



## CEO Agency Vehicle Task Responsibility Chart

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### Human Resources

- Initial Motor Vehicle Report
- Uploading signed annual Agency Use Policy to ADP
- Update LENS program through the NYS Dept. of Motor Vehicles

### 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
- Address staff identified by the Facilities Manager with unsafe driving habits based on the Azuga GPS system alerts
- Submit workorders for maintenance needs that can be addressed in-house or at a cost of less than \$50 (i.e. flat tire, dead battery, windshield wiper replacement, etc.)
- For vehicle repairs above \$50 follow the usual purchase request/purchase order procedure.
- Submit all invoices or vehicle repair documentation to [agencyvehicles@ceoempowers.org](mailto:agencyvehicles@ceoempowers.org) for filing
- Review Accident Report

### Facilities

- Maintain files for each agency vehicle
- Update mileage form for each agency vehicle
- Maintain and periodically review the Azuga GPS system
- Notify the appropriate manager/supervisor regarding any staff flagged for unsafe driving habits by the Azuga GPS system alerts
- Review, track and electronically file monthly mileage and maintenance forms
- Manage minor vehicle maintenance as submitted through the workorder form
- Install new NYS Registration stickers or distribute to drivers, save a copy in agency vehicle file
- 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
- Immediately report maintenance needs that can be addressed in-house or at a cost of less than \$50 to manager/supervisor so a workorder can be submitted (i.e. flat tire, dead battery, windshield wiper replacement, etc.)
- Immediately report repair needs above \$50 to manager/supervisor
- Schedule recall appointments
- Call for roadside assistance when needed
- Snow removal