

I.

IV. ASSIGNMENT AND USE PROCEDURES FOR CITY VEHICLES

Full-Time Assignment of Vehicles:

Full-time assignment is defined as the assignment of a vehicle for daily use in the performance of official duties throughout the work day. Full-time assignment does not entitle an employee to take a vehicle home. Authorization for such overtime use must be consistent with the criteria outlined in section 1.2 below.

Deputy Mayors and Agency heads will be assigned a vehicle full-time upon request.

Full-time assignment of a City-owned or leased vehicle at all other employees requires written approval from the Agency Head. This approval must be renewed yearly. Copies must be forwarded to the Mayor's Office of Operations with the annual Agency Fleet Report. In addition, employees must meet one or more of the following criteria:

1 Employee must continuously be required, **on a daily or near daily basis**, to spend a substantial portion of his/her working hours in field locations that are not readily accessible by public transportation.

1 Employee must continuously be required, on a daily or near daily basis, to transport heavy or bulky equipment to field locations.

1 Employee is continuously required, on a daily or near daily basis, to provide essential emergency services in field locations.

Any vehicle not utilized on a full-time basis by an employee must be designated as a pool vehicle.

Eligibility under these criteria does not itself entitle an employee to a vehicle on a full-time basis. Should the responsibility of an employee assigned a vehicle change, assignment of the vehicle must be re-evaluated by the Transportation Coordinator.

1.2

Assignment of Vehicle Operators

Vehicle operators may only be assigned on a full-time basis to the Mayor, Deputy Mayor's, Mayor's Counsel, Chief of Staff, Senior Advisor to the Mayor, and other employees designated by the Mayor. Only the Mayor, Deputy Mayors, and those designated employees may use vehicle operators for commuting purposes.

Other requests for full-time assignment of a vehicle operator must be made in writing to the Mayor and include justification. However, such approval will not entitle the employee to utilize the vehicle operator for commuting purposes. Vehicle operators are to be used only for transportation required for the conduct of official City business. Given fiscal constraints, all vehicle operators, including those assigned to Agency Heads receiving the proper approval, must be assigned to agency pools and used to meet other transportation needs, and should only be used when traveling to a location where parking is unavailable or unfeasible. Further, it is the policy of this Administration to encourage the use of mass transit whenever possible.

Vehicle operators must maintain logs of their daily assignments that must include the name of the operator, the employee that are assigned to (if applicable), the time, destination, and purpose of the trip, and odometer readings. Logs must be available for review by the Mayor's Office of Operations upon request.

1.3 Commuting With Vehicle Assigned Full-Time

Criteria for Commuting Privileges: Vehicle, including those assigned full-time, may not be used for commuting between an employee's home and workplace unless the employee meets one or both of the following criteria and receives the approval of the Agency Head:

1 Employee is required to report **on a daily basis** directly to a field location from his/her home that is not near or on route to the normal vehicle housing location, nor accessible by public transportation, **and is not the employee's regularly assigned work location.**

1 Employee is frequently required, on an average of **once a week or more** to respond to emergencies during non-business hours. The agency must be able to document the emergencies for review by the Mayor's Office of Operations.

Deputy Mayors and Agency Heads may use their vehicles for commuting.

Employees who commute with City vehicles are required under Internal Revenue Service (IRS) Regulations to report the value of all personal use (including commuting) as taxable income. The value of personal use must be calculated according to the appropriate method prescribed by IRS, and reported to the employee's agency for submission to the Office of Payroll Administration (OPA). In addition, employees with City-provided parking must report the value of parking as taxable income, if above \$155 per month, to their agency's Payroll Office for submission to the OPA. Reporting procedures are disseminated to Agency Heads annually following the end of the reporting period (November 1- October 21).

1 The authorizations to commute with a City vehicle applies only to the designated City employee or his/her official City driver.

1 Employees who are authorized to drive vehicles home, with the exception of Deputy Mayors, Mayor's Counsel, Chief of Staff, Senior Advisor to the Mayor, and Agency Heads,

must park at a City-owned or operated work site or facility near the employee's home whenever one is available. The employee's agency shall assist in the identification of such work site, and the regular parking location of any City vehicle must be logged by the Agency Transportation Coordinator.

1.4 Temporary Assignment of Vehicles

Temporary assignment is defined as the assignment of a vehicle from the agency or Department of City wide Administrative Services' pool for a limited time period, generally on day or less, or for longer periods when used to temporarily replace an out-of service vehicle.

Temporary assignment of a vehicle requires that the employee make a request to the Agency Transportation Coordinator or designee, indicating the justification and the planned period of use. The request and authorization must be made in writing if the period of use will exceed one day (24 hours). The vehicle must be returned to the pool as soon as the authorized period of use is completed.

1.5 Vehicle Use

All employees, including those with commuting privileges, are restricted to use the vehicle for the performance of official duties. Only stops incidental to the conduct of official business, such as for meals on route to or from a destination, are permitted.

**REQUEST FOR VEHICLE OVERNIGHT AUTHORIZATION AND
EMERGENCY LIGHTS AND SIRENS**

BUREAU _____ DIVISION _____

WORK LOCATION _____

BUREAU PHONE _____ DIVISION _____

EMPLOYEE _____ OFFICE TITLE _____

HOME ADDRESS _____ HOME PHONE _____

DRIVER'S LICENSE # _____ EXP. DATE ____/____/____

STATE ISSUED IN _____

DESCRIPTION OF VEHICLE:

VEHICLE # _____

LICENSE # _____

YEAR _____

MAKE _____

EMERGENCY LIGHTS Y N

SIREN Y N

OVERNIGHT PARKING LOCATION _____

STATE JUSTIFICATION FOR OVERNIGHT ASSIGNMENT BASED ON
"ASSIGNMENT AND USE PROCEDURES FOR CITY VEHICLES",
(REGULATIONS FOR CITY VEHICLE DRIVERS) (see attachment) AND
JUSTIFICATION FOR EMERGENCY LIGHTS AND SIRENS.

PLEASE ATTACH YOUR JUSTIFICATION.

CERTIFICATION: I have reviewed the "Regulations for City Vehicle Drivers
(January, 1997)", and acknowledge the policies and procedures contained therein.

Driver Signature _____ Date _____

Bureau Head Signature _____ Date _____

Agency Head Signature _____ Date _____

OVERNIGHT AUTHORIZATION APPROVED DENIED
EMERGENCY LIGHTS AND SIREN APPROVED DENIED