



**Department:** Facilities

**Last Updated:** January 2025

# Agency Vehicle Management

## Policy Statement

CEO employees in certain positions may be required to drive agency vehicles to conduct official business on behalf of the agency. Employees must operate vehicles in a safe and responsible manner, and in compliance with all applicable state and local laws and regulations.

## Procedure

Within CEO, the Facilities Department ("Facilities") is responsible for managing the agency's fleet of vehicles and maintaining a formal written fleet management standard. Facilities will also provide proper maintenance of records on the agency's vehicles as well as the department the vehicle is assigned to.

### Eligibility for Use

1. Drivers must be CEO employees.
2. Before being allowed to operate an Agency Vehicle, the driver must first be trained by their supervisor on the CEO Agency Vehicle Management Plan. The Agency Driver Training Checklist will be completed. The driver will then review and sign the Agency Vehicle Use Agreement in the presence of their supervisor or designee. The supervisor or designee will forward this completed form to HR for recordkeeping.
3. Drivers must have a valid NYS driver's license and are required to immediately inform their supervisor of any license revocation, suspension, or restriction. This requires all potential drivers to supply their driver's license number to Human Resources (HR). An employee will not be eligible to drive an agency vehicle until they have signed the agency vehicle use agreement.



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4. CEO participates in the License Event Notification Service (LENS) program administered by the NYS Department of Motor Vehicles (DMV). The LENS program provides Human Resources and Facilities with reports of driver license revocations, suspensions, and restrictions.
5. CEO retains the right to require any driver using an agency vehicle to participate in a safe driving program and/or revoke driving privileges for any employee whose driving habits or record indicate: (i) pattern of unsafe operation; (ii) change in licensure as a result of DMV action which restricts driving privileges; or (iii) any incident or series of incidents that reasonably appear to reflect adversely on driving skills or ability which will be paid for by the Agency.
6. Any driver who uses or may use an agency vehicle must annually review the CEO Vehicle Management Plan and acknowledge in writing by sending a signed annual Agency Vehicle Use Agreement to Facilities ([ceovehicles@ceoempowers.org](mailto:ceovehicles@ceoempowers.org)). Written acknowledgement by email or other electronic means is acceptable. Facilities will forward to HR to maintain the acknowledgements in ADP.
7. Non-compliance with this policy may result in a loss of eligibility for use of agency vehicles or other disciplinary action up to and including termination.

## Use of Agency Vehicles

CEO agency vehicles should be used whenever possible for official agency business instead of a personal vehicle. Here at CEO, we assign agency vehicles to drivers or to programs for drivers to share. All employees who have been approved to drive a shared agency vehicle and need to obtain one must refer to the list of vehicles and contacts. That list is on the last page of this plan.

1. Agency vehicles may be used only for official agency business, and their use for any personal business is strictly prohibited except under very limited circumstances as approved and described below:
  - a. An employee uses an agency vehicle to travel to a worksite, and stops along the route for a meal break;
  - b. An employee who is assigned an agency vehicle to bring home, may make an incidental stop enroute to and from work as deemed necessary;
  - c. An employee uses an agency vehicle to travel out of the area to stay overnight. The employee may use the agency vehicle to drive to a nearby restaurant for meals;
  - d. An employee will need to travel out of the area for a meeting or a conference early in the morning, they are able to drive the agency vehicle home so they can get an early start to their destination upon approval of their supervisor.



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Even in cases where personal use is incidental to official business, each driver operating an agency vehicle is expected to exercise good judgment to avoid the appearance of impropriety.

2. When obtaining an agency vehicle, the driver should reach out to the contact person listed on the Vehicle Locations list (the last page of this plan) and make arrangements to retrieve the keys and pick up the vehicle at its designated location. The vehicle must be returned and parked in the same location that it was picked up. The keys must be returned to the contact person. It is the driver's responsibility to ensure the parking location is accessible at time of pick up and drop off.
3. Agency vehicles should never be used to transport passengers, unless those passengers are CEO employees, customers, or volunteers, and only while on official agency business. Transporting friends, family members, or pets in an agency vehicle is strictly prohibited.
4. All agency vehicles are equipped with a PHLYTrac GPS tracking system to ensure the safety of agency drivers and to increase safe driving habits. Alert notification will be activated when it is detected that the agency vehicle is traveling at a speed greater than 75 mph, traveling more than 10 mph over the posted speed limit, low battery alert, seatbelt alert, harsh braking or sudden acceleration and when the check engine light is on. The alerts will be reviewed periodically by the Facilities Manager for the purpose of looking for trends involving specific employees or vehicles. If a trend is identified, the appropriate director will be notified for coaching and/or disciplinary actions.

**General Requirements and Restrictions – Please also refer to the Employee Handbook, Section 1006, Driving for Agency Business**

1. Agency vehicles must always be operated in full compliance with all applicable Federal, State, and Local laws and regulations.
2. The driver is responsible for ensuring that the vehicle is in proper working order, has a valid NYS vehicle registration sticker affixed to the windshield, a valid NYS Inspection sticker affixed to the windshield and a valid insurance ID card in the glove box.
3. The driver is responsible for ensuring that the interior and exterior of the agency vehicle is maintained. Follow the usual purchase request/purchase order procedure to obtain coupons or an agency credit card to use to clean the vehicle.



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4. The manager and driver should become familiar with the vehicle owner's manual to ensure proper use and maintenance of the vehicle. The cycle of tire rotations and oil changes will be printed on the mileage log for each agency vehicle.
5. Agency vehicles must be operated in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment. Theft or vandalism is to be reported immediately by a driver to the local police and their supervisor who will notify Facilities immediately.
6. Agency vehicles must be locked after each use and the keys must be returned to their appropriate, secure location. Keys may never be left inside an unsecured vehicle.
7. Use of seat belts by drivers and all passengers, regardless of seating location, in agency vehicles is mandatory.
8. Use of proper, approved child seats to transport children is mandatory.
9. No driver may send or view emails or text messages or social media while driving.
10. No driver may use a cell telephone to engage in a call while driving unless the cell phone is used in a hands-free mode. Even hands-free calling should be conducted only if it does not interfere with the safe operation of the vehicle.
11. No driver may use alcohol or drugs that would impair driving. Possession or use of alcohol, illegal drugs or other intoxicating substances by any person in an agency vehicle is strictly prohibited.
12. Smoking or vaping in agency vehicles is strictly prohibited.
13. All persons are prohibited from carrying, possessing, or transporting firearms, other weapons or explosive devices in an agency vehicle.

### **Vehicle Use Records**

1. All drivers are required to complete the following prior to each trip:
  - a. Mileage Log which includes the driver's name, dates and times of use, starting location and destination, purpose of the trip, starting and ending odometer readings, fuel purchases and driver's initials or signature.
  - b. A walk-around the vehicle checklist. This is to assist the driver in becoming familiar with the agency vehicle.



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2. All drivers are required to send all gas receipts to Fiscal at [accountspayable@ceoempowers.org](mailto:accountspayable@ceoempowers.org) on the day of purchase, when possible, but no later than the next business day and indicate which vehicle the fuel was for.
3. The following forms are required to be completed and sent to Facilities no later than the fifth day of the month on each agency vehicle:

Note: This process will look different depending on if the vehicle is assigned to a driver or is a shared vehicle within a program. Managers of programs that share a vehicle will assign a staff member to ensure the forms below are complete and submitted via the gravity form on the Employee Intranet)

- Completed monthly Maintenance Form
  - Completed monthly Mileage Forms
4. The Facilities Manager will review the maintenance forms and mileage sheets for legibility and completeness. If the information is incomplete, the Facilities Manager or designee will immediately follow up with the individual driver to complete. The Facilities Manager or designee will keep electronic copies of the completed maintenance forms and mileage sheets.
  5. The BEST Director or designee will conduct random monthly and annual audits of the forms and the vehicles, to ensure that agency vehicle usage and drivers are adhering to the above procedure. The Quality Assurance Director will also conduct random monitoring to ensure compliance.

## Vehicle Maintenance

Agency vehicles must be serviced and maintained according to factory recommendations. Vehicles need to receive repairs and routine maintenance, including car washes. Each Department is responsible for scheduling oil changes, maintenance and NYS Inspections on each agency vehicle assigned to their department. Agency vehicles are required to be kept neat and clean. Any damage to the agency vehicle is to be reported immediately to the supervisor who will report it to the Facilities Manager.

Upon notice of a manufacturer's recall involving an agency vehicle, Facilities will inform the department the vehicle is assigned to and they are responsible to immediately schedule the recall



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service and bring the vehicle to an authorized dealer to take care of the recall.

1. Each agency vehicle's glove box must contain:
  - a. A copy of the vehicle's current NYS Registration
  - b. A copy of the vehicle's current Insurance ID card
  - c. The owner's manual for the vehicle
2. Each agency vehicle has a folder that must contain:
  - a. Current month's mileage log
  - b. Daily walk-around checklist
  - c. Monthly maintenance record
  - d. A hard copy of this Plan
  - e. An accident record form <https://dmv.ny.gov/forms/mv104.pdf>
3. Each agency vehicle must contain a first aid kit
4. Cleanliness
  - a. All rubbish, trash, beverage containers, etc., must be removed from the agency vehicle by the driver after each trip.
  - b. It is the driver's responsibility to notify their department when an Interior and/or Exterior car wash is needed. The Department will follow prescribed purchase request/purchase order procedures to enable the driver to complete this task on a routine basis.
5. Snow Conditions
  - a. It is the driver's responsibility to ensure a snow brush and ice scraper are in the agency vehicle at all times.
  - b. It is the driver's responsibility to remove snow accumulation on the agency vehicles assigned to their department, even if the vehicle is not being driven. In the event of an extreme snowfall, the Facilities Department may be able to assist in removing snow to those agency vehicles parked on or near the Fifth Avenue Campus.

Parked agency vehicles, from time to time, may need to be moved to clear the parking lot of snow. Each department will work with Facilities to establish protocols when snowy weather is predicted or occurring.

6. Fueling:



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- a. Fuel credit cards must be stored in the agency vehicle's glove box. Fraudulent use of the agency fuel cards may subject the user to administrative action including suspension, termination, restitution and referral for criminal investigation.
- b. Drivers will always return the agency vehicle with at least a half-tank of gasoline.
- c. The driver using the fuel credit card is responsible for always safeguarding the card. It must never be left in an unsecured vehicle. If a fuel credit card is lost or stolen, the driver must immediately notify their supervisor who will notify the Fiscal Department to cancel the card and issue a replacement.

## **Vehicle Repairs**

- 1. Emergency Service
  - a. If you need roadside assistance when you are not at a work site, check the mileage log information in the agency vehicle. Be sure you are not in harm's way and call the Roadside Assistance number on the mileage log. If there is no Roadside Assistance number indicated on the mileage log, or you are at a work site, call the Facilities Department at (518) 321-7388, (518) 272-6012, Ext. 207, 406, or 410 who will either come to you, or deploy AAA to your location.
- 2. Routine and Preventative Maintenance or Repairs
  - a. Facilities will notify Departments of upcoming NYS Inspections needed on all agency vehicles at the beginning of the month. It is the responsibility of the departments and drivers to ensure this task is completed by following the usual purchase request/purchase order procedure; a copy of the NYS Inspection Report must be sent to Facilities to update their records. A follow-up email will be sent to the Departments if a copy of the NYS Inspection Report is not received by the 20<sup>th</sup> of the month. The vehicle's folder will indicate the service stations of choice.
  - b. Drivers and Departments must refer to the individual agency vehicle mileage sheets for the schedule of other routine maintenance.
  - c. Drivers and Departments must submit a workorder 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.).
  - d. Drivers and Departments are responsible for following agency/program protocol to address vehicle repairs above \$50, such as the consideration of program budget, acquiring multiple quotes, and working with Facilities for any additional guidance.
  - e. Drivers and Departments must notify Facilities of any maintenance performed on the agency vehicles so they can update the individualized Mileage Sheets with new routine maintenance dates.



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### **Risk Management / Accident Procedures**

To minimize the risk of an accident, drivers must always observe all State and Local traffic laws.

Accidents will be reviewed to determine preventability. A driver that has been involved in an

accident with an agency vehicle may be required to attend a defensive driving course.

Any changes to a driver's record for a revoked or suspended license must be reported immediately to their supervisor. Failure to report a revoked or suspended license while driving an agency vehicle will result in disciplinary action up to and including termination.

In the event of an accident, the driver is to follow these steps immediately, or as soon as practicable:

1. Make yourself safe by getting to a secure area.
2. Contact emergency services (911) as necessary.
3. Notify your supervisor and Facilities
4. If the vehicle will need to be towed, check the monthly mileage sheet to determine if manufacturer's roadside assistance or the Facilities Manager should be called to deploy a AAA member.
5. Do not admit fault or liability for the accident. Do not express any opinion or make any statement to anyone about the accident except to law enforcement.
6. Accidents involving bodily injury always require Police to be summoned to the scene of the accident. Each person involved in the accident must be included on the MV-104 form with all their pertinent information.
7. Take pictures of the accident scene when safe to do so.
8. Complete an MV-104 "Accident Report Form" <https://dmv.ny.gov/forms/mv104.pdf>
9. Complete the internal CEO Incident/Accident Report.
10. Forward all information/reports to Facilities and supervisor upon return to the office by end of day, if possible, but no later than 24 hours after the accident.

### **Additional Documents & Resources**

[Agency Vehicle Use Agreement](#)

[Driver Training Checklist](#)

[Agency Vehicle Task Responsibility Chart](#)

[Vehicle Accident Report Form](#)

[Monthly Vehicle Maintenance Checklist](#)