



CEO Agency Vehicle Task Responsibility Chart

Human Resources

- Initial Motor Vehicle Report
- Uploading signed annual Agency Use Policy to ADP

Fiscal

- Send in NYS Registration payments
- Receive gas receipts/match with invoice

Quality Assurance

- Initiate Insurance claims; distribute insurance ID cards
- Spot checks

Managers/Supervisors

- Conduct Driver Training
- Review monthly maintenance and mileage forms
- Conduct random monthly spot checks
- Review Accident Report

Facilities

- Maintain files for each agency vehicle
- Update mileage form for each agency vehicle
- Update LENS program through the NYS Dept. of Motor Vehicles
- Maintain and periodically review the Azuga GPS system
- Review and electronically file monthly mileage and maintenance forms
- Distribute new NYS Registration stickers to drivers, save a copy
- Notify drivers at beginning of month that agency vehicle NYS Inspection is due
- Notify drivers when a recall has been announced
- Deploy to driver for roadside assistance, as needed
- Assist with heavy snow removal

Drivers

- Ensure an understanding of all local motor vehicle laws and CEO training has been completed
- Perform a quick observation of the agency vehicle prior to each trip
- Ensure windshield NYS Registration and NYS Inspection stickers are up to date
- Ensure agency vehicle is clean on the interior and exterior
- Complete an entry on the mileage sheet for each trip
- Complete and upload monthly mileage sheet, along with the maintenance form
- Return vehicle, with at least a half-tank full of gas to the same location vehicle was picked up
- Send gas receipts to Fiscal
- Submit purchase requests for routine maintenance
- Schedule recall appointments
- Call for roadside assistance when needed
- Snow removal