

CORPORATE POLICY

SUBJECT: MOTOR VEHICLE AND EQUIPMENT POLICY

1.0 SCOPE

This policy addresses the management of company vehicles, mobile specialized work equipment, and rolling stock, including fleet management, acquisition and disposal, assignments, maintenance, usage, and reporting.

2.0 IMPLEMENTATION

The staff of all Authority Business Units and Departments shall adhere to this policy. Implementing procedures shall be prepared as necessary to provide appropriate guidance in meeting the management controls described. Recommendations for changes to this policy or a new corporate policy shall be processed in accordance with CP1 -1 "Corporate Policy Program Administration.

3.0 MANAGEMENT CONTROLS

3.1 General

3.1.1 Acquisition

- a) Fleet Management will purchase or lease all of NYPA's passenger vehicles, mobile specialized work equipment and rolling stock. All fleet vehicle and equipment purchases covered by this policy will be funded in the Fleet Management budget. Maintenance and supplies for these vehicles will be funded in each site Fleet Maintenance budget.
- b) Throughout the year, the Director of Fleet Operations (DFO) and/or his or her designee will undertake site visits to evaluate the condition of all fleet assets and meet with the site management to develop recommendations for replacement or reassignment of vehicles.

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- c)** By August 1st of each year, vehicle acquisition requests will be submitted to the DFO by each site manager or business unit head for review and consideration for possible inclusion in the following year's budget.
- d)** The standard for passenger vehicle review for replacement will be 75,000 miles or 5 years of service, whichever comes first. The estimated residual value, present condition, service and repair history and anticipated vehicle utilization will also be considered in the application of this standard.
- e)** The DFO will standardize the type of vehicle purchased based upon Office of General Services (OGS), group volume discounts and current Procurement Guidelines. See also 3.1.4 (e) below.

3.1.2 Maintenance

- a)** The DFO will oversee the maintenance of all vehicles, mobile specialized work equipment and rolling stock. All fleet assets will be maintained according to the standards and procedures established by the DFO.
- b)** The mechanics assigned to Fleet Maintenance are responsible for the continued maintenance and upkeep of the site vehicles assigned to them at any time for such purpose.
- c)** Vehicle maintenance at the sites will be tracked in the Fleet Management Information System, which will be overseen by the DFO.

3.1.3 Fuel

- a)** Preference should be given to using internal Authority Fuel Sites for fueling all Authority vehicles and equipment. Employee ID numbers and vehicle odometer readings must be accurately input into the fuel dispensing system. Failure to accurately input either Employee ID numbers or vehicle odometer readings will prevent the system from dispensing fuel.

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- b) In the event that vehicles and equipment need to be refueled in the field, Wright Express Fuel cards must be utilized. Employee ID numbers and vehicle odometer readings must be accurately input into the fuel dispensing system. Failure to accurately input either Employee ID numbers or vehicle odometer readings will prevent the system from dispensing fuel. **Fuel Card purchases are to be limited to regular blend fuel only, no premium blend fuel. Fuel cards are to be used only for the vehicle it is assigned to. Fuel Cards purchases are limited for fuel purchases only.**
- c) In the event that Wright Express Fuel Cards are not honored at the fuel site, an employee may elect to pay for the fuel in cash or personal credit card. Only computer printed receipts will be honored for reimbursement. Reimbursement for hand written receipts will be considered an exception to this policy and needs to be specifically approved by the department head of the individual seeking reimbursement.

3.1.4 Usage/Reporting Requirements

- a) NYPA owned vehicles (except those described in subsection (e) below), and vehicles rented by NYPA employees, are to be used for official business and are not to be used for personal purposes. **De minimis** or incidental use associated with the official business use of the car is permitted. Employees are to exercise reasonable judgment in the use of these vehicles.
- b) **Only NYPA employees are authorized to operate NYPA vehicles and/or equipment. Contractors are not allowed to operate NYPA vehicles and/or equipment unless being operated by a vendor for vehicle maintenance purposes.**
- c) **Only authorized passengers are permitted to ride in NYPA vehicles (except those described in subsection (e) below). Non-NYPA individuals such as family members should not be passengers in a NYPA vehicle unless they are involved in the conduct of NYPA**

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business.

- d) All fleet passenger vehicles, except those assigned to a specific employee with the explicit approval of the Senior Vice President of Enterprise Shared Services, are considered part of the company fleet and are available for shared NYPA business use at any time.
- e) If a specific employee is assigned a NYPA vehicle as set forth in subsection (d) above and authorized to use it for commutation or other personal use, that employee must do so in compliance with the applicable IRS, NYPA and payroll guidelines and requirements.
- f) The use of Alternate Fuel Vehicles (AFV) is both a State and NYPA mandate. Effective 2006, all purchases of vehicles weighing less than 8,500 pounds must be AFV's. Alternative Fuels will be used in Alternative Fuel Vehicles to the extent practical. Where applicable, electric vehicles may be deployed at all locations for low mileage trips and those functions which fall within the range of the electric vehicle.
- g) All vehicles are required to have their daily utilization recorded on a Daily Mileage Log except those assigned to a work activity that will not require the vehicle to leave the NYPA site (property) to which it is assigned.
- h) Vehicle and equipment assignment and re-assignment will be the responsibility of the DFO. The DFO will oversee the surplus and disposal process for all fleet assets covered by this policy utilizing the existing Procurement Guidelines.
- i) Any **NYPA employee** who operates a company vehicle or piece of equipment should take care of the condition of the vehicle or piece of equipment while in their custody. Employees are expected to exercise good judgment in the protection of the company's assets. Employees are responsible for identifying any potential damage or defects prior to use, and for quickly reporting any damage or defects after such use.

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- j) Any NYPA employee who operates a NYPA vehicle is required to attend the National Safety Council's defensive driving course once every three (3) years.
- k) Smoking in NYPA vehicles is prohibited.

3.2 Responsibilities

- 3.2.1 The DFO will have overall responsibility of overseeing this policy and assuring that all sites are in compliance with the said policy.
- 3.2.2. The General Maintenance Superintendents at the sites will be responsible for compliance with the vehicle policy at their respective sites.
- 3.2.3 The DFO will chair a committee with representation from each site who will be responsible for development of appropriate procedures for implementation of the policy subject to final approval by the responsible Senior Vice Presidents/ Executive Vice Presidents.
- 3.2.4 The Driver is responsible for having both a valid and appropriate class driver's license in his/her possession when operating any vehicle while on NYPA business. Human Resources (HR) Department is responsible for monitoring employee driver's license status via a license monitoring system. HR will maintain records of all drivers for five (5) years.
- 3.2.6 Employees shall abide by all applicable federal, state, and local laws or regulations and NYPA policies (e.g., EP 4.5 Fitness for Duty) while operating any vehicle on NYPA business or property.
- 3.2.7 All traffic and parking laws are to be obeyed. Posted speed limits are not to be exceeded, nor is the vehicle to be operated above safe driving speeds for road conditions. All motor vehicle violations

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received while operating a NYPA vehicle are the responsibility of the driver involved. Violations include, but are not limited to, parking tickets, moving violations, EZ-Pass speeding fines, and any late fees or penalties.

3.2.8 The use of hand held cell phones and other portable electronic device while operating a NYPA vehicle is prohibited. Refer to CP 1-6 [Restrictions on the Use of Hand-Held Mobile Telephones While Operating a Motor Vehicle.](#)

3.2.5 Failure to comply with any provision of this policy may result in disciplinary action up to and including termination of employment.

3.3 Additional Responsibilities for Commercial Vehicle Drivers

Employees who drive commercial vehicles for work-related purposes must:

- a) give their site Human Resources Facility Manager (HRFM) information on all driving jobs held for the past 10 years when they apply for a position that requires operation of a commercial vehicle;
- b) complete a written pre-trip inspection report before operating any of NYPA's commercial vehicles;
- c) notify their site HRFM in writing within 30 days after a conviction for violating any motor vehicle traffic control law (other than a parking violation) regardless of the type (or owner) of vehicle driven when the offense occurred; and
- d) notify their site HRFM when their licenses have been suspended, revoked, or canceled, or if they have been disqualified from driving for any reason. This notification must be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification regardless of whether the employee is required to report to work on that day.

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4.0 REFERENCES

- 4.1 CP 1-1 Corporate Policy Program Administration
- 4.2 CP 2.1 Travel
- 4.3 EP 4.5 Fitness for Duty

President and Chief Executive Officer