised vehicle for replacement. Any substitutions must be proposed in writing and supplied within the original 90 days. Substitutions will not be approved beyond 90 days. Pending units are not to be used for active operations or commuting. DCAS will refer to OMB and DOI each month the list of pending units outstanding over 90 days.
 - NYC Fleet will be responsible for entering all fleet and equipment acquisitions and vehicle rentals into the City's Fleet Management System and relinquishing all salvaged or other vehicle types as required. Elements of this process will include:

- Agencies will notify NYC Fleet when any vehicle or equipment piece is received and accepted.
- NYC Fleet will add the unit including agency vehicle number, emergency and ownership status, technical specifications, fuel tank capacity, VINs, NYC Fleet number, acceptance date and contract information. For some agencies, warranty information is also added.
- NYC Fleet will also add assignments, maintenance and parking locations and license number. Agencies can update these fields.
- Components will be added by agencies and not NYC Fleet.
- For new vehicles, three dates will be tracked in the Fleet Management System:
 - Date of the purchase order.
 - Date the vehicle is first received and accepted by the agency.
 - Date the vehicle is placed into active service. This date begins the vehicle warranty period.

4. Fleet renting and leasing

- As with vehicle procurements, requests for rental or leasing of privately owned vehicles and equipment must be submitted to NYC Fleet. These requests must specify the number, types, and terms for the proposed equipment rentals. NYC Fleet will approve or disapprove purchase orders, authorize the specific rentals with the vendors, and track all specific rentals.
- A request to rent or lease privately-owned vehicles and equipment for City use must first be approved by CFM. Agencies must be prepared to explain the operational need to lease or rent, why this need cannot be fulfilled using existing City-owned vehicles and equipment, discuss the programmatic impact if the request were not approved, and identify the funding source and budget structure.
- The procurement of all rented or leased vehicles and equipment must go through DCAS OCP except as relates to certain special law enforcement functions.
- NYC Fleet offers car share and car service contracts for City agency use. For more information and for the rules relating to the car share and car service contracts, please contact NYC Fleet.
- All rented or leased vehicles and equipment that will be in City use for over three (3) months must be recorded in the Fleet Management System by NYC Fleet in a manner consistent with the current procedures for entering and removing City-owned vehicles and equipment. These units must also have fleet required vehicle tracking installed.
- If an agency plans to use in-house fleet staff to maintain leased or rented vehicles and equipment from DCAS OCP contracts, the CFMO must be notified of the maintenance plan, which must also be consistent with the contract.
- All rented or leased vehicles and equipment, unless “unmarked” for law enforcement purposes, must be numbered and properly identified with agency logos and colors.
- Any use of City equipment by non-City employees must be in accordance with formal contracts or agreements of the City and approved by the CFMO. All inter-agency or other

transfers of equipment must also be approved in writing by the CFMO. City agencies may not rent out City equipment to other entities. No agency may dispose of any City Government Vehicle or equipment asset except DCAS. In consultation with DOI, the CFMO may hold, remove, or transfer agency vehicles involved with serious misuse.

- NYPD undercover fleet assets are exempt from these procurement policies.

5. Fleet personnel actions

- Each fleet agency has provided the City Human Resource Management System (CHRMS) work units which encompass agency fleet divisions. The list of work units is attached at the end of this section. Each agency will work with the Office of Payroll Administration (OPA) and DCAS Human Capital to ensure that all fleet staff -- including management, supervision, mechanical repair, and support staff -- are included in these work units. NYC Fleet shall be notified of any changes to the list of fleet work units, set forth below, that are used in CHRMS.
- OPA and New York City Automated Personnel System (NYCAPS) will assist with personnel reporting for all staff and expenses in fleet titles and fleet work units. These titles are:
 - Auto Mechanic and Auto Mechanic Diesel
 - Auto Machinist, Auto Electrician, and Metal Work Mechanic
 - Auto body titles, Carriage Upholsterer
 - Rubber Tire Repairer
 - Supervisor of Mechanics (Mechanical Equipment)
 - Auto Service Worker
 - Motor Vehicle Operator (MVO)
- NYC Fleet will work with OPA and OMB to report regularly on fleet personnel expenses including by applicable budget codes and by agency work units. These reports will include a breakdown of supervisory and mechanical titles in each agency and overtime expenditures.
- Consistent with Executive Order 161, all requests to hire or promote fleet staff must be submitted and authorized by both NYC Fleet and OMB. This includes new hires, promotions from lists, seasonal or part-time hires, and internal promotions from mechanical repair and supervision positions to management positions. Promotions relating to mechanical repair and supervision titles will be reviewed for budgetary impact and staffing composition. Decisions regarding specific individuals will be made by agencies consistent with their internal human resource procedures and civil service requirements.
- Promotions to fleet executive management and managerial positions will be reviewed and must be authorized by DCAS on an individual basis. DCAS Fleet is to be copied on any postings for executive and managerial fleet positions including but not limited to Deputy Commissioner or Assistant Commissioner for Fleet, AFD or ATC positions. DCAS will advise agencies on necessary changes to fleet management that are tied to performance and/or compliance with fleet policy.

List of Agency Fleet Work Units

Agency	Work Unit #	Work Unit Name
DCAS	7200	Fleet / Executive
DCAS	7201	Fleet Fiscal Management
DCAS	7202	Fleet Operations
DCAS	7203	Fleet Acquisitions
DCAS	7204	Fleet Information
DCAS	7205	Fleet Services
DCAS	7206	Fleet Collisions & Claims
DCAS	7207	Fleet Ofc/Real-Time Tracking
DCAS	7208	Fleet Sustainability
DCAS	7209	Fleet Compliance
DEP	0402	Motor Maintenance
DEP	7660	East Huson Dist Shop 60 (Kens)
DEP	7661	East of Hudson North
DEP	7663	Shokan Dist Shop 63 (Shokan)
DEP	7665	Delaware Dist-Downsville Sh 65
DEP	7666	Delaware Dt-Grahamsville Sh 66
DOC	3502	Flt. Ops. Unit - Civ
DOHMH	0023	Health Support Services
DOE	0277	D791/Off of Sch Food & Nu
DOE	0644	G866/DSB/Architectual
DOT	1241	RRM Fleet (S.I)
DOT	1242	RRM Fleet (Brooklyn)
DOT	1243	RRM Fleet (Bronx)
DOT	1244	RRM Fleet (Maspeth)
DOT	1245	RRM Fleet (Harper St.)
DPR	6000	CW Fleet
DPR	6002	CW Garage Cunningham
DPR	6003	CW Garage Flushing
DPR	6006	CW Garage Five Boro
DPR	6014	CW Parts
DPR	6019	CW Fleet Procurement
DSNY	0019	Alt Fuels
DSNY	4000	Motor Equip Office
DSNY	4001	Support Serv. Office
DSNY	4002	Field Operations
DSNY	4004	BME Procurement
DSNY	4005	Special Projects
DSNY	4010	Purchase & Receiving
DSNY	4012	CRS Operations

DSNY	4032	Major Component Rebuild Shop
DSNY	4040	Special Chassis Shop
DSNY	4050	Tire Shop
DSNY	4055	Passenger Car Shop
DSNY	4060	Body Shop
DSNY	4068	Minor Component Rebuild Shop
DSNY	4070	QS Boro Repair Shop
DSNY	4075	Willow Av Repair Shop
DSNY	4085	Cioffe Repair Shop
DSNY	4095	Richmond Repair Shop
FDNY	7610	Fleet Maintenance Division
FDNY	7613	Fleet Maintenance Division
FDNY	7619	Fleet Maintenance Division
FDNY	7924	MTD
FDNY	7980	EMS Fleet Maintenance
NYPD	1791	Fleet Services Div/Civ & Cadet
NYPD	1793	Fleet Serv. Roll Call2/Civ
NYPD	1794	Fleet Serv. Roll Call3/Civ
NYPD	1795	Fleet Serv. Roll Call4/Civ
NYPD	1796	Fleet Serv. Roll Call5/Civ
NYPD	1797	Fleet Serv. Roll Call6/Civ
NYPD	1798	Fleet Services Roll Call 7/Civ

SECTION 4

ACQUISITIONS

1. Introduction The procurement of all vehicles and equipment for the City is handled by DCAS OCP. Working with individual agencies, CFM determines the general replacement cycle for fleet and equipment. The CFMO must authorize the replacement of any specific vehicle or piece of equipment in writing. Vehicles may be replaced when reaching the end of their useful life, due to major collision or theft, or if no longer operationally suitable. The CFMO may offer any agency vehicle to another agency for transfer and re-use prior to a decision to auction the unit. Only DCAS may approve and implement fleet transfers between agencies or with any other non-City agency entity.

2. Acquisition guidelines

- The CFM Vehicle Request Form must be submitted whenever agencies are requesting a vehicle above their Baseline Fleet Ceiling, a new need, or a vehicle to be funded by grants or non-City sources. This form must be sent to NYCFleet@dcas.nyc.gov.
- All requests for new vehicles must be consistent with the City's CFTP. The CFTP requires that each vehicle be replaced by an electric vehicle or more fuel-efficient vehicle if an electric vehicle is not available. In cases where this is operationally not possible, agencies must supply emissions offsets through other fleet actions. Any requests for SUVs must be submitted using the CFM Vehicle Request Form and explain the operational necessity for the unit and why a sedan would not fill the function.
- All requests to initiate a capital equipment contract process must be sent first to the CFMO. Upon authorization, these requests will be forwarded to DCAS OCP. Unless specifically exempted by the CFMO and DCAS OCP, all equipment contracts will be bid out for Citywide, all-agency access. All vehicle specifications for acquisitions contracts must comply with the Clean and Safe Fleet Transition Plans.
- All requests to order new vehicles must be submitted through the Direct Order system and/or PASSPort which is replacing Direct Order. These requests must include the specific numbers, age, mileage and/or hour meter readings of each of the vehicles expected to be replaced. If the vehicles to be replaced do not meet the general replacement guidelines below, the request must include specific condition reports, using the 414 Report format described in the section on Auction, or other explanation as to why the units are being relinquished. An agency must ensure it has not submitted the same vehicles for replacement on multiple orders. Due to the time between ordering and receiving vehicles, agencies may substitute vehicles at the time of actual salvage, as long as these vehicles are not otherwise promised and these changes are consistent with the City's CFTP.
- Agencies can request to transfer fleet units from one agency to the other. All transfer requests must be made in writing from the receiving agency using the NYC Fleet Transfer Form and approved by the CFMO. NYC Fleet will change the agency assignment in the Fleet Management System when transfers are approved. The Transfer Form is available

from NYC Fleet and at the following link:

<https://www1.nyc.gov/assets/dcas/downloads/doc/NYC-Fleet-Transfer-Request-Form.docx>.

- In general, agency procurement requests will not be approved if the agency is over their Baseline Fleet Ceiling. DCAS may implement exceptions for operational purposes. Vehicles awaiting pickup by the auction vendor will not count against active fleet count. If an agency relinquishes a vehicle that was approved for salvage prior to receiving its replacement, it will receive a credit for the vehicle. Agencies will only receive credit for approved salvage units. If an agency salvages a unit that did not receive pre-approval from DCAS, it will receive credit at the discretion of DCAS. If an agency wants to salvage a vehicle that has not yet been approved (for example due to a crash) or if an agency wants to replace an approved salvage unit with another unit, it must obtain DCAS approval.
 - Agencies must notify BQA when new vehicles are delivered by vendors. Agencies may not place vehicles into service prior to BQA inspection. DSNY currently has a delegation to inspect its own capital equipment only.
 - Agencies may not procure or lease Fleet Vehicles through capital construction contracts.
 - Agencies may not acquire used fleet or equipment units unless authorized in writing by the CFMO. In general, the City does not bring used vehicles into the fleet except under special or unusual circumstances, usually when new equipment cannot be obtained.
 - Agencies may never authorize the production of fleet or equipment units by any vendor prior to an approved and finalized purchase order being sent by NYC Fleet and DCAS OCP to the vendor.
 - Copies of all titles and registrations may be uploaded by NYC Fleet or agencies into the Fleet Management System. Original titles must be submitted to NYC Fleet when vehicles are transferred or relinquished. Copies of other permits, such as waste permits, may also be uploaded into the Fleet Management System.
 - Agencies are responsible for ordering or producing license plates for their vehicles. License information, including any changes, must be entered into the Fleet Management System by the AFD. AFDs are responsible to ensure that all City vehicles are properly licensed.
- 3. Replacement cycles** Listed below are guidelines for the replacement of certain types of common equipment. CFM will work with agencies to establish specific replacement cycles and funding for their fleets. The chart below is a guide only. Decisions regarding actual replacements will take into account age, condition, mileage, use including engine hours, replacement funding, safety and other factors. As the fleet implements all electric vehicles, it will re-assess the replacement schedules for these units.
- Sedans and SUVs, non-emergency and non-law enforcement, 9 years and 80,000 miles
 - Passenger pickups and vans, non-emergency and non-law enforcement, 10 years and 80,000 miles
 - Fire Department pumpers and ladders are replaced as per Collective Bargaining Agreement

- 4. Exempt Vehicles** Vehicles that were funded through grants, elected official funding, or private donations are to be entered into the Fleet Management System as Exempt from City replacement funding. After CFM approves an agency's request to add a vehicle to the Exempt funded fleet, the Exempt unit may not be promised for relinquishment against a Baseline City Government Vehicle requisition or a baseline fleet reduction. The coding of Exempt units may not be changed without CFMO approval.

EO 41 of 2019 governs all fleet count including Exempt units. All requests for Exempt vehicle funding or support must be addressed to DCAS and OMB (CFM) and approved prior to acceptance of the funding or the receipt of any donated vehicles. Agencies will be expected to provide replacement units for proposed on-road Exempts and may be asked to do the same for off-road. If replacement units cannot be identified, the Exempt request will be treated as a vehicle new need request and must be approved as a new need before it may proceed.

Agencies should inform all Exempt vehicle funders of these requirements and may not commit to Exempt vehicle programs without receiving prior CFM approval. DCAS will not implement or accept Exempt vehicles into the fleet that do not comply with these requirements.

- 5. Command busses** The procurement of emergency command busses for agencies other than NYPD, FDNY, and NYCEM requires Deputy Mayor authorization.
- 6. Off-road equipment** Off-road equipment is tracked as fleet units, not Components, in the fleet management system and is not considered part of an agency's Baseline Fleet Ceiling. Off-Road units such as Gators and Bobcat loaders do require fueling and maintenance and are tracked in the Mayor's Management Report (MMR). DCAS may require replacements be provided prior to approving any Off-Road unit.

Two- and four-cycle equipment, such as weed-whackers, push mowers, blowers, and chain saws are considered Components and not fleet units. These units may be tracked as Components in the Fleet Management System. All maintenance on these units must be charged on the Fleet Management System, either to the Components if tracked or as shop charges.

DCAS produces a report on critical emergency fleet resources including light towers, generators, forklifts, pumps, tow trucks, fuel trucks and sign-boards. All of these assets must be tracked either as on- or off-road fleet equipment in the Fleet Management System. This provision does not cover fixed building emergency generators. Agencies may propose to use Component tracking in the Fleet Management System to manage building generators.

- 7. Safe Fleet Transition Plan (SFTP)** Consistent with EO 53 of 2020, Fleet has implemented a Safe Fleet Transition Plan (SFTP) to ensure that specifications and design for new and replacement fleet units incorporate standard items for safety across all agencies and that the City procures the safest vehicles that are operationally suitable, while recognizing limitations in costs, proven technology, suppliers, and applicability across different types of units. The SFTP works as follows:

- The SFTP will define two categories of safety technologies: (1) Those that must be placed into vehicle specifications; (2) Those that are optional for agencies or that are being tested or investigated. For both categories, the SFTP will make distinctions across fleet types and emergency/non-emergency units as defined by State Vehicle and Traffic Law (VTL).

- Where a technology is required, DCAS Fleet and OCP will not authorize or bid specifications without such technology. Agencies may request exemptions to DCAS Fleet based on costs, supplier, operations, design, performance of the technology, or other limitations. The CFMO will make those decisions in writing to the agency. The CFMO will consult with OMB and other oversight agencies as appropriate on those decisions. A checklist will be implemented to ensure compliance with SFTP as part of the procurement process for new vehicles.
- Where agencies ask to procure optional technologies or to test technologies on limited subsets of vehicles, DCAS will work to develop contracts that provide those options while also supporting other agencies that may wish to access the same contracts without those options.
- The SFTP will be updated as needed based on changes in technology and fleet policy, but at a minimum once per year.
- DCAS may partner with outside experts in the development of the SFTP.
- This policy will apply to new vehicle procurements only and does not require retrofit of existing vehicles. Agencies may request retrofit safety projects. These will be dependent on funding.

SECTION 5

ELECTRIC VEHICLE CHARGING AND FUEL

1. **Introduction** The City uses up to 30 million gallons of fuel per year for fleet and equipment and operates over 400 fueling locations. In addition, NYC Fleet offers contracts for fueling at private gas stations and private Compressed Natural Gas (CNG) fueling sites. Finally, the City currently manages over 700 Electric Vehicle (EV) charging stations for electric vehicle fueling. NYC Fleet maintains lists of fueling sites and EV charging stations. The City is working to vastly expand this EV charging network.
2. **Private gas card fueling** City agencies shall use in-house fueling stations to reduce costs where possible. Agencies may utilize the NYC Fleet gas card contract if access to private fueling stations is essential.
 - Agencies are responsible for monitoring the use of private stations by their employees and other users under their oversight. This includes regularly checking card and PIN lists, reporting lost cards immediately, ensuring that maximum fueling amounts are set per vehicle and tied to fuel tank capacity, ensuring accurate recording of mileage readings during fueling, and monitoring for unusual or improper use. No vehicle gas card may be used more than three times per day. Exception reports and possible irregularities in fuel card use will be forwarded to DOI/SCI as required.
 - Every employee must sign and submit with NYC Fleet and their agency a rules form for participation in the program. Misuse of gas cards will result in immediate cancellation of the cards and may result in disciplinary or other action. Rules forms are available from NYC Fleet and at link: <https://www1.nyc.gov/site/dcas/agencies/fleet-training.page>.
 - Gas cards and PINs may not be shared. Gas cards shall not be shared between City vehicles; each gas card shall only be used for fueling the vehicle for which the card is assigned. Gas cards shall not be used for non-official vehicles or for non-official purposes. PINs shall not be shared by employees and shall only be used by the assigned employee. Failure to follow these policies may result in disciplinary or other action.
 - In addition to agency updates, based on salvage and personnel records, NYC Fleet will automatically cancel fuel cards for vehicles that are salvaged and personnel who leave City service. In addition, DCAS will cancel unused gas cards or PINs that are not used for over six months unless agencies request in writing that these remain active for emergency purposes. DCAS will also suspend or cancel PINs where rules forms are not submitted.
 - All gas cards and PINs will be issued centrally by NYC Fleet unless delegated to an agency. NYC Fleet and DCAS OCP will establish a Citywide purchase order for all agency use of gas cards. Funds will be transferred into DCAS for use by agencies, in the same manner as the Citywide fleet servicing contract.
 - Unless required by the vehicle manufacturer, the City does not use premium fuel.

- Local Law 73 of 2013 requires non-emergency fleet trucks to use biodiesel. These trucks may not be part of the gas card program unless and until biodiesel blends are available commercially.
 - Employees must complete a short training to attain fueling cards for compressed natural gas (CNG). NYC Fleet will assist in arranging vendor training.
- 3. In-house fuel sites** Any agency which operates a fueling site is responsible for complying with all state and local regulations including Petroleum Bulk Storage (PBS) registrations, tightness testing, maintenance, signage and markings, and training and certification.
- Agencies are responsible for monitoring the use of in-house stations by their employees for official vehicles only.
 - Agencies must monitor fuel delivered and fuel dispensed per vehicle and employee including the use of fuel trucks and gas cans. The City has installed automated fuel tracking at all general use in-house fueling locations. Agencies are required to use these systems and track fueling by vehicle, equipment piece, gas can, and employee. Any shut down of automated fueling or use of manual must be documented in writing and may only occur in an emergency situation with the approval of NYC Fleet.
 - Fuel sites at non-emergency agencies will be expected to be open to the extent operationally practical, based on published hours, for other agency official vehicles. Reimbursement procedures will be established.
 - The same rules listed above regarding gas cards and PIN numbers also apply to in-house cards and PIN numbers.
 - No in-house fueling station, including liquid fuel, CNG, electric or other may be used for non-official vehicles or non-official purposes. No fuel, or other fleet resource, may be used for or dispensed into non-City owned or rented vehicles or equipment unless through a written agreement approved by the CFMO. These agreements will only be approved for non-profits with agreements or contracts with the City that include equipment use or for mutual aid agreements during emergency situations.
 - DCAS OCP procures and inspects all fuel for the City. Except in emergencies as addressed in this Fleet Manual, agencies may not procure fuel outside of DCAS OCP. Any concerns regarding fuel availability, quality or recording shall be reported to DCAS OCP immediately.
 - As a general guideline, fuel should be ordered when a fuel tank gets to 50% or less capacity. Prior to emergencies, all fuel tanks must be topped off in anticipation of heavy demand.
 - Agencies are responsible for complying with all federal Environmental Protection Agency (EPA), New York State Department of Environmental Conservation (DEC), and City DEP regulations regarding the proper prevention and control of fuel spills and must promptly report any spills to DEC.

- Some agencies operate fuel trucks. Logs must be kept of fuel dispensed off-site by fuel trucks. The logs must include date, the employee who dispensed the fuel, where, and to what equipment.

- 4. Biodiesel, Renewable Diesel, and Ultra-Low Sulfur Diesel (ULSD)** Consistent with Local Law 73 of 2013 and the NYC Clean Fleet Plan, all non-emergency trucks will use biodiesel. At minimum, B20 shall be used during the six warm weather months, April through October, and B5 during the remainder of the year. Agencies may use and are encouraged to use additional levels of biodiesel wherever possible. Emergency fleet agencies will also use biodiesel blends as developed with DCAS, and biodiesel will also be used with off-road equipment unless exempted by DCAS. Facilities, including repair locations, will also use biodiesel for heating oil as instructed by DCAS and as required by Local Law.

DCAS is working to replace ULSD with renewable diesel (RD) biofuel. RD has the same specifications as ULSD with greatly reduced life-cycle greenhouse gas (GHG) emissions. As RD supply becomes available, DCAS will issue requirements for the use of RD by fleet.

The City will not use D1 diesel fuel except in cold weather emergencies or as otherwise approved by the CFMO. Agencies may request to exempt mobile generators or other specialized off-road units. Any changes to these requirements must be approved in writing by the CFMO. This section does not cover building emergency generators, marine or aviation units.

- 5. Electric Vehicle (EV) Charging** In partnership with Fleet agencies and consistent with EO 53 of 2020, DCAS is expanding electric vehicle charging of all types including level 2 and 3, solar carports, mobile charging, and access to commercial sources of charging. DCAS will report to agencies on the charging trends for electric vehicles and chargers and will also keep a daily readiness report for EV Charging stations. Agencies, including their facility planners, should develop plans for increased electric load due to expanding of vehicle charging networks.

DCAS will assist with training on electric vehicles and charging for impacted staff including mechanics, electricians, towing staff, and first responders.

All City electric chargers must track use by vehicle unless exempted by the CFMO in writing. DCAS will manage a central card system for electric charging. Any use of charging outside the DCAS network must be approved by the CFMO.

Electric vehicle chargers are for official City government use only unless the charging station is publicly noticed by DCAS as for general public and City government use or for workplace charging as described below. Reimbursement charges will apply wherever DCAS Fleet chargers are made accessible to the general public including to City employees using the chargers in their private capacities.

- 6. Workplace EV Charging Pilots and Programs** Consistent with the NYC Clean Fleet Plan, the City will pilot and test workplace charging for employee personal electric vehicles. An initial pilot has been established for the City Hall EV charging. Any additional workplace charging programs must be authorized in writing by DCAS which will provide notification to COIB and DOI.

Employee workplace charging, on this pilot basis, will be approved only where an agency requests workplace charging in writing and there is enough existing EV charging capacity to also maintain support of City electric fleet units at the location. Participants will be required to pay reimbursement charges for the electric costs based on use of an EV charging card. No Fleet EV charger may be dedicated for the use of any single employee. Any EV chargers approved for workplace charging must be made generally available to employees at the location requesting workplace charging. Workplace chargers may only be used by active City employees approved by the agency in charge of the location. Any questions regarding workplace charging can be directed to DCAS.

7. **Compressed natural gas (CNG)** Where utilized, compressed natural gas is currently available through private stations. A list of private stations is available through NYC Fleet.
8. **Motor oil and waste oil** Agencies are required to comply with Executive Order 33 of 2003 regarding the use of recycled and remanufactured motor oil. All agencies must have procedures in place to properly store virgin and used motor oil in containment systems, proper dating and markings, and to dispose of used motor oil properly.
9. **EV Charging and Fuel reporting** Working with DCAS OCP and agencies, NYC Fleet will regularly report on electric charging and fuel use and costs by all types of fuel for the City's fleet and equipment.

SECTION 6

FLEET SUSTAINABILITY

- 1. Introduction** NYC Fleet is a national leader in fleet sustainability. Through the NYC Clean Fleet Plan, Mayoral Executive Orders, and local laws, Fleet is working to implement the use of electric vehicles where available, cleaner biofuels, more efficient vehicles, and a down-sized fleet. All agencies are expected to support these efforts.
- 2. Clean Fleet Transition Plan (CFTP)** As required by EO 53 of 2020, DCAS will publish annually a Clean Fleet Transition Plan, updating the first CFTP plan developed in 2009. The CFTP will chart a course for the implementation of an all-electric fleet by 2040 and also outline hybrid and other fuel-efficient vehicles that will be implemented until electric models are available in each vehicle class. Under the CFTP, current vehicles must always be replaced with more fuel-efficient options and never replaced with less fuel-efficient options unless there are unavoidable operational requirements. Agencies requesting waivers from the CFTP for any vehicle(s) must offer offsets in that same year's plan that will compensate for the emissions impact. NYC Fleet must approve in writing all procurements.

As required by EO 41 of 2019, DCAS will update the NYC Clean Fleet Plan at least biannually. DCAS will also establish a usage target for City fleet units based on telematics data and will work to reduce fleet size based on these usage standards. DCAS will also work to reduce commuting and SUV use.

- 3. Fleet local laws** Fleet procurement and sustainability is governed by a series of local laws. NYC Fleet will work with all fleet agencies to comply with these laws and with Mayoral Executive Orders. A list of local laws and Executive Orders governing fleet with the topic area of each is provided below:

NYC Fleet: Local Law, Executive Orders, and State Requirements	
NYC Local Laws	
Local Law 77 of 2003	Use of ultra low sulfur diesel and best available technology in off-road vehicles
Local Law 38 of 2005	Purchase of cleaner light duty and medium duty vehicles
Local Law 39 of 2005	Use of ultra low sulfur diesel and best available retrofit technology for diesel motor vehicles
Local Law 55 of 2007	Reduction of greenhouse gas emissions by 30% by 2017
Local Law 5 of 2009	Engine idling
Local Law 43 of 2010	Use of clean heating oil in New York City
Local Law 66 of 2013	Fuel management plan in response to certain emergency events
Local Law 72 of 2013	Use of auxiliary power units in ambulances
Local Law 73 of 2013	Use of biodiesel for diesel motor vehicles and revises diesel retrofit requirement
Local Law 74 of 2013	Discontinues waivers for diesel retrofits
Local Law 75 of 2013	Calculation of and reporting on the use-based fuel economy of light and medium duty vehicles
Local Law 76 of 2013	Revises the minimum average fuel economy of light-duty vehicles
Local Law 107 of 2013	Increasing the use of biofuel in city-owned buildings
Local Law 130 of 2013	Electric vehicle charging stations in open parking lots and parking garages
Local Law 29 of 2014	Right of way for pedestrians and bicyclists
Local Law 41 of 2015	Car sharing in the city fleet
Local Law 56 of 2015	Side guards
Local Law 119 of 2016	Clean heating oil
Local Law 160 of 2016	Electric vehicle charging station pilot program
Local Law 27 of 2018	Use of alternative fuels in city ferry fleet
Local Law 28 of 2018	Use of biodiesel in school buses
Local Law 32 of 2019	Communication devices and tracking devices on school buses
New York State Laws	
S06034A / A04106	Examination of window tint in the yearly state vehicle inspection
S04336 / A06163	Seatbelt requirement for passengers 16 years or older
Mayoral Executive Orders	
Executive Order 161 of 2012	Citywide consolidation of fleet operations, fleet maintenance, and related matters
Executive Order 41 of 2019	Citywide fleet sustainability, right-sizing, and efficiency through NYC Clean Fleet Plan
Executive Order 52 of 2020	Policy against addition of infrastructure that expands the supply of fossil fuels in NYC
Executive Order 53 of 2020	All electric and safe New York City fleet

4. **Fleet Right-sizing including SUVs and mini-vans** Agencies are expected to right-size their fleets and use the least expensive and most fuel-efficient vehicles that can perform intended operational functions. This is required for each vehicle class. SUVs will only be approved where regular off-road, enforcement, or emergency service use is required and sedans cannot be used. Mini-vans or station wagons will only be approved where there are no operational alternatives. CFM will provide additional flexibility with these requirements wherever agencies are implementing all-electric (BEV) versions of these units.
5. **Bi-fuel vehicles** Local Law 38 of 2005 prohibits the purchase of bi-fuel vehicles that are capable of operating on two or more fuels by switching between them. However, the restriction does not apply to flex-fuel vehicles that can be fueled with either alternative fuel or gasoline such as hybrids or plug-in electric vehicles with gas tank backups. In these cases, agencies must operate the vehicle using the alternative fuel except in emergencies or where not available.
6. **Optimal use of sustainable fleet alternatives** Agencies must take all reasonable steps to minimize fleet and fuel use and optimize use of alternatives. This includes use of public transportation instead of Fleet Vehicles where-ever available and practical. The most fuel-efficient vehicles in each type shall be deployed in the heaviest use assignments. Where flex-fuel

units are deployed – including plug-in electric vehicles with backup gas tanks – the EV function must be the primary use.

7. **Research** The Fleet Sustainability office at NYC Fleet, DCAS OCP, DSNY Alternative Fuels lab, and the Alternative Fuels program of DOT are all resources committed to fleet sustainability. DCAS will also partner with other governmental and non-governmental organizations to implement market and technical research into alternative fuels. The results of this research will be discussed in the published CFTP reports.

SECTION 7

AUCTION AND RELINQUISHMENT

- 1. Relinquishment of City Government Vehicles and equipment** Agencies must carefully consider when to relinquish a City Government Vehicle or motorized equipment unit. Many factors weigh into this decision. These include:
- Technical applicability to the agency’s mission and the availability of a replacement, if needed.
 - The vehicle’s maintenance history including whether total repair history demonstrates that it is more cost effective to procure a replacement vehicle than to attempt to extend useful life.
 - Whether there is an inability to repair the vehicle due to unavailable replacement parts.
 - In cases of theft or loss, if the loss of the vehicle due to theft is considered unrecoverable. The theft or loss of a City-owned or rented vehicle must be reported immediately by the agency to NYC Fleet, NYPD, and DOI/SCI. All non-recovered thefts or losses of vehicles must be documented in the Fleet Management System.
 - If the cost to repair damage to a vehicle involved in a collision is uneconomical or there is an inability to restore the vehicle to a safe condition.
 - Age of vehicle in combination with mileage, engine hours, and vehicle condition including mechanical and body condition.
 - Fuel economy limitations or emissions concerns due to outdated technology.
 - Collective bargaining requirements, where applicable.
 - Under no circumstance is the single factor of age to be considered as a valid reason for replacement.

Once an agency decides to remove a vehicle from service, they will notify NYC Fleet, who will place the vehicle in pending relinquishment status in the Fleet Management System. NYC Fleet will run a regular inventory of all vehicles in this status and will assist agencies in relinquishing these units or in transferring desired vehicles from one agency to another. Agencies are expected to resolve pending items within 90 days unless otherwise agreed to in conjunction with the CFMO. Pending vehicles may not be used for commuting under any circumstances. For all transfers, the receiving agency must complete a transfer form and send it to NYC Fleet.

Vehicles involved in litigation will be tracked in litigation, not pending relinquishment, status. NYC Fleet will regularly check the litigation list with the Law Department.

For Mayoral fleets, unless authorized by the Committee for Fleet Management, a vehicle must be relinquished in exchange for each vehicle procured or transferred in.

2. Process to relinquish a City Government Vehicle Agencies must request to salvage vehicles from NYC Fleet. Agencies begin this process as follows:

- Prepare an electronic 414 condition report. This report form can be attained from NYC Fleet at NYCAuction@dcas.nyc.gov. Agencies must ensure that the form is complete, especially noting whether the vehicle is operational (“runs and drives”), where this is an open recall and whether vehicle components are missing. Note: if the battery of the vehicle is dead but the vehicle is still in an operable condition, the agency must report that the vehicle “runs and drives” but note that the battery is currently inoperable. If removed vehicle components are provided with the vehicle, the location of such components and their conditions must be noted. If an agency removes these components after submitting the 414 form, it must amend the form.
- On each 414 report, if applicable, the agency must fill out the odometer and/or hour meter reading.
- The agency must clearly note the location where the vehicle will be picked up and the telephone number of the contact person who will ensure that someone meets the tow company and has keys.
- All fields highlighted in red on the electronic 414 form are required; the form cannot be submitted if any of these fields are incomplete.
- Take five digital photographs of the vehicle. The photographs must be taken of the driver’s side front, driver’s side rear, passenger side front, passenger side rear and the interior. NYC Fleet will store the 414 forms and all pictures.
- If a vehicle does not have a title, it will be auctioned for parts only. Agencies shall make every attempt to obtain titles from the DMV. Agencies must alert NYC Fleet of these issues.
- Agencies shall physically deliver the original titles to the following:

Department of Citywide Administrative Services
NYC Fleet, 1 Centre Street, 23rd Floor
NY, NY 10007
Attn: Fleet Auction Coordinator

- 3. Automotive parts and fleet related equipment** Automotive parts and fleet related equipment will be auctioned through either the fleet auction program or DCAS surplus auction managed through DCAS Citywide Procurement’s Office of Surplus Activities (OSA). In the cases where the OSA process is used, follow OSA’s procedures to create an electronic auction.
- 4. Prohibition of agencies dealing directly with the Auction Contractor** Only NYC Fleet personnel may approve City vehicles for salvage and authorize the City’s auction vendor to pick up vehicles. Agencies are not permitted to add vehicles to the contractor’s pickup list. Agencies

with special considerations such as vehicles to be crushed, bio-hazardous vehicles, or a request for on-site auctions must use the 414 form and indicate these issues.

- 5. Agency preparation of vehicle for pickup by Auction Contractor** Prior to salvaging vehicles or equipment, agencies shall remove all City property, including license plates, fuel cards, E-ZPasses, telematics devices, radios, lights and sirens, computers, fleet share devices, navigation devices, removable safety apparatus including side-guards (where feasible), and parking permits. Agencies shall also remove or thoroughly cover all markings and any other decals that indicate that the vehicle once belonged to the City. For emergency service vehicles, the Auction Contractor will also undertake a secondary independent review for markings prior to sale. Agencies shall also clean the vehicle of general debris.
- 6. Additional information** Agencies shall provide NYC Fleet with a list of locations and agency salvage contacts, including names, telephone numbers, and preferred hours for pickup. The agency must coordinate with the Auction Contractor, ensuring that they have someone at the site, at the approved appointment time, to meet the Auction Contractor's tow company and provide them the keys.
- 7. Authorizing the vehicle for pickup by the Auction Contractor** Upon receipt of the necessary electronic documents, NYC Fleet will develop a pickup document. Fleet will also establish a minimal auction value for each vehicle based on historic auction, scrap metal sales, and other relevant criteria. NYC Fleet will notify in writing the agency and vendor to pick up the vehicle at the agency specified location for auction. Once the Auction Contractor has received the NYC Fleet pickup listing, it will have three (3) City business days to coordinate with the agency contact(s), arrange a pickup time and pick up the vehicle. If arrangements cannot be completed, the Auction Contract Manager must notify NYC Fleet.

The Auction Contractor will tow all vehicles to locations approved by DCAS consistent with their contract. Agencies may request to tow the vehicles directly using City resources. Those requests should be directed to DCAS.
- 8. Agency action at time of receipt of the vehicle** At the arranged pickup time within normal business hours, the designated agency contact must meet the tow operator and provide them with the keys to the vehicle. The Auction Contractor's tow driver will provide a copy of the signed pickup report form. Agencies must ensure that the VIN is clearly displayed and the driver prints their name and signs the form. Agencies shall maintain all forms.
- 9. Completing the relinquishment process** After the vehicle has been picked up by the Auction Contractor, NYC Fleet will update the Fleet Management System. Agencies shall dispose of the license plates through the State Department of Motor Vehicles (DMV) as applicable. Agencies shall also retire all fleet assets such as E-ZPasses and fuel cards and cancel enrollment in managed fuel and maintenance management programs if applicable.
- 10. Sale of the vehicle** Upon arrival of the vehicle at the Auction Contractor, the vendor will photograph, examine and, where applicable, test drive the vehicle. Agencies interested in copies of any of these documents related to this process may contact NYC Fleet at NYCFleet@dcas.nyc.gov. The Auction Contractor will schedule City vehicles for sale approximately two weeks from the receipt of the title and the pickup of the vehicle or as otherwise instructed by NYC Fleet.

- 11. Online auctions** All auctions will be conducted online. Information for the public regarding the auction process and the vehicles available for sale is available at the DCAS website and through 311.
- 12. City employees may not bid** Current rules do not allow City employees to bid on or procure City vehicles sold at auction. City employees are prohibited from advising potential buyers or coordinating private purchase of City fleet assets at auction. Any questions regarding the bidding on auction vehicles shall be directed to the City's Conflicts of Interest Board (COIB).

SECTION 8

CAR SHARE AND OTHER FLEET SERVICE CONTRACTS

- 1. Procedures for the use of car share services or shared City-owned units** City fleet assets are expected to be pooled and shared. To assist the pooling of fleet assets and to optimize light duty non-emergency fleet resources, the City has invested in fleet sharing contracts and technology. The rules for the car share contract and in-house car sharing are available separately from NYC Fleet. Before using the car share contract, City employees must sign an agreement form regarding the program. Fleet and car share units may not be assigned for commuting outside Citywide emergency situations.
- 2. Procedures for other fleet service contracts** DCAS OCP offers or may offer Citywide fleet contracts in various areas including car service, maintenance services, equipment rental, fueling services, auto body repair, car wash, and appraisal. Agencies are expected to administer contract requirements for these contracts and NYC Fleet may also issue separate procedures for these contracts. DCAS Fleet must authorize all purchase orders for these Citywide contracts.

SECTION 9

ASSIGNMENT AND USE

1. **Introduction** The agency AFD is expected to work closely with the agency ATC, if different, to monitor the assignment and use of Fleet Vehicles and to enforce the Fleet Manual and Driver's Handbook.
2. **Commuters** The AFD/TC must ensure that an active commuting authorization form from NYC Fleet has been signed by the Agency Head and copied to NYC Fleet. The CFMO will maintain the official list of all authorized commuters citywide except for DOI and NYPD, which shall maintain their own lists. The official commuting form is attached and must be scanned and loaded to the Fleet Management System. Agencies may propose to use a revised version of the form. Any agency version must be approved by the CFMO.
 - DCAS will also conduct a full review and update of the commuter list at the beginning of each calendar year. This review will commence the first week of January and be completed by the end of February each year. Rules for authorized commuters are outlined in the Driver's Handbook and attached to the Authorization form. NYC does not assign commuter vehicles as perks or as part of employee compensation. Commuting vehicles are for essential work purposes only as indicated on the approval form. If the operational justification for commuting does not or no longer applies, and where commuting vehicles are used only or mainly for personal transport, the commuting approval is subject to cancellation by DCAS in consultation with the operating agency.
 - These rules apply equally to part-time or full-time commuters. Agencies may approve event based, occasional or emergency commuting on a case by case, day by day, basis. These approvals shall be made in writing, including through e-mail, and kept on file. Agencies may also copy the CFMO on these approvals to keep them on record with DCAS. Event based or emergency commuting approvals are for short duration, such as one to two days, only. Any questions should be directed to the CFMO.
 - All commuting vehicles must have live vehicle tracking installed and operating. Interference with GPS tracking devices may lead to disciplinary and other action including as governed by Federal Law.
 - DCAS may establish alternative tracking for NYPD, DOI and SCI.
 - All new commuters must be pre-approved by DCAS and OMB. No employee may be added to the Commuting roles without pre-approval from DCAS and OMB. For any new proposed commuter, an agency must submit a signed Commuting form for approval to DCAS and OMB. DCAS must sign the commuting form before a new employee can be added and begin commuting. To the extent that an employee is being interviewed or considered for an opening which may qualify for a commuting vehicle based on operational requirements, it should be made clear in the interview process and the candidate should acknowledge that acceptance of the position is not conditioned on a commuting benefit.

- DCAS and OMB will review each agency's compliance with EO 41 of 2019 as part of the review process.
3. **Driver's authorization** The AFD/TC will enforce that prior to operation of a Fleet Vehicle, all employees are properly authorized to drive. All fleet operators shall confirm receipt of the Fleet Manual and Driver's Handbook before operating a City vehicle. Drivers can download these forms and confirm receipt using Employee Self-Service (ESS) through DCAS. Agencies may also distribute rules. Authorization includes a license check through the NY State License Event Notification system (LENS), a check of any special licensing requirements, and any other training or qualifying procedures as may be established by each agency. DCAS may also establish a central LENS program. All authorized drivers must take DCAS required safety training. In general, City fleet operators must have NY State Licenses unless the employee has City authorization to live outside NY State, in which case they must have a license valid in their allowed state of residence. Non-City employees may not operate City vehicles unless under an approved contract or agreement. All contracts or agreements involving operation of City Government Vehicles by non-City employees must be approved by the CFMO. When such operation is allowed, non-City employees must be authorized, which process may include license checks and required safety training. In accordance with an agency's training and disciplinary procedures, driver authorization may be suspended or revoked by an agency due to excessive unsafe driving infractions, vehicle collisions for which the operator was at fault, or other rules violations. Agencies and not DCAS administer disciplinary processes relating to their drivers.
 4. **Fleet assignments** Fleet operating agencies are fully responsible for the assignment of vehicles. Vehicle assignments may be changed by agencies as needed to serve the operational needs of the agencies. The AFD must ensure that vehicle assignment information is kept up to date in the Fleet Management System. While City Government Vehicles may have primary individual or unit assignments, all City Government Vehicles are expected to be pooled to the extent practical and shall be made available to other agency employees when not being used. All agencies must provide DCAS with the names and emails for supervisors of fleet operators. DCAS shall track the supervisor for each fleet unit and shall incorporate these supervisors into telematics alerts for crashes, speeding, seatbelt violations, and other potential alerts for illegal idling, hard acceleration, hard braking, hard turns, driving, and maintenance issues such as recalls and overdue MVIs.
 5. **Chauffeurs** AFDs are not permitted to assign chauffeurs on a full-time basis. Such requests for assignments must be justified and approved by a Deputy Mayor. Chauffeur assignments are generally restricted to the Deputy Mayors and other Mayoral employees designated by the Mayor. If the Deputy Mayor authorizes a chauffeur, taxable fringe benefits will apply to the City official. If a Chauffeur commutes with a city vehicle, taxable fringe benefits will also apply to the Chauffeur. DCAS will conduct an annual review of staff authorized to have Chauffeurs. No agency may assign a Chauffeur without notifying DCAS. No City manager or supervisor can assign an employee with the role of chauffeuring them, part-time or full time, without Deputy Mayor approval. Senior staff authorized to have Chauffeurs must fill out annual commuting forms if they are picked up and dropped off from home.
 6. **Assignment of non-City owned vehicles to City employees** Agencies may not allow City contractors to provide vehicles to City employees during the term of a contract unless authorized by LAW, OMB and the CFMO.

7. **Out of town trips** AFD/TCs must ensure that employees comply with the Comptroller's Directive 6 which provides that, whenever possible, an employee is required to use available public transportation, including to and from airports, hotels and convention sites.

For non-emergency and non-law enforcement purposes, the use of a City Government Vehicle to destinations outside the City's limits requires a prior written request and approval from the Agency Head or designee. The request must provide justification as to why public transportation will not be used. DCAS shall provide alerts to agencies based on telematics whenever a City vehicle leaves the five boroughs or other defined geographic zone. DCAS shall also provide alerts when vehicles are at other types of locations including, but not limited to, airports and shopping centers.

8. **Daily trip tickets** AFD/TCs must enforce the daily trip ticket rules as defined in the Driver's Handbook. Agencies may submit use logs and other forms in compliance. AFD/TCs may request waivers of these requirements from the CFMO for certain types of fleet functions, such as law enforcement or off-road use. Where telematics with automatic vehicle location (AVL) is available on a vehicle, the AFD/TC may also submit a request to the CFMO to use these records as an alternative to the daily trip ticket. Agencies must have in place a system to record who is driving the vehicle each day to receive approval for a waiver of paper trip ticket requirements. Agencies must also have a system of addressing any outages of the telematics devices and a paper backup system for when telematics is not working or properly used.
9. **Car cleanliness** The washing of cars and trucks can be critical to public appearance and vehicle operation and longevity. In-house car wash shall adhere to New York State DEC and other environmental requirements. AFD/TCs must authorize the use of car wash vendors. Car wash contracts may only be used for official purposes and use shall be minimized as much as practical due to cost concerns. City employees are responsible for keeping the interior of vehicles clean.
10. **Tires** Policies regarding changing of tires are specific to each agency. AFDs may determine whether to keep spare tires within their agency vehicles.
11. **Use of personal vehicles for official purposes** The City discourages the use of personal vehicles for official purposes. This use may only be authorized by an Agency Head and DCAS. The City may authorize expanded personal vehicle use in case of Citywide emergencies. Personal vehicles must have comprehensive insurance if used for official City business. The City will not insure these vehicles in case of crashes. City agencies may not conduct repair work on private vehicles under any circumstance. City employees should refer to Comptroller Directive 6 for rules relating to reimbursement of personal vehicles.
12. **Non-City employees in City vehicles** Non-City employees may travel as passengers in City Government Vehicles only when consistent with the fleet purpose for the vehicle. For example, a DPR recreation vehicle may be used to transport participants as part of a DPR event. An employee of a vendor may take a trip in a City vehicle when the trip is related to their City contract. Non-City employees may not travel in City vehicles for personal reasons and may never operate City vehicles, except as otherwise outlined in these rules. Authorized commuters may not use City government vehicles to transport family members or friends except when explicitly authorized as part of a government sponsored function or special event. Any questions regarding this rule may be directed to the CFMO.

13. **Driver histories** Each agency shall monitor the conduct of authorized drivers in City Government Vehicles including tracking collision, incident, and violation histories.
14. **Training** Each agency must train authorized drivers on Citywide and agency fleet policies. NY State Defensive Driving training is required for City Authorized Drivers and will be conducted through NYC Fleet and and/or fleet agencies directly. NYPD, FDNY, DEP Police, and other emergency response units as approved by the CFMO, will also conduct training for operation of vehicles with emergency lights and sirens. DCAS will support NYPD and FDNY with training for civilian staff where requested. Training on specialized equipment is the responsibility of each agency. Agencies may suspend driver authorization for staff who do not take required vehicle training until the training is resolved.
15. **E-ZPass** E-ZPass is an electronic toll collection system made available by the Metropolitan Transportation Authority Bridges and Tunnels. Information on paying the account, use rules, or any other questions can be obtained from the E-ZPass website: www.e-zpassny.com and the Driver's Manual.

In general, employees may not use City E-ZPasses for approved commuting and must reimburse the agency if the E-ZPass is used or charged to the agency through a license plate reader. This requirement will also apply to congestion pricing if this is implemented in NYC. An Agency Head may make an exception for law enforcement, fire, and emergency response personnel if the employee is deemed "on-call" and required to respond regularly to emergency situations.

E-ZPass accounts are established and managed by fleet agencies and not DCAS. DCAS may ask for agency data from the E-ZPass system for fleet management.

16. **Parking permits** In coordination with the Mayor's Office of Fiscal and Administrative Management, City DOT issues parking permits for official vehicle use. Agencies may request these passes from DOT for essential purposes only. Under limited circumstances, agencies may also issue agency specific parking permits for localized purposes, such as a permit to park in an agency parking lot. The issuance of agency parking permits must be approved by the Agency Head. The specific assignment information, purpose, and restrictions for the pass must be clearly noted on the pass. All passes must include expiration dates. DCAS does not issue Citywide parking permits.
17. **Vehicle violations** City employees, except authorized drivers engaged in law enforcement and emergency operations, are expected to comply with all State and City rules for vehicle operation including bus lane rules. ***City officially plated vehicles, with or without parking permits, are not required to pay City parking meters.*** City employees must report any violations or if their City Government Vehicle is towed due to rules violations. AFDs must make employees aware of red-light, speed, bus lane, and other camera violations that occur while they are operating a City vehicle and employees are required to pay these fines directly. DCAS will work with DOF to report to AFD/ATCs on the status of violations. Employees in law enforcement or emergency services agencies shall consult agency procedures regarding vehicle operation as part of enforcement or emergency operations. If a City employee believes a fine is not merited, they may appeal the violations to the Official Business Defense Unit (OBD) at the City Department of Finance. Following Comptroller Directive 6, City agencies may not use OTPS to resolve violations. City agencies shall resolve violations through the disciplinary process where employees have not paid the violations or won an appeal.

- 18. Vehicle keys** No employee may make or distribute a copy of a City vehicle key without the authorization of the AFD.
- 19. Phone use** No City employee may operate a City vehicle while texting, emailing, or talking on a phone, including hand-held, hands-free, or phones affixed to a vehicle. If a phone must be used, the City employee must 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.
- 20. License Plates** Vehicles may not be operated unless all required license plates, including front and rear plates where required, are in place and in proper condition. Employees may not alter, replace, bend, cover-over, or otherwise tamper with NY State and/or agency issued license plates.
- 21. Tracking Devices for City vehicles** Consistent with EO 41 of 2019 and DOI Recommendations, DCAS will install live tracking devices on all on-road City vehicles unless exempted in writing by City Hall and DCAS. Tracking will be placed on off-road equipment on a case-by-case basis. NYPD shall operate a tracking system directly and shall share fleet reports with DCAS and OMB as requested. Staff may not remove these devices without authorization from DCAS. AFD/TCs are required to resolve all disconnects within one week with DCAS. DCAS will report weekly to DOI on any disconnected devices. AFD/TCs are expected to monitor and respond to system reports and alerts regarding issues of unsafe driving, misuse of City vehicles, illegal idling, under-use of vehicles, unnecessary commuting, and other fleet issues. All AFD/TCs will receive copies of DOI Recommendations for proper fleet oversight and telematics enforcement.
- 22. Rules for City Vehicle Operators** The “Rules for City Vehicle Operators” document must be distributed and posted for City Authorized Drivers. City vehicle operators shall adhere to requirements of the Fleet Management Manual, Driver’s Handbook, DOI Recommendations, and agency specific fleet rules and regulations.

RULES FOR CITY VEHICLE OPERATORS, MARCH 2021

City vehicle operators are expected to comply with the City Vehicle Driver Handbook, the NYC Fleet Management Manual, DOI Regulations, and their agencies' specific vehicle operation guidelines.

The following rules apply to all operators of City-owned or leased vehicles:

Professionalism

- Have a valid NY driver's license, or other state if approved, on one's person while operating a vehicle.
- Obey all traffic, parking, speeding, and idling laws. City official vehicles are not required to pay City parking meters. Employees are responsible for paying for and/or resolving violations of traffic, speeding, 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.
- Immediately report changes to your licensing status to your agency.
- Keep your City vehicle clean and remove any inappropriate markings.
- Do not remove, tamper with, cover-up, or alter in any way the license plates on your City vehicle.
- Fill out your agency's required daily trip report. Do not remove, tamper, or interfere with City telematics devices.
- 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, loss or vandalism 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 share keys or 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 required of authorized drivers and available through DCAS and/or 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.** Do not 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, cannabis or if impaired in any manner that impacts its 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.

SECTION 10 VEHICLE MAINTENANCE

- 1. Introduction** New York City employs extensive in-house resources to maintain its fleet, including 37 main fleet repair locations, additional expediter shops, and mobile repair units. The City also has access to service contract resources, including through NYC Fleet. The vehicle maintenance program of the City is charged with delivering safe and fully operational vehicles to achieve its agencies' missions.

The fleet standard is that each vehicle and each part of a vehicle must be in service, safe, and in fully functional condition, including any body work which affects the safe operation or use of the vehicle. Cosmetic body work is not required except for highly public vehicles including law enforcement vehicles, Commissioner vehicles, and other high-profile public units.

Fleet repair facilities are expected to provide comprehensive fleet repair services. This includes: brakes, heating systems, interior and exterior door handles, exhausts, basic seat functions, seatbelts and minor upholstery repairs which impact safe operation of a vehicle, drivetrains, transmissions, minor interior parts, engines, hydraulics, hoses, leaks, mechanical components of tailgates, no starts, doors, steering, suspension, front and rear ends, locking mechanisms, ACs, tire replacement and repair, quick repairs, warranty administration, and other related items. Fleet operators should not operate vehicles whose seatbelts are not properly functioning.

- 2. Motor Vehicle Inspections (MVIs)** All legally required motor vehicle, safety, and emissions inspections must be completed on time and recorded, with expiration dates, in the City Fleet Management System. City employees are required to check the expiration dates for vehicles they operate and to turn in vehicles for servicing if expired. City employees are not to operate vehicles with expired stickers. Fleet managers are required to call in for servicing all vehicles with expired or non-compliant inspections. DCAS and/or AFD/TCs may suspend fuel cards for any vehicles overdue for inspections. Alerts to supervisors of fleet units will be sent through the Fleet Management System regarding pending MVIs.
- 3. Preventive Maintenance Inspections (PMIs)** PMIs are a good maintenance practice and are required as part of warranty provisions for newer vehicles. The planned PMI frequency for each fleet unit will be listed in the Fleet Management System when the vehicle is first added to the system. The dates of all actual PMIs will also be noted through each work order. Repair facilities shall develop PMI checklists for use by mechanics. Fleet managers shall work to coordinate a PMI with the annual MVI to avoid unnecessary trips to the garage. PM scheduling can be based on miles, fuel use, and/or calendar days as outlined by each garage. In general, vehicle operators are responsible to deliver on-road fleet units for PMIs and MVIs, not repair staff.

If telematics devices are disengaged as part of preventive maintenance or repair functions, the repair facilities must reengage them before returning the units to service. Any questions about this process can be directed to DCAS Fleet.

- 4. Rust and corrosion** Rust and corrosion, particularly from salt, are major maintenance concerns for Fleet Vehicles. AFD/TCs shall direct that salt be cleaned from vehicle beds when

not required for winter salting operations. Rust and corrosion assessment must be included in their preventive maintenance programs, along with applying anti-corrosive treatments.

5. **Warranty and recalls** Pending and completed recalls will be tracked in the fleet management system. Warranty terms and requirements for vehicles may be tracked in the City Fleet Management System. Fleet managers must ensure that warranties are being accessed fully to minimize City repair costs. Fleet managers must adhere to recall notices relating to vehicles in their fleets and ensure timely compliance. NYC Fleet will also send out notices of recalls. Fleet agencies may implement in-house warranty initiatives with the approval of OMB, the CFMO and vehicle manufacturers. NYPD currently employs an extensive in-house warranty program.
6. **Work orders** Work order tracking is critical to ensure an effective and transparent fleet maintenance program, and to enable fleet analysis and cost accounting. Agency work orders can be opened and closed on the Fleet Management System by supervisors, administrative staff, or mechanics as instructed by the AFD.

All mechanical staff are responsible for the reports that show the charged time and repairs that they are making to work orders for specific vehicles and also for reporting other indirect activities. Mechanical staff should account for all direct work, indirect work, leave and overtime in the fleet system. If a mechanic performs non-direct repair functions, they must still enter time into the fleet system unless exempted in writing by the CFMO. Mechanical repair work and time must be properly charged to these work orders by each agency's mechanical repair staff directly relating to their individual work activities. This process is automated through the Fleet Management System which allows mechanics to charge their time directly, without paper, on the Fleet Management System. Support and supervisory staff may and shall assist in quality control, corrections, backup entry where necessary, and resolving gaps or other issues with time tracking on work orders. Mechanics shall, however, record their time directly wherever possible.

All time for in-house fleet mechanical staff must be accounted for in the Fleet Management System and charged to individual vehicle or equipment repairs, or to leave or indirect codes. These mechanical titles include:

- Auto Mechanic and Auto Mechanic Diesel
- Auto Machinist, Auto Electrician, and Metal Work Mechanic
- Auto body titles, Carriage Upholsterer
- Rubber Tire Repairer
- Auto Service Worker

Supervisors will be notified of incomplete charging of work hours for mechanics and are expected to resolve these discrepancies. NYC Fleet will report regularly on charging of daily work time for mechanical staff.

In addition, supervision and support staff costs will be tracked in the Fleet Management System as part of general overhead costs. Agencies will be expected to update the support and supervisory staff lists monthly or as needed. Towing jobs completed by non-mechanical titles assigned to fleet repair facilities will be charged as individual service provider work orders, similar to service contract charges.

7. **Service contracts** All repair work performed by service contractors, including parts installed, must be recorded in work orders in the Fleet Management System. Paper copies of contractor invoices may be scanned into the Fleet Management System and attached to those work orders. Service contract work includes warranty or recall work. In addition, separate procedures may be established for operation of specific service contract programs including those for vehicle repair, vehicle leasing, or parts provision. All service contracts for fleet repair or related services are to be bid through DCAS OCP unless delegated in writing as otherwise indicated in the Fleet Manual. Agencies must assign a project manager or technical supervisor to each service repair contract. AFDs are responsible for supervising service contracts approved by DCAS but under their agencies' direct oversight. DCAS shall share its procedures for service contract oversight with each agency to assist their oversight.
8. **Fleet consolidation** NYC Fleet services vehicles for nearly 50 client agencies, including NYCHA, and will manage vehicle maintenance for these fleets. In addition, in accordance with EO 161 of 2012, a consolidation program was implemented involving MOUs and service level agreements for additional inter-agency servicing and towing of vehicles. NYC Fleet will work with both client and servicing agencies to ensure compliance with these agreements. The Fleet Management System will track each vehicle by their primary assigned maintenance location, including consolidated vehicles at agencies other than the owning agency. The Fleet Management System supports inter-agency sharing of fleet repair resources at all levels, and agencies are expected to cooperate in supporting other agency fleet needs. DCAS will take steps to adjust and/or expand service consolidation to address service concerns, further improve servicing, or reduce costs.
9. **Towing** New York City operates over 350 tow units. Towing services are provided through a wide variety of titles Citywide and also by contract. Towing consists of scheduled and emergency towing for fleet repair, and operational towing and transport of in-service equipment as part of agency operations. All tow work performed directly by the fleet repair facilities including by staff in mechanical titles or by service contracts must be tracked in the Fleet Management System. By agreement through the consolidation, DOT and NYPD provide towing services for specified other agencies.
10. **Tires** All spare tires under the direct oversight of the repair facilities must be recorded in the parts inventory. Agencies are to use retread tires wherever possible. Policies regarding the changing of vehicle tires vary by agency and also by title. AFDs should consult their agency personnel and/or labor relations offices with questions.
11. **Vehicle washing and cleaning** Agency fleet operators are expected to clean and empty vehicles, including of waste, prior to vehicle maintenance. Agency fleet operators shall remove or secure objects of value including tools, equipment, E-ZPasses, computers, parking passes, or other items to prevent any claims of loss or theft during fleet repair.
12. **Auto parts and supplies** The receipt of all parts, including tires, that are procured as part of in-house fleet repair services or that are part of City-owned inventory must be tracked in the Fleet Management System and these records kept accurate. **All parts issued to vehicles must be recorded on automotive work orders tied to the specific vehicle on which the parts are installed.** An annual inventory check must take place for all City-owned parts in inventory consistent with Citywide inventory procedures. Salvage or unused parts must be auctioned or

disposed of through DCAS OCP official property disposal processes and may not be discarded separately by any agency. All auto parts must be procured through DCAS OCP contracts unless delegated in writing as otherwise indicated in the Fleet Manual.

Parts and tires received through new vehicle acquisition or other means must be recorded in inventory in the Fleet Management System, with the source indicated. Rags, common nuts and bolts, and other general consumable items must be stored securely but do not need to be charged to work orders. Agencies may reuse body components and other major parts from vehicles scheduled to be salvaged. These parts shall be recorded in inventory and on work orders.

NYC Fleet has entered into a contract for operation of parts rooms. NYC Fleet has issued separate procedures for administration of this contract. Where the parts room inventory is not City-owned, inventory procedures will not be required.

At all times, for in-house or contracted parts rooms, the inventory must be secure and access limited to pre-selected and authorized personnel.

DCAS shall issue regular reports on parts delivery and inventory levels for both in-house and contracted parts rooms.

SECTION 11

FLEET MANAGEMENT SYSTEMS

- 1. Introduction** The Fleet Management System (NYC Fleet Focus) is the official record for all New York City fleet assets and maintenance activities. All agencies are required to fully implement the Citywide Fleet Management System administered through NYC Fleet. NYC Fleet will provide a user's manual to the Fleet Management System to assist agencies in day to day administration and record keeping under the system.

DCAS also manages a telematics system for fleet units through a Fleet Office of Real Time Tracking (FORT). This system holds records on fleet usage and also tracks crashes, maintenance alerts, speeding, driver habits, and other vehicle indicators. Access to either system must be authorized by each fleet agency at a senior level and staff must sign rules forms relating to information management. DCAS also administers other service contracts and systems that manages fleet related data including for fuel use, car and fleet share, auction, solar and electric charging, parts, and license notification.

- 2. Fleet asset categorization** Fleet assets will be tracked by various categories including vehicle number, make, model, type, assignments, parking locations, and emergency or non-emergency. Light duty vehicles are those less than 8,500 GVW. Medium are 8,500 to 14,000 GVW, and heavy are over 14,000. Off-road and specialized fleet equipment will be tracked in the Off-Road category. Horticultural equipment such as chain saws and mowers, small trailers, pumps and related support equipment will be tracked as non-fleet Components.
- 3. Shared services and fully loaded charges** The Fleet Management System will be used for reimbursing servicing agencies for shared services. DCAS will track indirect time using Fleet Focus and will develop overhead estimates as needed. AFDs are expected to provide regularly updated personnel lists that will be used to generate these costs and to ensure that all mechanical time is charged in the system.
- 4. Leases and rentals** All vehicle leases and rentals will be tracked in the Fleet Management System, if procured for over 3 months. Any repairs made to leases and rentals must be consistent with the rental contracts and charged on the Fleet Management System. Leases and rentals will be tracked and reported separately from City-owned fleet and equipment. The lease and rental of all equipment must be authorized through NYC Fleet and the CFMO.
- 5. Daily fleet readiness report** NYC Fleet will produce a daily morning readiness report for the City fleet, tracking vehicles in and out of service by agency, critical fleet types, and for inter-agency shared servicing. This report is widely distributed each morning as well as placed on the internet through NYC.gov. The daily out of service report is a morning snapshot report.

Vehicles are to be reported as out of service as soon as the unit is not usable for intended functions due to service issues. Agencies are responsible for reporting their units out of service using the fleet management system. A vehicle will be reported as out of service on the daily readiness report if it is not available over-night. Vehicles serviced same day are not reported on the morning readiness report. A vehicle can be reported as out of service even if not yet at a

repair garage. The vehicle may be reported as in-service as soon as repaired and available for use. A repaired vehicle is not mechanically down or out of service if awaiting pickup by an agency operator. Vehicles must be reported as out of service whether being repaired through in-house services or through vendors. Once a vehicle is approved for salvage, the vehicle is no longer considered out of service and must be placed in pending relinquishment status. New vehicles are not considered out of service if awaiting initial BQA inspection or Component installations. Vehicle out of service will not be tracked until the date a vehicle is officially placed into active use on the Fleet Management System. The off-season upgrades or planned servicing of seasonal equipment including salt spreaders, snow melters, grass mowers, and beach equipment will be included in daily work order reporting but excluded for purposes of fleet performance measurement.

6. **Mayor's Management Report (MMR)** The Fleet Management System will be used to produce most metrics for the Fleet section of the MMR. DCAS and Operations will prepare the bi-annual MMR. AFDs are expected to provide any information that is not available through the Fleet Management System.
7. **FleetStat/CrashStat** NYC Fleet tracks a wide variety of metrics across fleet including costs for personnel, fuel, acquisitions, parts, service contracts, rentals and collision litigation. NYC Fleet also prepares a wide variety of performance and internal analyses and quality control reports. These reports will be used as part of a FleetStat program with AFD/TCs to monitor and improve fleet performance. Focused CrashStat reports and meetings will also be held to address safety and risk related issues.
8. **Fleet Office of Real Time Tracking (FORT)** DCAS provides real time tracking for all on-road fleet assets, outside of NYPD, and also for school busses. The following procedures apply to FORT operations:
 - DCAS will supply and install the telematics devices.
 - Agencies may not remove, tamper with, jam, or dismantle devices. Agencies must work to resolve any device issues within one week.
 - DCAS will supply daily reports to AFD/TCs regarding safety, compliance issues from the prior day.
 - Agencies must follow-up on crash alerts from the system. If there is an actual crash, the record must be entered into the CRASH module as required.
 - Agencies will receive safety, compliance and idling alerts. Agencies must provide contact emails for the supervisors of fleet units to assist in addressing alerts.
 - Agencies must report to DCAS on the resolution of device disconnects and out of City compliance alerts. DCAS may also reach out on other safety alerts.
 - Staff must have completed a rules form before receiving access to the telematics system.
 - DCAS will staff the FORT as required during emergency events such as hurricanes and snowstorms to ensure fleet systems continuity.

- DCAS will produce fleet analysis and reports on fleet usage, idling, fleet safety indexes and other reporting to assist fleet operations.
9. **NYC Fleet Website** NYC Fleet prepares and posts a regular newsletter and makes available to fleet agencies, operators, and others a wide variety of resource information regarding the fleet.
 10. **Email addresses and alerts** The Fleet Management Systems will include email addresses for fleet staff and supervisors of fleet vehicles. Agencies must provide to DCAS agency email addresses for all fleet staff and fleet supervisors. These addresses will be loaded into the Fleet Management Systems automatically by NYC Fleet where possible. Agencies are otherwise responsible for adding email addresses to the Fleet Management System(s).
 11. **IDs and passwords** NYC Fleet will create IDs for NYC Fleet Systems based on user email addresses and will create a default password for first time sign-on. Once signed on, employees will create their own passwords.
 12. **Hierarchies** In consultation with fleet agencies, NYC Fleet will determine access levels within NYC Fleet Systems for staff within and across agencies. All fleet system users will be asked to acknowledge rules for using the systems and protecting City data.

SECTION 12

COLLISION AND VEHICLE INCIDENT MANAGEMENT

1. Introduction The City of New York pays tens of millions of dollars in liability claims each year for NYC Fleet vehicle collisions and incidents. The implementation of a Citywide collision and incident management tracking program improves the City's ability to analyze, assess and mitigate these safety and cost risks. Effective July 1, 2014 the Fleet Management System has been used as a single location to track all collision and vehicle incident information and documents, and to link appraisal and repair information. Each agency must designate an Agency Collision Manager (ACM) to coordinate these issues. This may be the same as the AFD/ATC or could be a different agency official. Benefits of this risk management system include:

- Paperwork reduction
- Standardization of reporting and evaluation across agencies
- Linking collision reporting and repair work orders and costs
- One stop location for all collision related documents
- Linking of claims, litigation and collision reporting
- Detailed risk analysis across a wide variety of common tracking fields
- Improved ability to develop risk mitigation and focused training initiatives

The Citywide tracking outlined below will cover all City fleet owned and leased fleet units with the exception of law enforcement units where alternative tracking policies may be implemented.

2. Definitions The Fleet Management System will track collisions and incidents for City-owned, leased or rental vehicles in the following categories:

- Major collision: Any collision involving \$1,000 or more of damage or injury. This definition is the same as the State MV-104 reporting requirements.
- Minor collision: Any collision with less than \$1,000 damage and no injury. This includes mirror collision, collision with fixed objects resulting in minor scratches or dings.
- Theft: Unlawful removal of a Fleet Vehicle or any component part of a Fleet Vehicle.
- Vandalism: Deliberate abuse of a Fleet Vehicle, such as tire slashing, graffiti, or broken windows.
- Fire: Any fire damaging a City Government Vehicle.

Agencies may also request further categories within these definitions for agency specific tracking.

3. Notification Employees must promptly report collisions to the NYPD or other law enforcement as appropriate, the owner of any vehicle impacted, and their agency. Employees

are expected to wait and cooperate with responding police officers and to follow up to attain police reports. NYPD will respond to City owned vehicle crashes.

Each agency must establish a notification system to alert appropriate agency fleet, other staff and NYC Fleet of collisions and vehicle incidents real-time where possible and no later than 24 hours after the event. The Citywide alert email for NYC Fleet is NYCFleet@dcas.nyc.gov. NYC Fleet will establish this system directly for client fleet agencies.

4. **Investigation** All collision and vehicle incidents must be evaluated by the agency responsible for the vehicle and employee. As part of the evaluation, each agency must verify that the employee in the collision was a City Authorized Driver of Fleet Vehicles.

For major collisions, each agency shall send a manager or other designated party to the scene to investigate the collision. The results of this investigation will be reported in the Fleet Management System in the agency evaluation section. In addition to this investigation, agencies shall also establish evaluation committees or other levels of oversight over major collision events. If a collision is the fault of the agency operator, the evaluation committee will determine appropriate agency response which may include, but is not limited to, additional training.

5. **Reporting** Within 14 days of the collision or incident, the employee reporting section on the Fleet Management System, including the downloading of any pictures, the Police report, or other documents must be completed. Within 1 month, the agency evaluation section must be completed. NYC Fleet will report on any missing documentation or incomplete submissions. All agency employees and supervisors will be required to enter information into common fields, including each field in the NY State MV-104 form. In addition, some additional agency-specific information will be required.

Employees will be able to print reports from the Fleet Management System, including the NY State mandated MV-104 and sign and submit as needed. All final signed reports shall be scanned into the Fleet Management System.

6. **Pictures** Agencies will obtain digital pictures of collisions or incidents, including damage and locations, wherever possible. These pictures must be uploaded to the Fleet Management System as part of the collision information entry.

7. **Risk management, reporting and litigation** The City will track data to assess collision and incident trends. Areas of analysis may include but are not limited to:

- Agency
- Type of vehicle
- Time of day, time of year
- Employee titles and years of service
- Location
- Weather conditions and whether the collision was weather-related or not
- Traffic conditions, rear-ends, or collisions with stationary objects
- Injuries
- Commuting related

- Preventable or non-preventable
- Vehicle damage that is not properly reported
- Employee collision or incident history
- Whether traffic laws or City vehicle procedures were violated
- Other contributing factors

NYC Fleet will assess whether an Affirmative Claim shall be pursued for each collision or incident. NYC Fleet pursues Affirmative Claims on behalf of most City agencies. NYC Fleet will record in the Fleet Management System whether an Affirmative Claim is being pursued and, if so, the results. NYC Fleet will work with those agencies that directly pursue Affirmative Claims to track these results in the Fleet Management System.

Working with the Law Department, the status of claims and litigations for each collision or vehicle incident will also be tracked in the Fleet Management System.

All collision reports must be submitted to the City Comptroller.

- 8. Insurance** The City of New York does not maintain insurance. The City of New York is a municipal corporation authorized to expend funds for any loss, claim, action or judgment. The City provides in every vehicle a card for drivers to furnish to law enforcement, stating that the City is “Not-Insured”, meaning that it is not required to privately insure its vehicles against outside claims. The language on the card is as follows:

Insurance statement to NYPD and other law enforcement agencies

In the event of a collision involving this vehicle, please use NYS DMV Code #994 (Government-Owned). The City of New York manages and settles all claims directly and does not have private insurance. Claims for damage or injury must be sent to:

Office of the New York City Comptroller
1 Centre Street, Room 1225
New York, NY 10007

SECTION 13

FACILITIES

1. **Introduction** All garage facilities and fuel sites shall be professionally maintained with proper signage, up to date licenses, and proper environmental compliance. Repair facilities must have clear intake signage and procedures for vehicle operators to follow. Up- to- date motor vehicle inspection and other garage licenses must be prominently posted. NYC Fleet will develop inspection procedures for fleet repair facilities and fueling sites.
2. **Contract and in-house repair work to fleet repair facilities** Major repair work performed to dedicated fleet repair facilities may be tracked as work orders, either in-house or contract, and charged to the individual shop through the Fleet Management System by the AFD. This will enable facility costs to be included in fully loaded costs and also offer a tracking location for this work. Capital work performed to dedicated fleet repair facilities may also be recorded in this manner.
3. **Repair equipment** Each AFD must keep a list of shop equipment including repair bays, fixed lifts, removable lifts, jacks, air compressors, diagnostic and testing equipment, computers, shared tools, and other shop equipment. This list may be kept on the Fleet Management System as Components.
4. **Environmental compliance** Programmatic vehicle washing may only take place where there are appropriate oil/water separators. All oil drums must be clearly marked, dated, and kept in spill containment systems. Waste oil, used parts, and other waste items must be properly disposed of. Spills must be addressed immediately on the shop floor and reported to State DEC as required. Smoking is not allowed on any shop floor or in public buildings. All fleet repair facilities must recycle bottles and paper. All facilities must use biodiesel blends for heating oil as required by local law.
5. **Security** All fleet repair facilities must take steps to ensure the security of all automotive parts, vehicle components, and tools including mechanics' toolboxes. Parts rooms must be kept secure at all times and keys restricted to supervisors and parts staff who are essential to parts room operations.
6. **Service manuals and other records** Service manuals will be kept on site to assist with the repair of fleet vehicles. In general, it is the expectation that all fleet repair, facility and related records will be loaded onto the Fleet Management System for long-term records retention.
7. **Professionalism** Work bays and common garage areas shall be professional at all times. Inappropriate material shall not be posted; if inappropriate material is found, it shall be removed immediately.
8. **Green buildings** Garage facilities can be ideal locations for green roofs, solar installations, EV charging stations and other green initiatives. AFDs may work with DCAS Energy and NYC Fleet to develop these opportunities.

Facilities must also comply with Municipal Separate Storm Sewer System (MS4) Best Practice guidelines as are issued by DEP as part of DEC permitting requirements.

SECTION 14

EMERGENCY OPERATIONS

- 1. Introduction** Fleet operations, equipment, fuel and repair facilities are critical emergency assets. Prior to potential emergencies such as coastal storms, vehicles and fuel sites must be topped off, generators and light towers readied, fleet units moved from potential impact zones where possible, and facilities secured.
- 2. Repair services** Repair staff and contracted services are critical resources in emergencies and expected to be available as needed to support core agency and City emergency response.
- 3. Fuel sites** In Citywide emergencies, agencies that operate fueling locations will be expected to extend hours and support other agency's fleet and equipment as requested by the Mayor's Office, NYCEM and/or NYC Fleet and consistent with Fuel Emergency Plans developed by NYCEM as required by local law. In a fuel crisis, agencies may be required to ration or limit fuel for essential response equipment only.

In emergencies only, as declared through the Mayor's Office and NYCEM, City in-house fueling locations may be utilized to fuel non-City essential response units. This use may only be authorized by the CFMO in writing and will be consistent with the City's Fuel Emergency Plan. The units that may be fueled will be outlined in detail by NYC Fleet. Agencies may not authorize private fueling at in-house fueling stations without Mayor's Office and NYCEM emergency authorization and CFMO approval.

- 4. Critical equipment** Many types of equipment including mobile generators, light towers, fuel trucks, towing units, forklifts, and mobile water pumps are heavily in demand during Citywide emergencies. All of the equipment listed above, along with other types of essential emergency equipment, must be tracked in the Fleet Management System. In addition, agencies shall be prepared to deploy this equipment in conjunction with Citywide priorities as indicated by the Mayor's Office or NYCEM.
- 5. Transport logistics** In emergencies, fleet divisions shall be prepared to support Citywide needs for transport and towing. Agencies may authorize expanded temporary commuting and car or van pooling during emergencies to assist with employee transport.
- 6. Fleet and equipment related procurement** In emergencies, NYC Fleet or DCAS OCP may waive procedures regarding leasing or procurement of equipment, fleet or fuel related services to enable agencies to address emergency situations. Any such waiver must be provided in writing.

SECTION 15

DEFINITIONS AND ACRONYMS

Affirmative Claim A claim made by a Mayoral agency against a non-City government driver and that driver's insurance company with respect to reimbursement for damages to a City Government Vehicle or Motorized Equipment.

Baseline City Government Vehicle City Government Vehicles that an agency has procured, fully or in part, through City tax levy funding and which are deemed to be eligible by CFM for replacement with City tax levy funding. Agencies may only promise for relinquishment Baseline City Government Vehicles when ordering Baseline City Government Vehicle replacements.

Baseline Fleet Ceiling The maximum number of Baseline City Government Vehicles overall or in a specific category that an agency is permitted to have in its operation.

City Government Vehicle or Fleet Vehicle Consistent with the definition of "vehicle" in NY State Vehicle and Traffic Law, this means a motorized device, owned, leased or rented by the City, which is operated or driven in a public place -- namely upon a public highway, road, street, avenue, alley, driveway or path, in or upon which any person or property may be transported. The final determination as to whether a device is considered a City Government Vehicle is to be made by the CFMO.

City Authorized Driver An individual designated by City of New York civil service job specification or by an Agency Head to operate a City-owned, -leased or -rented vehicle.

Components Two- and four-cycle equipment such as weed whackers, push mowers, blowers, and chain saws are considered and tracked as Components and not fleet equipment in the Fleet Management System. Equipment installed on vehicles such as telematics, fleet share devices, plows, tow hitches, and light bars are considered and tracked as Unit Items and also not fleet equipment on the Fleet Management System.

NYC Fleet Managed Fleet The fleet of vehicles and motorized equipment owned by multiple City agencies that do not have agency-owned garage facilities or a separate fleet maintenance program. These fleets are maintained through NYC Fleet's maintenance management program.

Exempt Vehicle City Government Vehicles and motorized equipment that an agency has procured, fully or in part, through grant funding, elected official funding, or donation and which are deemed not to be eligible by CFM for replacement with City tax levy funding. Agencies may not promise vehicles in Exempt status as relinquishment for baseline fleet replacements.

Fleet Management System (NYC FleetFocus) The City's official system of record for all fleet operations including asset tracking, salvage, maintenance, and collisions. Fleet agencies are required to utilize fully the Fleet Management System as outlined in these procedures and by the CFMO.

Leased or rented vehicle A City Government vehicle or motorized equipment that is possessed for three (3) months or more and whose title remains with the lessor. All leased or rented vehicles will be tracked in the Fleet Management System.

Motorized equipment A device/equipment that is used to transport people and/or supplies but is not defined as a vehicle under federal or NYS Vehicle and Traffic law. Motorized equipment is generally maintained by the agency's fleet maintenance function and is procured using fleet funding.

Sports Utility Vehicle (SUV) A high performance vehicle built on a truck chassis that may be optionally prepared for four wheel drive capability. For purposes of this publication, any vehicle listed by the U.S. Department of Environmental Protection as a sports utility vehicle is considered to be a SUV.

Agency Collision Manager (ACM)

Agency Fleet Director (AFD)

Agency Transportation Coordinator (ATC)

Automatic Vehicle Location (AVL)

Bureau of Quality Assurance (BQA)

Chief Fleet Management Officer (CFMO)

Clean Fleet Transition Plan (CFTP)

Committee for Fleet Management (CFM)

Compressed Natural Gas (CNG)

Fleet Management Manual (Fleet Manual)

Global Positioning System (GPS)

Mayor's Management Report (MMR)

Motor Vehicle Inspection (MVI)

NYC Fleet and NYC FleetFocus

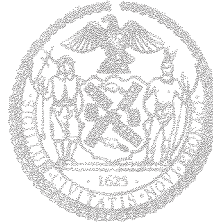
New York State Department of Motor Vehicles (DMV)

Office of Citywide Procurement (DCAS OCP)

Petroleum Bulk Storage (PBS)

Preventive Maintenance Inspection (PMI)

Ultra Low Sulfur Diesel (ULSD)



THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

EXECUTIVE ORDER No. 161

April 23, 2012

CITYWIDE CONSOLIDATION OF FLEET OPERATIONS, FLEET MAINTENANCE AND
RELATED MATTERS

WHEREAS, the City operates a large fleet (“City Fleet”) of vehicles and motorized equipment and an extensive network of repair, maintenance and fueling facilities and resources that is critical to the daily provision of municipal services; and

WHEREAS, the City Fleet is currently managed in a decentralized manner across agencies with limited sharing of mechanical and technical expertise, fleet resources, and agency facilities; and

WHEREAS, individual City agencies have implemented a wide variety of best fleet practices and innovations in the areas of repair and servicing, fueling, equipment specification, environmental policy, and training, the citywide implementation of which would benefit all agencies; and

WHEREAS, the consolidation and sharing of services offers the opportunity to achieve significant cost savings and improvements in services; and

WHEREAS, New York City Charter section 827 directs that the Department of Citywide Administrative Services (“DCAS”) “acquire by purchase, lease or otherwise, vehicles and other automotive equipment for the use of city agencies; manage, maintain, store and operate a fleet of motor vehicles; assign fleets to agencies in accordance with the direction of the mayor and ensure the effective operation of all shops, yards, garages, fuel depots, and other facilities required for the maintenance of fleets operated by agencies; and ensure the maintenance of records for all city-owned vehicles;”

NOW, THEREFORE, by the power vested in me as the Mayor of the City of New York, it is hereby ordered:

Section 1. City Fleet Service Consolidation Plan. After appropriate consultation with affected agencies, DCAS shall develop and execute a plan (“City Fleet Service Consolidation Plan”) for the consolidation and sharing of fleet repair, maintenance, garage, and fueling resources

that will ensure that such shared services infrastructure satisfies both the general operational needs of the City Fleet and the needs of each agency. Such plan may include the closing or re-purposing of facilities. DCAS shall issue and administer all such rules, timelines, service level agreements, staffing plans, inspection procedures, and policies as are necessary to the implementation and successful operation of the City Fleet Service Consolidation Plan.

- (a) All agencies having repair and fueling infrastructure including but not limited to the Police Department, the Fire Department, DCAS and the Departments of Correction, Sanitation, Environmental Protection, Transportation, Parks and Recreation, and Health and Mental Hygiene, shall be covered by the City Fleet Service Consolidation Plan. DCAS shall take appropriate steps to facilitate the participation of the Department of Education in such Plan.
- (b) The Police Department, the Department of Sanitation and DCAS (“Servicing Agencies”) shall provide comprehensive fleet repair and maintenance services to other agencies (“Client Agencies”). The Police Department shall provide these services for in-house maintained light-duty vehicles. The Department of Sanitation shall provide these services for in-house maintained heavy- and medium- duty vehicles. DCAS shall manage and provide all contract repair services. DCAS may however determine and provide in the City Fleet Service Consolidation Plan that particular agencies shall continue to perform services with respect to their own vehicles or the vehicles of other agencies in a different manner where such performance best furthers an overall result that is efficient and cost-effective.
- (c) DCAS shall oversee the preparation of specifications for and the issuance of all contracts Citywide for services, parts, and goods for the provision of City Fleet services. Such contracts shall include, but not be limited to: contracts for the provision of auto parts and inventory services; contracts for fueling; fleet repair service contracts for comprehensive repair or component services such as engines, body repair, or tire services; contracts for environmental services; and leasing agreements.
- (d) In coordination with the Office of Management and Budget (“OMB”), DCAS shall monitor and authorize agency appointment personnel actions with respect to Citywide fleet services and supervision of such services, including but not limited to mechanical repair and garage support services.

§ 2. Procurement of Vehicles and Equipment. DCAS shall plan and implement the specification, procurement, salvage and auction of all fleet vehicles and motorized equipment on behalf of the City and all agencies. Non-emergency equipment and fleet specifications shall be prepared through a Citywide Specifications Unit to be established under the oversight of DCAS.

Specifications for specialized emergency services and fire equipment shall be prepared by the emergency services agencies and submitted to DCAS for procurement. Any changes to such specifications shall be made by DCAS only after consultation with affected emergency service agencies. DCAS shall issue to each agency an authorized number of fleet vehicles (“approved fleet count”) and shall ensure that the City fleet is assigned and deployed in an operationally and cost effective manner. DCAS shall issue annually a plan for all fleet and equipment acquisitions (“acquisitions plan”) and shall ensure the coordination of all City and agency fleet acquisition resources.

§ 3. Green Fleet Plan. DCAS shall develop and execute a plan (“Green Fleet Plan”) to comply with all applicable laws and rules governing environmentally appropriate procurement of City vehicles. This plan shall include a comprehensive approach to the implementation of a citywide strategy for the use of biodiesel and electric vehicles by City agencies.

§4. Monitoring of Fleet Operations Performance. DCAS shall track all City Fleet assets, fueling, vehicle assignments, and maintenance activities using a comprehensive fleet database. DCAS shall establish regular performance reporting in areas of fleet acquisitions, repair servicing, fuel and emissions reductions, and proper fleet use.

§5. Use of City Vehicles. DCAS shall establish policies and procedures for all City vehicle drivers and shall implement other appropriate best practices so as to ensure the safe, reliable and proper use of City vehicles. DCAS will establish a comprehensive citywide program for tracking and monitoring accidents involving city vehicles.

§6. Citywide Chief Fleet Officer and Inter-Agency Working Group. The Commissioner of DCAS shall appoint a Citywide Chief Fleet Officer who shall have responsibility for implementing this Executive Order and overseeing the City Fleet, fueling and garage resources.

- (a) Within 30 days of the signing of this Executive Order, DCAS shall convene an inter-agency working group, to meet as necessary, which shall be chaired by the Citywide Chief Fleet Officer. Such working group shall be comprised of representatives of each Servicing Agency and appropriate Client Agencies, the Mayor’s Office of Operations, the Office of Labor Relations, Law, OMB and any other City representative(s) designated by the Deputy Mayor for Operations to coordinate the implementation of this Executive Order and the operations of the City Fleet.
- (b) Agency Commissioners shall designate an agency representative as a liaison to work with DCAS to ensure the execution of the obligations of this Executive Order.

§7. Inter-Agency Transfers.

- (a) Each Client Agency shall, whenever necessary, work with OLR, OMB, DCAS, and the Servicing Agencies to implement the transfer of staff and funds in furtherance of


the purposes of this Order and of the City Fleet Service Consolidation Plan. Such implementation may include, but shall not be limited to, the transfer of necessary employees from the Department of Education, with the consent of the Chancellor of the Department of Education or his or her designee.

- (b) DCAS, the Client Agencies and the Servicing Agencies shall take all steps necessary to ensure the transfer, including but not limited to any necessary transfer pursuant to subdivision 2 or subdivision 6 of section 70 of the Civil Service Law, of employees who perform the functions described in this Executive Order.
- (c) In accordance with sections 811 and 827 of the Charter, the Commissioner of DCAS may exercise authority to direct transfers of agency employees between City mayoral agencies in furtherance of the purposes of this Order and of the City Fleet Service Consolidation Plan. Such transfers shall be consistent with subdivision 2 or subdivision 6 of section 70 of the Civil Service Law, as applicable. Such transfers may include arrangements for employees subject to pending disciplinary charges and, in the case of transfers pursuant to subdivision 6 of such section, shall be contingent upon agreement with the relevant employee organization.

§8. Agency cooperation. All agency heads are directed to cooperate fully with DCAS in implementing and complying with this Executive Order.

§ 9. Supersession. Mayoral Directive 82-1 (March 26, 1982) ("Office of Fleet Administration") is hereby REVOKED. Further, this Order shall supersede any provisions of any other prior Orders or Directives that are inconsistent with the policy objectives set forth herein.

§10. Effective Date. This Order shall take effect immediately.



Michael R. Bloomberg
Mayor



THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

EXECUTIVE ORDER No. 41

March 28, 2019

CITYWIDE FLEET SUSTAINABILITY, RIGHT-SIZING, AND EFFICIENCY THROUGH NYC
CLEAN FLEET PLAN

WHEREAS, the City operates a large fleet (“NYC Fleet”) of vehicles and motorized equipment that is critical to the daily provision of municipal services; and

WHEREAS, the Department of Citywide Administrative Services (DCAS) through NYC Fleet manages an extensive network of fueling and electric vehicle charging infrastructure to power these fleets including light, medium, heavy duty and off-road units; and

WHEREAS, in accordance with New York City Charter section 827 and Executive Order No. 161 of 2012, DCAS procures all fleet units and fuel for City agencies and manages initiatives to implement cleaner alternative fuels, reduce vehicle emissions, and increase fleet efficiency; and

WHEREAS, the NYC Clean Fleet Plan was released in December 2015, and calls for NYC to implement the most sustainable fleet in the country, including operating at least 2,000 on-road electric vehicles by 2025 and reducing greenhouse gas emissions (GHG) by 50% by 2025; and

NOW, THEREFORE, by the power vested in me as the Mayor of the City of New York, it is hereby ordered:

Section 1. NYC Clean Fleet Plan. DCAS, working with the Office of Management and Budget (OMB) and the Mayor’s Office of Sustainability (MOS), will continue to implement the NYC Clean Fleet Plan. All agencies operating fleet units will support implementation of this phase of the plan and take all required efforts to achieve the environmental and efficiency performance goals within the NYC Clean Fleet Plan. DCAS and MOS will issue a report and update to the plan every two years, with the first such report and update issued by January 1, 2020. This report will include an update on implementation of this Executive Order.

§ 2. Fleet Size. By June 30, 2019, DCAS will implement telematics, mapping, and analytics for all City on-road fleet units, including long-term rentals. The New York City Police Department will implement a similar initiative. Working with OMB, DCAS will set fleet daily usage targets for all City fleet agencies and major operational sub-divisions of the fleet, to ensure that the City achieves an optimal fleet size based on documented usage patterns. At least 1,000 existing on-road units will be reduced by June 30, 2021. In addition, DCAS and OMB will establish an 80 percent general usage standard for the

fleet by agency and will also establish specific targets for critical agency operational sub-divisions along with guidelines for vehicle usage and replacement. Any exceptions to telematics installations or to these standards, such as for highly specialized fleet units or emergency response operations, must be approved in writing by DCAS and OMB.

§ 3. Commuting. NYC Fleet rules (“DCAS Fleet Manual”) allow for employee commuting with City vehicles when necessary for agency operational purposes including inspection, off-site construction or project management, emergency response, and/or parking issues. The costs and emissions tied to commuting use shall be minimized to operationally essential and non-avoidable purposes. Staff approved to commute for emergency response must provide verification of regular emergency activations requiring vehicle use, and vehicles may not be used for personal reasons even for authorized commuters. All staff must comply with the DCAS Fleet Manual rules regarding commuting and submit authorization forms signed by their Commissioner. DCAS and OMB will implement a review of actual commuting patterns and will implement a reduction of at least 500 authorized commuters by June 30, 2021.

§ 4. Vehicle Right-Sizing. The choice of vehicle type has important emissions and cost implications. City operations should utilize the most cost effective and fuel-efficient types of vehicles that are consistent with their operational purpose. DCAS and OMB will conduct a review of current sports utility vehicle (SUV) assignments. DCAS will down-size at least 250 City fleet SUVs to electric plug-in sedans by June 30, 2021. DCAS and OMB will also identify other fleet types that can be right- or down-sized to reduce emissions and/or costs. DCAS will also publish a list of the most fuel-efficient models on contract for common vehicle types such as sedans, SUVs, pickups, mini-vans, and vans. Unless a written exemption is provided by DCAS based on the operational necessities of a fleet agency, all new purchase orders of fleet units for these vehicle types will be restricted to these models. DCAS will update this list of models at least annually.

§ 5. Agency Cooperation. All agency heads are directed to cooperate fully with OMB, DCAS, and the City’s Chief Fleet Officer in implementing and complying with this Executive Order. Before a vehicle may be purchased, OMB and DCAS will affirmatively approve the purchase having reviewed and agreed to its necessity.

§ 6. Effective Date. This Order shall take effect immediately.


Bill de Blasio
Mayor



THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

EXECUTIVE ORDER No. 53

February 6, 2020

AN ALL-ELECTRIC AND SAFE NEW YORK CITY FLEET

WHEREAS, we face a clear global climate emergency, caused primarily by the burning of fossil fuels;

WHEREAS, we all have a moral, economic, public health, and security imperative to act to protect our planet, fellow human beings, and future generations;

WHEREAS, we must act, and act together at every level, as individuals, as cities, and as a global community;

WHEREAS, in April 2019, New York City released OneNYC 2050, NYC's Green New Deal, and committed to confront our climate crisis and end our reliance on fossil fuels in part by achieving carbon neutrality and 100% clean electricity;

WHEREAS, the City operates a large fleet of vehicles across fifty separate agencies and offices (NYC Fleet) that is critical to the daily provision of municipal services;

WHEREAS, the City regulates and contracts for services that involve fleet in many areas including waste, bussing, ferry service, construction, towing, non-profit services, and deliveries;

WHEREAS, NYC Fleet is implementing a wide range of policies to expand fleet electrification, reduce carbon emissions, improve street safety, and re-design fleet units; and

WHEREAS, it is critical that these best practices be adopted as widely as possible in the public, private, and non-profit fleet industries to enable the City to meet its ambitious climate and street safety goals;

NOW, THEREFORE, by the power vested in me as the Mayor of the City of New York, it is hereby ordered:

Section 1. 100% Electric Fleet by 2040. It is the goal of the City of New York to achieve an all-electric, carbon neutral fleet by the year 2040.

Section 2. Clean Fleet Design and Electrification. The Department of Citywide Administrative Services (DCAS) and NYC Fleet will issue, implement and update a Clean Fleet Transition Plan (CFTP). This plan will be updated at least every two years. The plan will outline alternative fuel, fuel efficiency, and electrification requirements for all City fleet units by type. The plan will also review fuel efficiency and emissions reductions outfitting that is implemented for specific fleet segments only and/or being tested. As part of the plan, the City will report on electrification and charging options for each class of fleet vehicle. The plan will include a schedule for adoption of cleaner vehicles and technologies which will lead to a fully-electric, carbon-neutral fleet by 2040. In addition to City fleet agencies, DCAS will consult with private, non-profit and other public fleets that operate in NYC on this plan. The plan will include a section discussing options for requiring and/or encouraging adoption of these clean fleet improvements with the private fleets the City contracts and regulates. The first CFTP plan aimed at both public and private fleets will be published by January 1, 2021.

Section 3. Safe Fleet Design. DCAS and NYC Fleet will issue, implement, and update a Safe Fleet Transition Plan (SFTP). This plan will be updated at least every two years. The plan will be informed by study of City actual crash trends, CRASHStat, for fleet as tracked by DCAS. All agencies will fully comply with citywide crash tracking. NYPD will use a separate system for tracking crashes and will share data with DCAS as required. The SFTP will outline safety requirements that will be required for all City fleet units. The SFTP will also review safety outfitting that is implemented for specific fleet segments only and/or being tested. The SFTP will include a schedule for adoption of safer vehicles and technologies aimed at reducing the costs of claims against the City relating to crashes involving City fleet. In addition to City fleet agencies, DCAS will consult with private, non-profit and other public fleets that operate in the City on the SFTP. The SFTP will include a section discussing options for requiring and/or encouraging adoption of these safety improvements with the private fleets the City contracts and regulates. The first SFTP plan aimed at both public and private fleets will be published by July 1, 2020.

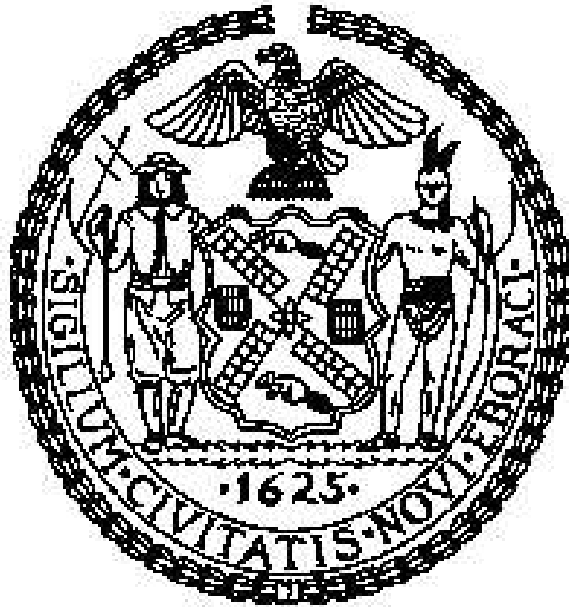
Section 4. Fleet of the Future Network. DCAS, working with the Department of Transportation (DOT), the Business Integrity Commission (BIC), the Department of Consumer and Worker Protection (DCWP), the Mayor's Office of Sustainability (MOS), and others will establish a contact list and communication network for public, private, and non-profit fleets operating in the five boroughs of the City of New York. This network will be used to establish lines of communication on issues of sustainable and safe fleet operation. DCAS will establish newsletters, events, and trainings aimed at these partner fleets and will share best practices throughout the network.

Section 5. Agency Cooperation. All agency heads are directed to cooperate fully with DCAS and the City's Chief Fleet Officer in implementing and complying with this Executive Order.

Section 6. Effective Date. This Order shall take effect immediately.



Bill de Blasio
Mayor



THE CITY OF NEW YORK
CITY VEHICLE
DRIVER HANDBOOK

Eric Adams, Mayor

Dawn M. Pinnock, Commissioner
Department of Citywide Administrative Services (DCAS)

Keith T. Kerman, Deputy Commissioner, Chief Fleet Management Officer

NYC Fleet

January 1st, 2022

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CONTENT OVERVIEW AND SUMMARY

This manual, effective September 2021, supersedes the January 1997 directive entitled, “Regulations for City Vehicle Drivers, Accident Reporting and Loss Control,” which was issued by the Mayor’s Office of Operations. This manual replaces the version previously updated in November 2013 and will serve as an attachment to the Fleet Management Manual (Fleet Manual).

This edition focuses on important topics for City Government Vehicle drivers, including the use of mass transit as the principal means of travel, vehicle assignments, restrictions concerning the use of City Government Vehicles by temporary workers and contractual personnel, and the use of personal vehicles for conducting City business. This manual also addresses federal Internal Revenue Service (IRS) regulations covering fringe benefits associated with parking and commuting privileges.

This manual provides necessary information on proper vehicle maintenance along with instructions on what to do in the event of a vehicle breakdown, moving violation or collision. In order to protect your and the City’s interest, please review this information carefully.

Additional copies of this manual can be accessed by going to the NYC Fleet section at NYC.gov/DCAS. Questions should be directed to the Chief Fleet Management Officer (CFMO), NYC Fleet, Department of Citywide Administrative Services (DCAS), 1 Centre Street, 23rd Floor, New York, NY 10007, or by email, send inquiries to NYCFleet@dcas.nyc.gov.

POLICY STATEMENT

Purpose of this manual The City of New York enforces practices that promote the safety of drivers of City Government Vehicles, their passengers and the public. Drivers must carefully review this manual and adhere to its requirements.

Whatever the transportation need, authorized drivers must make every effort to use mass transit in lieu of a City Government Vehicle.

With the exception of elected officials for whom the New York City Police Department has determined that personal security is necessary, as well as certain City government executives, under no circumstances may City Government Vehicles be used for personal or other-than-official City Business unless provided for in this Driver Handbook. Moreover, City Government Vehicles should only be driven by appropriate authorized personnel.

Role of the Agency Transportation Coordinator (ATC) Authorization to operate City Government Vehicles is determined by the ATC and approved by the Agency Head. The ATC must provide drivers with a copy of this manual and emphasize the importance of adherence to its requirements. Each agency is encouraged to provide training to their authorized drivers. Where it is appropriate, the ATC will schedule drivers for specialized training as well as instruct them in the areas of defensive driving techniques, vehicle inspections and appropriate actions in the event of incidents, i.e., collisions, vandalism and theft. The ATC authorizes the use of a City Government Vehicle only when drivers demonstrate proper skills and knowledge. Your ATC will report to agency management any vehicle problems that may be due to driver neglect, abuse and/or misuse. Any questions with respect to drivers' responsibilities in connection with an assigned City Government Vehicle should be directed to the ATC.

Use of personal vehicles The City strongly discourages the use of personal vehicles to perform City business. If mass transit is not practicable and a personal vehicle must be used for City business, drivers must obtain prior written approval from their ATC and maintain appropriate automotive insurance in amounts required by the State in which the vehicle is registered. In addition, drivers bear the sole responsibility for maintaining trip records for reimbursement and federal tax filings. The use of personal two or three wheeled motor vehicles (commonly referred to as motorcycles, motor scooters, or mopeds) for City business is prohibited. ATCs must obtain Agency Head and DCAS approval before authorizing use of personal vehicles for City business.

Drivers covered by this manual This manual is intended for use by all Mayoral agencies, including both uniformed forces and civilian operations; however, it does not fully cover certain requirements of uniformed and civilian drivers when operating vehicles and motorized equipment for purposes of law enforcement, emergency response or specialized operations. Drivers of such vehicles and motorized equipment should contact their supervisor or Human Resources Division to identify fully the appropriate driver training responsibilities and relevant supplemental directives.

Non-City employees, as well as temporary City employees (e.g., interns, day laborers, transitional workers, and contractual staff) may not operate City Government Vehicles unless specifically outlined and provided for in a contract or agreement with the City of New York and approved by the City Chief Fleet Management Officer (CFMO). These staff must submit to an agency-managed

driver approval and background investigation process and attend mandatory training in order to operate City vehicles, and comply with this manual.

Elected officials are urged to adopt the requirements contained herein and publish supplemental driver directives applicable to their offices.

Supplementary agency procedures Drivers are also required to review and follow supplementary vehicle guidelines and procedures set forth by their agency. Agency Heads should promulgate supplementary guidelines and procedures to address specific/specialized requirements related to the operations of their vehicle fleet. However, all agency procedures must be consistent with the requirements of this manual and with applicable civil service job specifications.

SECTION I
ASSIGNMENT OF CITY GOVERNMENT VEHICLES

With Agency Head approval, the Agency Transportation Coordinators (ATCs) are responsible for authorizing or providing approval for the full-time or temporary use of City Government Vehicles.

Unless prior written approval is provided by your ATC, personal vehicles must not be used for official City business.

Drivers are not allowed to use City Government Vehicles for personal activities, except for required rest periods, meals, and brief stops incidental to the conduct of official City business. Such stops do not entitle drivers to use the vehicle for shopping, recreation or to transport others.

Incidental uses are allowable when the destinations are on the same route as authorized work trips and commutes. A specific trip in a city vehicle initiated solely for a personal use is not allowable. Allowable incidental uses do not include destinations that have the appearance or reality of inappropriate behavior or vehicle use such as bars, clubs, racetracks, airports, recreational destinations, and related locations. If there is any question as to appropriate incidental use, a driver and/or their agency must contact DCAS prior to the use for a determination of the appropriateness of the use. DCAS will consult with LAW and DOI as necessary.

In some cases of law enforcement or emergency response, a broader definition of incidental use may be required to facilitate immediate response to emergency situations that require vehicle use. Drivers or their agencies must reach out to DCAS to address, and for authorization of, any requests for broader incidental use. Under no circumstances will this broader use include transport of family members or other non-City employees in non-official purposes.

However, family members may be transported as part of an official agency function, such as an agency sponsored special event where the family members have been specifically invited, and for which the vehicle use has been approved by the Agency Head. Likewise, drivers may transport other City employees, as well as contractual personnel who are on official City business, to destinations directly along the driver's route.

It is recognized, however, that elected officials for whom the New York City Police Department has determined that personal security is necessary will be required to conduct personal activities while using a City Government Vehicle. Such activity and limitations are to be determined by the New York City Conflicts of Interests Board (COIB). Further, certain other governmental executives as determined by COIB may be allowed limited personal use of a City Government Vehicle while on official City business.

- 1. Use of public transportation for official City business** Whatever the transportation need, authorized drivers must make every effort to use mass transit instead of a City Government Vehicle whenever it is practicable.
- 2. Driver licensing requirements** City Authorized Drivers must maintain a valid New York State driver license whenever operating a City Government Vehicle. However, in the case of an agency employee who is not required to maintain residency in New York State, the employee

must have a valid driver license from the state of his/her domicile and the driver license must cover the classification of vehicles being driven. Employees must immediately report any change to their driver license to their agency.

2.1 Commercial Driver License (CDL) The federal Commercial Motor Vehicle Safety Act of 1986 requires all drivers to have a CDL if driving a vehicle with a gross vehicle weight of more than 26,000 lbs., or towing a vehicle with a Gross Vehicle Weight in excess of 10,000 lbs., or a capacity of 15 or more passengers, or transporting hazardous materials as defined by the federal Hazardous Materials Transportation Act. The ATC must require drivers to present the appropriate, valid license prior to the operation of any vehicle requiring a CDL. Prior to operating a vehicle requiring a CDL, drivers are required to complete the CDL Vehicle Operation Inspection Form located in the back of this manual. Agencies must use agency and/or fleet type specific versions of this form.

2.2 The Omnibus Transportation Employee Testing Act of 1991 The Omnibus Transportation Employee Testing Act of 1991 states that all drivers who are required to have a CDL are subject to random testing for drug and alcohol use. This requirement includes all City Authorized Drivers who will be operating a commercial motor vehicle, whether full-time, intermittently or occasionally.

3. Vehicle assignment classifications City Authorized Drivers are assigned a vehicle in one of three ways: a full-time assignment without commuting privileges, full-time assignment with commuting privileges or assignment of a pooled vehicle. Vehicle assignments are determined by a list of criteria used by the ATC.

3.1 Full-time assignment of vehicles A full-time vehicle assignment allows drivers sole use of the vehicle. With the permission of the ATC, other agency employees may be granted temporary use of such vehicles. Under these circumstances, the primary driver remains responsible for vehicle upkeep. Agency employees will only be allowed a full-time assignment of a City Government Vehicle at the Agency Head's discretion.

3.2 Take home (commuting) privileges City Government Vehicles may not be used for commuting between a driver's home and workplace unless the driver receives approval from the ATC or Agency Head. Examples of approved take home privileges include but are not limited to employees who work frequently in field locations, respond to emergencies during non-business hours, or do not have available secure overnight parking near the work location. Additional details on commuting requirements can be found in the Fleet Management Manual.

Drivers with authorized commuting privileges are encouraged to park at a City-owned or operated work site or garage facility nearest the driver's home, if one is reasonably available within five City blocks. The ATC will assist drivers in identifying City repair facilities that are near the driver's home and assist drivers with obtaining permission to park at those facilities. In addition, drivers must notify their ATC of the regular off-duty parking location of commuting vehicles so that these sites can be recorded. In general, commuting should be within the five boroughs of NYC. An agency may approve commuting to a home location outside the City of NY only if there is clear and non-avoidable operational or emergency purpose.

3.2.1 Reporting commuting and parking privileges Federal Internal Revenue Service (IRS) regulations require drivers to report the value of commuting privileges as a taxable fringe benefit. There are limited exemptions in the Federal regulations which are applicable including in some law enforcement and emergency service uses. Additionally, if drivers are provided full time parking for personal vehicles, this privilege must also be reported as a separate taxable fringe benefit. Furthermore, when a City official has been granted the use of a City Government Vehicle along with a Chauffeur, appropriate taxable fringe benefits with respect to the vehicle and chauffeur must be reported by the City official. Benefits with respect to the vehicle must be reported by the City official, even if the vehicle is parked overnight at the chauffeur's home.

The value of these fringe benefits is calculated by the driver's/official's agency, following methods prescribed by the IRS, and reported by the driver's/official's agency to the City's Office of Payroll Administration (OPA). OPA disseminates reporting procedures to Agency Heads annually with respect to these benefits. Recipients of commuting privileges are advised to maintain records of actual use to validate estimated fringe benefit amounts. Recipients may be able to report a reduced fringe benefit amount if it can be documented that the privileges existed for only a small portion of the reporting period.

3.3 Temporary assignment of (pooled) vehicles If a driver requires the temporary assignment of a vehicle, the driver must explain the need for the vehicle, as well as the planned period of use. Once assigned the vehicle, the driver must fill out a trip report to be submitted to the ATC, indicating the purpose of the trip, the destination, the beginning and ending odometer readings and the vehicle's condition upon pickup and return. Failure to complete a trip report may disqualify the driver from future use of City Government Vehicles.

3.4 Use of City Government Vehicles for long distance travel Drivers must comply with this manual and the City Comptroller's Directive #6 (December 2016) as it defines long distance travel. Directive 6 can be found here: <https://comptroller.nyc.gov/wp-content/uploads/documents/Directive-6-Travel-Meals-etc..pdf>. Drivers must fill out the appropriate forms and receive approval from their ATCs prior to making an out of town trip.

Additional items are covered under the City Comptroller's Directive #6. More information can be found on the Comptroller website.

4. Monitoring drivers

4.1 Driver records A copy of your driver record, including received tickets, unpaid moving violations, agency-funded training, and collision reports, is maintained by your ATC.

4.2 New York State License Event Notification System (LENS) The ATC enrolls each City Authorized Driver into the New York State Department of Motor Vehicles (DMV) LENS program. Any event that affects the driver's license will be reported by the DMV to the ATC through LENS. Events that result in points being added to a driver license are monitored through LENS. Drivers who have excessive points on their license run the risk

of having their City driving privileges revoked as well as suspension or revocation of their driver license.

4.3 Out-of-State driving record reporting Certain New York City government employed drivers are not required to live in New York State. However, records from outside jurisdictions must document the status of the driver license, the number of points or current infractions against the license and the status of the driver's insurance coverage. Out of State drivers are responsible for providing the ATC with a biannual update regarding information reflected in official Department of Motor Vehicle records.

5. Denial of privilege to operate City Government Vehicles Vehicle usage will be denied if your driver license is expired, suspended or revoked. Even when the driver license is still valid, the ATC, in consultation with the Agency Head, is authorized to deny the use of City Government Vehicles to an employee.

6. Training of City Authorized Drivers

6.1 Training on hybrid and electric vehicles NYC Fleet will provide maintenance and safety training on hybrid and electric vehicles to mechanical staff from City agencies. Vehicle operators may direct questions about these vehicles to their ATC or agency repair garage staff.

6.2 Training on compressed natural gas (CNG) vehicles If a driver is required to operate or fuel a compressed natural gas vehicle, the ATC will schedule the driver for operator awareness training. Such training is facilitated by NYC Fleet and local utility companies. NYC Fleet is responsible for fleet oversight and enforcing agency compliance with fleet policies and procedures. The utility companies provide on-site fueling sites in the City and several outside the City. A copy of available CNG fueling sites is available from NYC Fleet.

7. E-ZPass

7.1 Issuance of E-ZPass The E-ZPass electronic toll collection system is made available through the Metropolitan Transportation Authority/Bridges and Tunnels. Issuance of an E-ZPass for a City employee's vehicle is determined by the ATC and employees responsible for the E-ZPass must report all E-ZPass related issues to their ATC. Drivers are allowed to use a City sponsored E-ZPass only when conducting official City business and in connection with the approved use of a City Government Vehicle.

Drivers must keep a log of E-ZPass use and submit it to the agency representative responsible for monitoring use. When a pass is used, the driver must fill out a trip ticket detailing what it was used for and why it needed to be used so that accurate log books are maintained. Detailed summary reports on travel are produced by E-ZPass and submitted to the designated agency E-ZPass representative for review.

7.1.1 E-ZPass in full-time assigned vehicles Where an E-ZPass is issued to a full-time assigned vehicle, the driver is not permitted to remove the E-ZPass unless returning it to the ATC.

- 7.1.2 E-ZPass in pooled vehicles** Where applicable, the ATC will ensure that a supervisor is appointed as the responsible party for E-ZPass oversight with respect to pooled vehicles. The supervisor will retain the pooled vehicle's E-ZPass until a driver indicates a need to use the pass for official City business. Prior to granting approval, the supervisor will notify and obtain permission from the ATC.
- 7.1.3 Loss of an E-ZPass** In the event that an E-ZPass is lost or stolen, the driver (in connection with a full-time assigned vehicle) or the supervisor (with respect to a pooled vehicle) must notify the ATC immediately, in order to properly close out the account and obtain a replacement E-ZPass.
- 7.1.4 Reimbursement of E-ZPass charges** Agencies receive monthly E-ZPass statements. Drivers are responsible for reimbursement to the agency for any charges incurred while not performing official City business. Drivers are reminded that abuse of a City sponsored E-ZPass is prohibited and may lead to disciplinary proceedings.

8. Parking permits and summonses

8.1 City Government Vehicle parking permits Drivers must be aware of their agency's in-house procedures with respect to the use of parking permits including areas where City Government Vehicles are permitted to park. Parking permits must be properly displayed to ensure visibility through the windshield. Such permits may only be used for official City business in connection with the assigned City Government Vehicle.

In the event that a parking permit is lost or stolen, the driver who is responsible for the full-time assigned vehicles, or the supervisor who is responsible for the pooled vehicles, must notify the ATC immediately. Drivers or supervisors responsible for a pooled vehicle must file a report with the applicable police department and submit a copy of the report to the ATC.

8.2 Reporting and payment of summonses Within one business day of receipt, drivers must report to the ATC all parking violations and other such summonses issued to a City Government Vehicle. If a driver does not adhere to this procedure, or neglects to satisfy a summons issued to a City Government Vehicle, the ATC will refer the matter to the Agency's Disciplinary Officer or Human Resources Division for possible disciplinary action.

8.2.1 Payment of summonses Drivers are responsible for payment and adjudication of all summonses, including Department of Transportation red light violations, and associated fines/penalties received in connection with the use of a City Government Vehicle. Failure to do so may result in disciplinary proceedings and the loss of City Government Vehicle driving privileges.

8.2.2 Official Business Defense The Official Business Defense Unit (OBD) was established by the New York City Department of Finance to provide an efficient mechanism for adjudicating parking violation summonses issued to City Government Vehicles during the course of official City business. Depending on the circumstances, summonses may be dismissed or fine amounts reduced. City Authorized Drivers are responsible for compliance with the terms of any guilty

verdicts and final determinations by the OBD Unit. Drivers should contact their ATC for the applicable forms and processing information.

8.3 Resolution of moving violations Drivers must resolve in a timely manner all summonses received in connection with moving violations issued to a City Government Vehicle. If the driver does not address such summonses accordingly, driving privileges may be revoked, and may affect one's City employment.

9. Participation in the City gas card program

9.1 Issuance of fuel cards Agencies participating in the City's gas card program must observe gas card specifications set forth by DCAS in the City's requirement contract. Each gas card, issued to a specific City Government Vehicle, must be used in conjunction with the specific vehicle; under no circumstances are drivers allowed to use it to fuel other City vehicles or any private vehicle. The Personal Identification Number (PIN) issued in connection with a gas card assigned to an individual must be kept confidential and not revealed to other drivers. When a new vehicle assignment is made, the old PIN will continue to be used by the driver and a new gas card will be issued for the new vehicle assignment.

9.1.1 Properly recording odometer readings NYC Fleet receives monthly reports of all fueling transactions accompanied by odometer readings. If an odometer reading repeatedly appears to be incorrect, such errors will lead to the loss of gas card privileges or other disciplinary action.

9.2 Loss or theft of a gas card If a driver loses a gas card or it is stolen, the driver must notify the ATC immediately in order to properly close out the account and have a replacement gas card issued. If a driver believes that an unauthorized use of a PIN has occurred, the ATC must be notified immediately. The ATC will file a report with the police precinct if appropriate and send a copy of the police report to NYC Fleet.

SECTION II

SAFE OPERATION, USE, CARE AND MAINTENANCE OF CITY GOVERNMENT VEHICLES

City Authorized Drivers are responsible for the proper use, care and maintenance of City Government Vehicles, including operating such vehicles in accordance with all applicable vehicle and traffic related laws. A Vehicle Inspection Checklist has been added at the end of this manual. Drivers must refer to it and regularly perform an inspection on the assigned City Government Vehicle.

Whether assigned a vehicle for full-time or temporary use, or while using a pooled car, drivers must familiarize themselves and comply with instructions contained in the vehicle's Owner's Manual, stored in the vehicle's glove compartment.

- 1. Inspection of City Government Vehicle** Drivers, including those operating a pooled vehicle, must frequently do an external visual check of the vehicle, with emphasis on the condition of the tires and the operation of the exterior lights. Then, upon entering the vehicle, the driver must verify the proper operation of the brakes, horn, heater and air conditioner blower motor, and windshield wipers. In addition, the driver is responsible for checking the check engine/service engine light and notifying the ATC of any problems. Problems with any of these components may impact safe vehicle operations as well as result in traffic infractions.
- 2. Safe operation of City Government Vehicle** The abuse or neglect of a City Government Vehicle will lead to the loss of driving privileges and possible disciplinary proceedings. Drivers must not operate vehicles with expired inspection stickers or with known or apparent problems such as cracked or broken windshields, smoking radiators, any loud or scraping noises, illuminated/flashing check engine lights, or slipping transmissions. Drivers are reminded that unattended vehicle service needs can compromise proper vehicle operations and may lead to collisions, unnecessary repairs as well as the loss of productivity.

For personal protection and safety of the public, drivers must observe the following:

- **Do not use a vehicle for a purpose unintended by the manufacturer** Manufacturers publish the gross vehicle weight (GVW) and towing capacities of their vehicles in the vehicle owner's manual. The GVW conveys the maximum weight the vehicle is engineered to handle, including cargo. The towing capacity indicates the maximum weight the vehicle is allowed to tow. Overloading a vehicle can not only damage critical vehicle components, but also cause the driver to lose control of the vehicle.
- **Do not operate a vehicle while under the influence of drugs or alcohol** Employees assigned to a City Government Vehicle who are charged with and convicted of a DUI or DWI will lose their driving privileges.
- **Do not operate a vehicle without permission from the Agency Transportation Coordinator** The ATC is responsible for managing the agency's fleet and must be informed about vehicle assignments. Driving a City Government Vehicle in the absence of ATC approval is a violation of the City's vehicle use rules and may result in disciplinary action.

- **Do not operate a vehicle with a known or obvious safety problem** Modern vehicles incorporate sophisticated systems that are engineered to detect potentially dangerous and inoperable conditions. These systems allow for the correction of conditions before they worsen or lead to possible collisions. Drivers must immediately notify their ATC and designated maintenance provider of any vehicle safety problems and service needs.
 - **Do not drive with an expired or missing state inspection or registration certificate** If an inspection sticker is expired or missing, the ATC must be contacted so that an inspection and any necessary maintenance can be performed on the vehicle. A replacement vehicle with proper documentation may be assigned in the interim. It is in the driver's best interest to ensure that the City Government Vehicle is outfitted with a proper inspection and valid registration certificate.
 - **Do not interfere with the work of vehicle mechanics** Mechanics use complex computerized diagnostic equipment and procedures to detect and repair vehicle problems. Drivers must not interfere with or attempt to rush vehicle maintenance and repair work.
 - **Do not operate a vehicle while using any portable electronic device** City Authorized Drivers are reminded that pursuant to Section 1225-D of the New York Vehicle and Traffic Law, no person shall operate a motor vehicle while using any portable electronic devices while the vehicle is in motion. Such devices include but are not limited to cell phones, laptop computers, pagers, personal digital assistants and two-way messaging devices. Do not operate a vehicle while talking on a phone, including hand-held, hands-free, or phones affixed to a vehicle. Do not 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.
- 3. Required vehicle documents** Prior to operating a City vehicle, the ATC will provide all drivers with a copy of this manual to be kept in the vehicle and instruct drivers with respect to the following:
- Where the owner's manual is located in the vehicle, as well as pertinent information contained in the manual.
 - Where the vehicle registration is located in the vehicle.
 - Where the "No-Insurance" card is located in the vehicle. The City provides in every vehicle such a card for drivers to furnish to law enforcement, stating that the City is "Not-Insured", meaning that it is not required to privately insure its vehicles against outside claims.
 - Procedures for refueling the vehicle. If refueling via the City's gas card program, the ATC will provide a PIN to use with the gas card located in the glove compartment.
 - Procedures for maintaining accurate odometer readings and filling out trip tickets after each use of the vehicle. A trip ticket indicating the driver name, the vehicle number, and trip destinations is required for all on-road vehicle uses unless this information, including driver name, is captured by a telematics system with approval through DCAS.

- Procedures for repairing and towing. The driver must be familiar with servicing and towing procedures. The driver may change a flat tire when safe and practicable but must obtain emergency repairs and towing services if the vehicle needs mechanical servicing or if there is a safety risk. (The ATC will keep relevant information for obtaining emergency repairs and towing information in the glove compartment).
- Procedures for handling collisions. Drivers must know the procedure to follow in the event of an collision; how to file a police report and a NYS MV104 report, and how to obtain towing to the appropriate repair facility as well as reporting to their ATC the location to which the vehicle has been towed.

4. Periodic vehicle maintenance and driver care Routine care and maintenance of assigned vehicles are critical to proper vehicle operation. The following points must be observed to ensure proper vehicle care and operations.

4.1 Vehicle cleanliness To keep City Government Vehicles in top condition, the following must be observed:

- Smoking is prohibited in a City Government Vehicle. Smoking in vehicles will lead to disciplinary action and may result in termination of the employee's vehicle assignment.
- Keep your vehicle clean. Remove any litter from the assigned vehicle on a regular basis.

4.2 Preventive maintenance cycles The driver will be notified when the vehicle is due for a scheduled maintenance inspection and will be responsible for drop-off and pick-up.

SECTION III

COLLISION MANAGEMENT, CLAIMS AGAINST THE CITY, VANDALISM AND THEFT

ATCs have developed or contracted for driver training programs designed to enhance safety and reduce the occurrence of vehicle collisions. ATCs have also instituted Affirmative Claims programs to recover payments for damages to City Government Vehicles caused by other parties. These programs work to protect the City against lawsuits as well as facilitate expeditious repair of City Government Vehicles. To facilitate these activities, in the event of vehicle collisions, vandalism or theft, drivers must notify the appropriate law enforcement authorities, file a police and collision report and as soon as possible, advise their ATC with respect to the incident.

1. Reporting vehicle collisions, vandalism and theft

1.1 What to do at the scene of a collision Drivers must always promptly notify the police by dialing 911 or the local precinct in the event of a collision, including collisions involving City Authorized Drivers striking animals. To ensure NYPD response to the scene, City employees should notify 911 that the vehicle involved is a City government vehicle. Where there is no police response at the time of the collision, drivers are encouraged to follow up with the local precinct with frequent calls. Drivers must remain at the scene of a collision involving a City vehicle until the local police authorities arrive at the scene unless injury dictates otherwise. In accordance with NY State Motor Vehicle Law, drivers must also gather and report pertinent facts. Contact and insurance information must be shared with other drivers and property owners affected by the collision, and drivers should obtain contact information for other drivers and property owners, including the name, address, telephone number, insurer, vehicle license plate and vehicle identification number. It is critical that drivers file a police report, obtain a police report number, take photographs and video if possible, and share this information with the ATC.

Notify emergency services if persons are injured and in need of medical assistance. Notify your agency ATC or designated 24-hour contact immediately and from the scene of the collision. Agencies will conduct a review of the crash and will deploy supervisors to the scene for major crashes.

Drivers must provide all required factual information to police officers when police arrive at the scene of the collision. Drivers should not discuss liability or responsibility for a collision, except when speaking to a City attorney, investigator, DCAS or agency claims examiner or to a personal attorney or union representative.

****Note:** The City of New York manages and settles all claims directly and is self-insured. Claims for damage or injury must be sent to:

Office of the New York City Comptroller
1 Centre Street, Room 1225
New York, NY 10007

- 1.1.1 Towing when collision occurs on highways and arterial roads** If a collision occurs, drivers must follow the instruction of the police department with jurisdiction for that road. If the City Government Vehicle is towed, drivers must obtain a receipt for the vehicle and as soon as possible provide the ATC with information as to where the vehicle was towed and the contact information of the towing company.
- 1.1.2 Towing when collision occurs on non-highway and arterial roads** If the collision makes the vehicle inoperable, drivers must arrange for towing to a safe location. Drivers must obtain a receipt for the vehicle and as soon as possible provide the ATC with information as to where the vehicle was towed and the contact information of the towing company.
- 1.2 When and how to report a collision, vandalism and theft** If physically able, drivers must report all vehicle collisions, vandalism and theft immediately and from the scene to their ATC or agency 24-hour contact.
- 1.2.1 New York State collision reporting requirements** City Authorized Drivers who are involved in any motor vehicle collision or whose vehicle has been vandalized or involved in any related incident must complete a New York State MV-104 report and submit it to the NYS DMV within ten (10) days, where the collision results in death, personal injury, or property damage. This must be completed in addition to the police report completed at the scene of the collision. If a driver fails to satisfy this requirement, the NYS DMV may suspend that driver's license. Further, if a driver is licensed in another state and fails to file a MV-104, the NYS DMV has the right to notify the driver's licensing jurisdiction, seeking suspension of the driver's license.
- 1.2.2 Vandalism and theft** Drivers must file a police report at the nearest police precinct when acts of vandalism or theft occur involving a City vehicle. Drivers must also notify their supervisor and ATC.
- 2. Vehicle collision investigation** The City Authorized Driver's ATC or agency investigator will make a determination as to whether a collision was preventable. They will consider information received from the driver and the police, and complete an evaluation for every collision. Drivers have the option of disagreeing with the evaluation and submitting to the committee documentation opposing the ATC's or agency investigator's claim. This determination will be submitted to the Agency Collision Review Committee which meets quarterly to review these reports.
- 2.1 Preventable collisions** A collision that is not deemed chargeable by the police may still be assessed as preventable by the agency's Collision Review Committee. The committee shall recommend appropriate disciplinary action to be taken in connection with the violation of New York State Vehicle and Traffic Laws and the Agency's Code of Conduct. Preventable collisions may subject the driver to agency disciplinary proceedings if agency rules have been violated. Preventable collisions may occur because the driver:

- Violated NYS Motor Vehicle Law, regardless of whether the police issued a summons.
- Operated the vehicle inattentively, including failure to exercise defensive driving skills.
- Operated the vehicle incorrectly due to failure to read the owner's manual.
- Drove a vehicle without proper authority, license or certification.
- Operated a vehicle that was known to be unsafe.

The ATC reviews documentation with respect to preventable collisions and may notify the agency's Disciplinary Officer or Human Resources Division to initiate disciplinary actions. In addition, based on determinations of the agency's Disciplinary Officer or Human Resources Division and Collision Review Committee, drivers may be referred to driver awareness training and/or lose City driving privileges.

2.2 Employee rights to defense against charges In the event of disciplinary proceedings or charges with respect to the use of a City Government Vehicle, drivers are entitled to all rights and protections afforded by applicable personnel procedures, civil service rules, and collective bargaining agreements.

DEFINITION OF TERMS

1. **Affirmative Property Damage Claim (or Affirmative Claim)** A claim made by a Mayoral agency against a non-City government driver and that driver's insurance company with respect to reimbursement for damages to a City Government Vehicle, which were caused by the non-City government driver.
2. **Agency Collision Review Committee** An agency committee composed of the executive level manager in charge of fleet administration, the Agency Transportation Coordinator and one or more members of the agency's Human Resources Division or Disciplinary Officer. This committee is responsible for reviewing all vehicle collision reports, including all police reports, supervisory determinations and collision appraisals. The Committee determines whether the vehicle collision was a preventable collision and it recommends appropriate corrective actions to minimize collisions and breakdowns.
3. **Agency Head** The person in charge of the Mayoral agency, or an equivalent position with respect to commissions, boards and offices.
4. **Agency Transportation Coordinator (ATC)** An Agency Head appointee responsible for managing the vehicle fleet. Specific duties include oversight of agency drivers and training, as well as managing vehicle requisitions, maintenance, relinquishments and collision repairs. Duties may also include oversight of automotive parts and shop equipment. This designee helps ensure that all required preventative maintenance, recalls and warranty work is performed on agency vehicles and recorded in the City's fleet management system following guidelines established by the Department of Citywide Administrative Services.
5. **Chargeable collision** Chargeable collisions are events that, upon prior determination from law enforcement personnel, require the consideration of disciplinary proceedings by the City and against drivers who violate New York State Vehicle and Traffic Law.
6. **Chauffeur** City employees who are authorized to transport City officials in the conduct of official business.
7. **City Authorized Driver** An individual designated by City of New York civil service job specification or by an Agency Head to operate a City-owned, -leased or -rented vehicle in the conduct of City business.
8. **City Government Vehicle** For purposes of this manual, a City Government Vehicle includes motorized devices operated or driven in a public place, namely upon a public highway, road, street, avenue, alley, driveway or path, in or upon which any person or property may be transported.

A City Government Vehicle may be owned by a Mayoral agency or leasing/rental company. Such vehicles include all on-road or off-road land equipment classified as such by a federal regulatory body or New York State law including motor vehicles and any wheeled trailer that can be towed by such motor vehicles.

For purposes of this manual only, a City Government Vehicle also includes motorized equipment/devices used to transport people and supplies, but not operated on public highways, and not defined or regulated as a motor vehicle under federal or NY State Vehicle and Traffic Law.

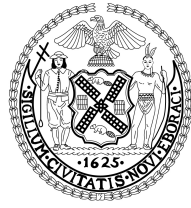
9. **Full-time vehicle assignment** A designation made by the Agency Head granting a City Authorized Driver sole use of a City Government Vehicle.
10. **“No-Insurance”** The City of New York is a “Not-Insured” entity. As its own insurance provider (it is self-insured), the City of New York sets aside money to be used as compensation for potential future damage or loss of any vehicle within its fleet. Drivers are not provided with typical carrier insurance cards and all City-owned vehicles are issued certificates, detailing “Not-Insured” status, which must be used in place of private insurance cards.
11. **Pooled vehicles** Any vehicle not assigned on a full-time basis. Drivers will be assigned a pooled vehicle based upon the ATC’s determination.
12. **Preventable collision** A collision in which the driver, by his/her own admission or in the judgment of an Agency Collision Review Committee, did not take all reasonable avoidance actions, including attention to road conditions and improper actions of other drivers. “Preventability” is not limited to the violation of traffic laws and is distinguished from “chargeability” as determined by the law.
13. **Take home (commuting) vehicle** A vehicle designated by the Agency Head to be driven to and from an employee’s home on a regular basis. Pursuant to federal Internal Revenue Service (IRS) regulations, such Full-time Vehicle Assignment privileges constitute a taxable fringe benefit which must be reported on the employee’s W-2 form.
14. **Vehicle collision** Any incident involving at least one vehicle being in a collision with another vehicle or animal, another road user, or a stationary roadside object, and which usually results in injury or property damage, even when the damage is minor and may not need repair. Incidents include parked City Government Vehicles and those that are in operation.

VEHICLE INSPECTION CHECKLIST

Inspections must be performed frequently so that the following items remain in good repair and function properly:

- Brakes
- Both Taillights
- Windshield/Wipers
- Horn
- Turn Signals
- Back-up Lights
- Both Headlights (High and Low Beams)
- Tires (Safe Tread Depth, No Bald Spots)
- Brake Lights
- Safety Belt
- Hazard Lights
- Inspection Sticker
- Engine Oil
- Mirrors

Date: _____
 Driver Name (Print): _____
 Division: _____
 Vehicle Model: _____
 Vehicle Plate/Number: _____ / _____
 Odometer: Out _____ In _____
 Towed Equip/Number _____



CDL Vehicle Operation - (Pre/Post) Inspection Form

Time Out: _____ AM/PM
 Time In: _____ AM/PM

Check Any Defective Item (U) and Give Details in Remarks Area

Serious Conditions: A problem or problems in any of the areas below must be corrected before the vehicle is put into operation. Place NA next to areas Not Applicable.

S	U	S	U	S	U
	NYS Inspection (Current)		Windows/Windshield		Rear End (Differential)
	Fluid Leak (Oil, Trans/Hyd Fluid)		Clutch/Accelerator		Hazardous Materials Placards
	Radiator/Coolant/Leaks		Defroster/Heater		Suspen./Steer. System (Raise Body If Appl.)
	Fuel Tanks		Charging System		Wheels / Rims
	Body Damage (Affecting Vehicle Operation)		Backup Alarm		Tires (Tread Depth, Pressure, Physical Dam.)
	Belts (Tightness/Wear)		Exhaust Leak/Muffler		Coupling Devices/Fifth Wheel/Tailgate Hitch
	Battery Connections/Tie Down		Oil Pressure		Frame and Assembly
	Wiring (Damaged Insulation)		Steering (Substantial Play)		Dump Body Operation
	Starting System		Mirrors (Rearview if Applicable)		Drive Line
	Air Compressor/ Air Lines		Lights (Head, Stop, Tail, Turn, Dash, 4-Way, Rev)		Tarp (Cargo Cover)
	Gauge/Warning Light Indicating A Problem		Lighting, Additional (Strobes, Arrows, Plow, etc.)		Impact Atten. Device Oper (Inc. Lock-Pin Oper)
	Brake Accessories		Horn		Mud Flaps
	Brakes, Parking		Safety Equip. (Fire Exting., Refl. Triang., etc)		Front Axle
	Brakes, Service		Reflectors		Communication Equipment
	Windshield Wiper/Washer				

S = Satisfactory U = Unsatisfactory

Non-Serious Conditions: A problem or problems in any of the areas below indicates a situation that may or may not be grounds for removing the vehicle from service until problem(s) corrected

S	U	S	U	S	U
	Minor Fluid Leaks		NYS Inspection (Expiration Within 30 Days)		PM Overdue(>30 Days)
	Body Damage (Not Affecting Vehicle Operation)				

CONDITION OF ABOVE VEHICLE IS SATISFACTORY

Remarks: _____

Driver Signature Out: _____ Driver Signature In: _____	Supervisor/Dispatcher Signature Out: _____ Supervisor/Dispatcher Signature In: _____	Mechanic/M&R Rep. Referral: _____ Date/Time: _____
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CITY GOVERNMENT VEHICLE COMMUTING AUTHORIZATION FORM



Date:	Agency/Division:
Driver Name (Print):	ERN:

Commuting must be pre-approved and re-authorized by your agency on an annual basis. This form must be filled out and on file at DCAS for all authorized commuters. Authorized commuters must familiarize themselves with the Fleet Manual and City Vehicle Driver Handbook. Commuting authorization is determined by the Agency Transportation Coordinator (ATC), Agency Head, OMB, and must be approved by the DCAS Chief Fleet Officer. The ATC must approve the parking location and the vehicle must be parked where authorized. Where an authorized driver does not adhere to all rules in the Manual and Driver Handbook, commuting privileges and/or the vehicle assignment may be revoked.

Driver Information

Home Address:	City:	State:	ZIP:
Work phone number:	Home phone number:		

Driver's License Number & State: _____

Commuting is for operational need only. Operational Purpose for Take-Home Vehicle (Check where applicable)

Perform work frequently in field locations
 Respond to emergencies during non-business hours
 There is no available secure overnight parking near the work location
 Other operational purpose. Explain: _____

To be Determined by ATC

Location of where City-owned vehicle will be parked overnight

Home. Address: _____

City owned/managed/operated lot. Location: _____

Alternate location for parking

City owned/managed/operated lot. Location: _____

Home Address: _____

To be filled Out by ATC

Vehicle Model: _____

License Plate #:	VIN#:	Official Plates Yes No
Agency Vehicle #:	Parking Permit #:	

Commuter Signature

Driver Name:	Driver Signature:	Date:
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I acknowledge that I have read, understand, and do hereby accept the terms and conditions contained on the back of this document.

Agency Authorization

Agency Transportation Coordinator Name:	Agency Transportation Coordinator Signature:	Date:
Agency Head/Designee Name:	Agency Head/Designee Signature:	Date:

DCAS USE ONLY

DCAS CFMO / Designee Name:	DCAS CFMO / Designee Signature:	Date:
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GUIDANCE FOR DRIVERS AUTHORIZED TO COMMUTE WITH CITY VEHICLES

January 2021

The City's Fleet Management Manual (FMM) and the City Vehicle Driver Handbook (Handbook) outline rules for City fleet use including in cases where staff are authorized to commute with City vehicles. Below we review sections of the manuals that relate to commuting. Both manuals are available online at the fleet section of the DCAS website.

- Commuting with a City vehicle can be authorized by an agency in conjunction with DCAS to support essential agency operations. Commuting is not and may not be assigned as a perk of employment or for personal convenience. The main purposes for commuting are:
 - Perform work frequently in field locations
 - Respond to emergencies during non-business hours
 - There is not available secure overnight parking near the work location

The justification for commuting must be listed on the Commuting Approval Form (See Appendix, Handbook). Commuting is subject to IRS reporting requirements as a fringe benefit (Page 5, Handbook).

- Commuting must be approved and re-authorized by each agency in conjunction with DCAS on an annual basis. All new commuters must be pre-approved by their agency, DCAS and OMB. Commuting forms must be approved by the agency head and on file with DCAS Fleet (Page 5, Handbook). Commuters acknowledge the requirements of the City's Driver Handbook when signing the Commuting Approval Form.
- Whenever possible, approved commuters should park at City facilities near their homes and not at personal homes (Page 5, Handbook). The vehicle must always be parked at the approved location which must be indicated on the form.
- One time or occasional commuting use for a special event or other city purpose must be approved in writing beforehand by the Agency Transportation Coordinator (ATC) or Fleet Director (AFD) (Page 32, FMM).
- City personnel authorized to commute with City vehicles must comply with required daily trip reports (Pages 30, 32, FMM).
- Personnel authorized to commute with City vehicles must still comply with City policy on out of town trips including obtaining written pre-approval by the Agency Head or designee (Pages 29-30, FMM).
- Non-City employees in City vehicles: Non-City employees may travel as passengers in City Government Vehicles only when consistent with the fleet purpose for the vehicle. For example, a Parks recreation vehicle may be used to transport participants as part of a Parks event. An employee of a vendor may take a trip in a City vehicle when the trip is related to their City contract. Non-City employees may not travel in City vehicles for personal reasons and may never operate City vehicles, except as otherwise outlined in the rules. Authorized commuters must not use City Government Vehicles for personal purposes; for example, to transport family members or friends, except for limited exceptions involving elected officials. Questions regarding this rule may be directed to the DCAS CFMO or COIB (Page 30, FMM).
- Drivers are not allowed to use City Government Vehicles for personal activities, except for required rest periods, meals, and brief stops incidental to the conduct of official City business. Such stops do not entitle drivers to use the vehicle for shopping, recreation or to transport others. However, family members may be transported only as part of an official agency function, which has been approved by the Agency Head. Likewise, drivers may transport other City employees, as well as contractual personnel who are on official City business, to destinations directly along the driver's route (Pages 30, 32 FMM).
- It is recognized however, that elected officials for whom the New York City Police Department has determined that personal security is necessary will be required to conduct personal activities while using a City Government Vehicle. Such activity and limitations are to be determined by the New York City Conflicts of Interests Board (COIB). Further, certain other governmental executives as determined by COIB may be allowed limited personal use of a City Government Vehicle while on official City business (Page 4, Handbook).

Please also see the one page "Rules for City Operators" in the Fleet Manual.

Any questions regarding fleet rules or particular scenarios should be directed to the City Chief Fleet Officer at DCAS or to COIB as appropriate. If you are not sure that a particular use of a vehicle is allowable, ask for clarification or do not engage in the use.