



OFFICE OF PERSONNEL AND LABOR RELATIONS

Ben Walsh, Mayor

City of Syracuse

VEHICLE USE POLICY

I. PURPOSE

The purpose of this City of Syracuse (“City”) Vehicle Use Policy (“Policy”) shall be as follows:

1. To establish and maintain rules and procedures to promote responsible, safe and accountable use of City vehicles by City employees; and
2. To protect the inventory of City vehicles by making sure that such vehicles are properly maintained and cared for.

This Policy applies to all employees who work for the City. Violations of this Policy may subject an employee to disciplinary action, up to and including termination.

Employees of the City may also be subject to supplemental department vehicle use requirements. In the event of a conflict between this Policy and any supplemental department vehicle use requirements, the terms and conditions of this Policy shall control.

II. CITY VEHICLE POLICY

A. PROCEDURE FOR OBTAINING CITY VEHICLE

1. Any and all use or assignment of City vehicles must first be authorized or approved by a Department Head, or his or her designee.
2. The Director of Management and Budget’s approval is then required for the use or assignment to City employees of Take Home Vehicles/Emergency Response Vehicles and Travel Vehicles.
 - a. Department Heads must complete a Vehicle Authorization Form and then provide such form to the Director of Management and Budget for approval. Such form is obtainable from the Director of Fleet Operations.

3. Designation of City vehicles for use or assignment must fall into one of the following categories:

a. Take Home Vehicles/Emergency Response Vehicles – This designation is for employees who are: (a) on 24-hour call; and (b) are expected to as part of his or her job responsibilities to respond to emergencies at any hour of the day (i.e. Commissioner of DPW, Superintendent of Sewers, Police Chiefs, Fire Chiefs, etc.).

Vehicles assigned to these employees shall be equipped with a two-way radio, car phone or paging device.

b. Travel Vehicles – This designation is for employees who need to travel offsite for work related matters or training. Travel papers for such vehicles must be submitted to the Director of Fleet Operations no less than seven (7) days prior to the date for requesting the vehicle.

c. Work Vehicles – This designation is for employees who due to the nature of their employment or pursuant to union contract, are permitted to have access to a vehicle.

4. The Department of Management and Budget shall review the assignment of City vehicles periodically and annually as part of the City budget process.

B. LICENSE

1. Every employee assigned a City owned vehicle must maintain his or her applicable New York State Driver's License for purposes of such vehicle. Such employees are also required to inform his or her supervisor immediately upon any changes in the status of his or her license.

C. INSPECTIONS/CARE OF VEHICLES

1. Each employee assigned a City owned vehicle shall inspect the vehicle each day prior to usage for damage, inoperable lights, safe tires and any other condition that may be a safety hazard. Any issues discovered as a result of such inspection shall be reported to a supervisor immediately.

2. All City vehicles shall be locked when not in use or when unattended.

3. Each employee assigned a City owned vehicle is ultimately responsible for the location, condition, contents and utilization of their assigned vehicle during such assignment.

4. For those employees assigned Take Home Vehicles/Emergency Response or Work Vehicles:

a. Proper use, care, and cleanliness of City vehicles are the responsibility of the employee assigned to or utilizing the vehicle, which shall include, but not be limited to:

- i.) Safe operation of the vehicle;
- ii.) Proper and routine maintenance;

- iii.) Timely submitting an operator's report (where applicable); and
 - iv.) Safekeeping of the vehicle.
- b. Each employee assigned a City owned vehicle when notified or directed is responsible for scheduling or returning such vehicle for routine and preventative maintenance. City vehicles shall be taken to the proper maintenance facility.
 - c. Each employee assigned a City owned vehicle is responsible for notifying their supervisor or the City maintenance garage of any suspected vehicle issues as such issues occur.
5. Each employee assigned a City owned Take Home Vehicle/Emergency Response Vehicle must submit a mileage and fuel log by the fifth (5th) day of each month to the Budget Office.

D. ALCOHOL/CONTROLLED SUBSTANCES/MEDICATION/SMOKING

- 1. Alcoholic beverages, controlled substances or other intoxicating substances/agents are **not allowed** in City vehicles *under any circumstances*. The employee assigned the vehicle is responsible for any violations that occur as a result of any alcoholic beverages, controlled substances or other intoxicating substances/agents being in such vehicle.
- 2. Any City employee under the influence of alcohol, a controlled substance or other intoxicating substance/agent while operating a City owned vehicle, shall face all legal ramifications as well as disciplinary action, including but not limited to termination.
- 3. Employees are not permitted to operate a City vehicle while under the influence of any medication that may impair his or her ability to operate a motor vehicle. Any City employee under medication, or who may have any other condition that would impair their ability to drive, must immediately notify his or her supervisor.
- 4. Smoking is prohibited in City vehicles.

E. VEHICLE ACQUISITION/TRANSFER PROHIBITED

- 1. In **no** event shall any employee or Department Head acquire or transfer to another Department or to another employee, a City owned vehicle without prior written approval from both the Director of Fleet Operations and the Director of Management and Budget, and also from each respective Department Head whose department is involved in the acquisition or transfer.

F. ADDITIONAL REQUIREMENTS

- 1. Seat belts must be worn at all times by all drivers and passengers within a City vehicle.
- 2. Each employee assigned a City owned vehicle, and those using their personal vehicles in pursuit of City business, must observe all applicable laws of the State of New York, as well as any additional

regulations of the City or the County of Onondaga. Rules and regulations may differ, however, drivers are required to exercise due caution and care in travel at all times.

- 3. Any vehicular accident or injury in a City owned vehicle, or any accident or injury in a personal vehicle while performing work related business, must be immediately reported to the employee's supervisor and to the appropriate law enforcement agencies (i.e. 911 emergencies). Such accidents or injuries from a City owned vehicle must also be immediately reported by the employee's supervisor to the Director of Fleet Operations.
- 4. Any loss, theft, or damage of City equipment or vehicles must be immediately reported to the employee's supervisor and to the appropriate law enforcement agencies. Such loss, theft or damage must also be immediately reported by the employee's supervisor to the Director of Fleet Operations.
- 5. While the vehicle is in operation, the operator shall not engage in any activity which will be a distraction from safe operation of the vehicle, which shall include, but not be limited to, the following activities: reading, talking or texting on the phone or upon an electronic device (unless permissible hands free device) or utilization of an electronic device, unless such employee is specifically exempt by applicable law from such requirements.
- 6. Non-City personnel are not permitted in City vehicles under any circumstance, unless expressly authorized by his or her supervisor.

G. CONSEQUENCES OF VEHICLE POLICY VIOLATION

- 1. Violations of this policy may subject you to disciplinary action, up to and including termination.

****Please initial the following statements and print and sign below:****

_____ I have read and understand the above policy and accept the aforementioned conditions.

Print name

Date

Department

Signature

Director of Fleet Operations

Date