

**CITY OF NEW ORLEANS  
CHIEF ADMINISTRATIVE OFFICE**

**POLICY MEMORANDUM NO. 5 (R)**

**December 16, 2016**

TO: All Departments, Boards, Agencies and Commissions  
FROM: Jeffrey P. Hebert, Deputy Mayor and Chief Administrative Officer  
SUBJECT: **Vehicle and Equipment Policy**



**I. PURPOSE**

The purpose of this policy memorandum is to state the responsibilities and accountability of each Department, Vehicle Coordinator, Operator, Authorized External User, and the Equipment Maintenance Division (EMD) regarding the appropriate use of City vehicles and equipment, their operations, maintenance, fueling, and the coordination of these activities. This entire policy applies to all licensed passenger motor vehicles and other motorized equipment considered property of the City of New Orleans. This policy supports reduced costs, better management of City resources, reduced claims and liabilities and designation of areas of responsibility and accountability.

**II. GOVERNING AUTHORITY**

Chapter 3 Section 4-302(5) of the City Charter authorizes the Chief Administrative Officer (CAO) to "prescribe accepted standards of administrative practice to be followed by all offices, departments, and boards." When governed by a contract with the City, or who operate vehicles owned by the City, or who use fuel provided by the City, Authorized External Users must follow these same standards.

**III. BACKGROUND**

The City's fleet is assigned to and operated by individual City Departments and certain Authorized External Users. Acquisitions, monitoring, maintenance and fuel services are provided by EMD. Optimization of fleet operations and services is best accomplished by a coordinated effort between the users (the departments and their employees) and the fleet service provider (EMD).

**IV. VEHICLE IDENTIFICATION**

Unless exempted below, all City vehicles covered by this policy are required to have a public plate and must be identified as belonging to the City of New Orleans (La. R.S. 49:121). The City has designated an authorized eight inch decal on both front doors as the City's identification. If there are no doors, the decal will be applied to the most conspicuous place. Where applicable, the City asset number shall be affixed to the vehicle in a protected location. Any vehicle

not identified in accordance with this section shall be sent to EMD to have decals installed. The requirements in this section do not apply to vehicles exclusively used by elected officials or those vehicles operated by law enforcement personnel and exempted by State Law.

Employee/operator and Authorized External User will be held accountable for insuring that vehicles and equipment assigned to and/or operated by them are decalced in accordance with Louisiana State Law.

## **V. SECURITY**

All vehicles must be locked when not in use and all equipment or valuables within the vehicle (whether City or personal) placed in a location where it is out of sight of passersby. Missing vehicles and equipment shall be reported immediately to the Police Department and EMD.

No personal weapons are to be transported or stored in any City vehicle by any non-commissioned Peace Officer. No personal, authorized off-duty, or service weapons are to be stored in any City vehicle by a commissioned Peace Officer while off-duty as dictated by NOPD Regulations Manual Chapter 1.4 Sections 55(j)-(m). All vehicles released to EMD for transport and repair must be free of weapons and ammunition prior to release.

All Appointing Authorities shall develop and implement a procedure for monitoring the storage of vehicles and equipment. The procedure is especially important for monitoring departmental pool vehicles which are not assigned to an individual employee.

Please be advised that personal property is not insured for loss or damage by the City.

In the event an employee/operator or Authorized External User locks the key(s) to their vehicle in their vehicle, it is the employee/operator's responsibility to arrange for the removal of and pay any resulting cost charged for the removal of key(s) by a locksmith or similar service provider.

There should be no reasonable expectation of privacy with the usage of City vehicles.

## **VI. POLICY ACKNOWLEDGEMENT & DOCUMENTATION**

Acknowledgement of this policy and required documentation shall occur as follows:

- A. Departmental Vehicle Coordinators must issue this CAO policy and any related

Circular Memorandum, to each Employee and Authorized User with vehicle use privileges. Those employees and Authorized External Users must sign Attachment A acknowledging receipt and understanding of this policy. Vehicle Coordinators must store copies of this acknowledgement in user department employee files.

- B. Copies of this policy memorandum, vehicle registration and copies of the City's self-insurance letter shall be kept in all City vehicles at all times.

## **VII. AUTHORIZED OPERATORS**

Regulations regarding authorized operators of City vehicles and equipment are as follows:

- A. Only City employees and Authorized External Users, authorized by contract (or who operate vehicles owned by the City, or who use fuel provided by the City), holding the required and appropriate vehicle operators licenses, are allowed to operate City vehicles and equipment. No other individual, including family members, is permitted to operate City vehicles and equipment.
- B. Any employee/operator or Authorized External User who is found to have violated any standard of this policy may be denied the right to operate City vehicles and equipment and to use city fuel cards. In addition, the non-compliant employee/operator or External User will be ineligible for City business related mileage reimbursement until such time as the Appointing Authority determines that the employee/operator or External User may again become an authorized user. Mileage reimbursement will continue to be provided as specified by statute, e.g., for Worker's Compensation related medical treatment.

Any of the following actions are grounds for restricted driving privileges, up to and including suspension or termination of driving privileges:

- Speeding over 20 mph
- Unlawful Use of License
- Fraudulent Use of Brake Tag
- No Insurance
- Reckless Operation
- Hit and Run
- Suspended Driver License
- DWI
- Violations of this policy not listed above

### Departmental Responsibilities:

- C. The Appointing Authority and Authorized External User shall determine which employees are authorized to operate City vehicles and equipment. If driving is an essential part of an employee's job, they must be deemed an authorized

operator.

- D. When given notification from EMD that Vehicle Coordinators and/or authorized operators are not complying with any part of this policy, departments are required to apply their departmental progressive discipline policy to those employees.
- E. City Departments and other agencies with Authorized External Users must appoint a Department Vehicle Coordinator and a back-up coordinator to coordinate and monitor fleet operations policies, guidelines and practices and to act as liaison to EMD. Departments shall furnish EMD with the name, title, work address, telephone number, and any other contact information for the coordinator and the back-up coordinator. Although the scope of duties of the Departmental Vehicle Coordinators may vary somewhat because of the differences in the sizes and uses of vehicle fleets among agencies, all Vehicle Coordinators shall comply with the responsibilities outlined in this policy unless otherwise waived by EMD.

Vehicle Coordinator Responsibilities:

- F. Maintain a list of employees who are authorized to drive. Any person who is determined to be a high risk driver or has violated any standard of this policy should be removed from the authorized list. This list should be updated biannually and submitted to the Fuel Services Manager with biannual fuel card reconciliation list.

Employee Responsibilities:

- G. Immediately report to Vehicle Coordinators any revocation, suspension, or addition of restrictions to driver's licenses and/or certifications.

**VIII. SAFETY**

The City's guidelines for safely operating City vehicles and equipment is as follows:

- A. Policy Memorandum No. 89 or its latest revision provides for specific post-accident testing and states the City's commitment to a drug free workforce. The work environment of all City employees shall be free from adverse effects of smoking, drug and alcohol abuse. This includes City automobiles, trucks, and all other vehicles and equipment for use by authorized City employees, whether leased, owned, or used. Please refer to Policy Memorandum No. 89 and Policy Memorandum No. 76(R) or their latest revisions for additional policies and procedures.

Departmental Responsibilities:

- B. Obtain from the Risk Management Division a report of on-the-job vehicle

incidents for all authorized Employees/operators and External Users.

Vehicle Coordinator Responsibilities:

- C. Ensure that each authorized driver completes a driver safety course recognized by the Risk Management Division and provides documentation that certifies completion. Coordinators must record employee completion of this course in the authorized driver list.
- D. Deliver traffic camera violations received from the Department of Public Works/EMD to the responsible employee for him/her to either pay the violation or seek a waiver as established in Policy Memorandums 123 and 124 or the latest revisions.
- E. Deliver written notice to any employees who have delinquent tickets, over 60 days past due, that they have 30 days to pay the ticket or face disciplinary action. As established in Policy Memorandum 123 or its latest revision, if the employee has not paid the ticket after 30 days, the department will be responsible for paying the ticket immediately.

Employee Responsibilities:

- F. Employee/operators and Authorized External User will be responsible and held accountable for vehicles and equipment assigned and/or operated by them. Employee/operator and Authorized User must operate City vehicles and equipment in a safe and courteous manner consistent with the operating limitations established by the manufacturer and in accordance with this policy and internal Departmental Fleet Operations Policies.
- G. Employee/operator must prove that they possess an appropriate valid driver's license, proof of personal insurance (if the employee is assigned a take-home vehicle), and required certification to operate the City vehicles and equipment assigned to them for operation.
- H. Employee/operator and Authorized External User must use safety restraints in compliance with local and state laws.
- I. Except for occurrences related to emergency response by first responders, mobile devices are not to be used while operating City-owned vehicles or equipment or any vehicle while on City-owned property. This includes, but is not limited to, talking, texting or the use of applications. Should a mobile device need to be used in a non-emergency capacity, operators must exit the public right of way, find a safe parking location and place the vehicle in park before operating the mobile device.
- J. Parking and/or moving violations are the personal responsibility of the employee/operator and Authorized External User. Failure by the employee/operator to pay or otherwise resolve parking and/or moving

violations may result in disciplinary action, up to and including dismissal. An Authorized External User who fails to resolve parking and/or moving violations may result in revocation of its authorized use. Departments and Authorized External Users will notify any employees who have delinquent tickets, over 60 days past due, that they have 30 days to pay the ticket or face disciplinary action. As established in Policy Memorandum 123 or its latest revision, if the employee or Authorized External User has not paid the ticket after 30 days, the department will be responsible for paying the ticket immediately.

EMD Responsibilities:

- K. Notify the Chief Administrative Office of suspended and/or confirmed failure of departments to comply with the City's Vehicle and Equipment Policy.

**IX. VEHICLE INVENTORY**

The City's guidelines for accurately inventorying the City's fleet is as follows:

Vehicle Coordinator Responsibilities:

- A. Conduct a quarterly inventory and maintenance report on vehicles (take home included) and equipment. The report shall be sent to the Fuel Services Manager in the specified format as available on EMD's section of the City's website at [nola.gov/equipment-maintenance-division](http://nola.gov/equipment-maintenance-division). The report must include:
  - 1. Vehicle description (year, make, model and color)
  - 2. License plate number (if applicable)
  - 3. Vehicle identification number (VIN)
  - 4. City asset number
  - 5. Name of the employee assigned the vehicle, whether that employee is authorized for take-home use of that vehicle, and if so, the justification for the take-home assignment
  - 6. Certification that the vehicle is decal and marked in accordance with this policy
  - 7. Certification that this policy memorandum, the vehicle registration document and the City's self-insurance letter are contained in the vehicle
  - 8. Certification that the employee has proven possession of a current and valid driver's license. An out of state driver's license is acceptable provided that the employee provides their official driving record from the state of issuance.
  - 9. Certification that the employee has provided proof of personal insurance on a yearly basis if assigned a take-home vehicles
  - 10. Last seven digits of the fuel card assigned to the vehicle
  - 11. Quarter-end odometer readings
  - 12. Schedule of preventative maintenance performed over the quarter,

- including the date of and mileage at the time of last service
- 13. General comments on the condition of the vehicle
- 14. General parking location of the vehicle

The report shall cover all vehicles owned or leased by the City and/or under control of a City department or Authorized External User and shall be sent to the Fuel Services Manager no later than the twentieth day of the first month of the next quarter. Any department that fails to comply with this requirement will be subject to discipline. Any Authorized External User who fails to complete this report in its entirety with this requirement will be subject to revocation or its authorized use.

## **X. VEHICLE USE**

Proper use of City vehicles and equipment is as follows:

### Departmental Responsibilities:

- A. Each department and Authorized External User is responsible and will be held accountable for vehicles and equipment assigned to it as well as monitoring and controlling employees operating those vehicles and equipment.
- B. Political activity is prohibited. City vehicles and equipment shall not have political bumper stickers or signs. City vehicles and equipment shall not be used to transport political paraphernalia or promote political activity in any other manner.

### Vehicle Coordinator Responsibilities:

- C. Initiate and/or conduct investigations for suspected vehicle or equipment misuses and/abuse and take appropriate action, in conjunction with the Appointing Authority. Report the results of these investigations and the actions taken to the Chief Administrative Office and EMD within one week of completion.
- D. Provide the pre-trip vehicle inspection form (Attachment G) for operators. Regularly monitor that the logs are completed and store records for each vehicle for 5 years.
- E. Receiving communication from employees regarding vehicle maintenance and/or services and coordinating resolution for maintenance/repair with EMD.

### Employee Responsibilities:

- F. Complete the pre-trip vehicle inspection form as required in Attachment G before each shift or use cycle begins and communicate conditions requiring maintenance and/or services to vehicle coordinator.

- G. Employee/operator and Authorized External User will be held accountable for vehicle and equipment abuse and/or misuse, and may be held accountable for repair and/or service costs resulting from their failure to obtain services and/or repairs in a timely manner.
- H. Per Policy Memorandum 76R or its latest revision, employee/operator and Authorized External User are prohibited from smoking in city vehicles.

EMD Responsibilities:

- I. Setting utilization goals for each vehicle type in the fleet based on distance driven, fuel used and engine time.
- J. Notifying individual departments and the Chief Administrative Office of suspected and/or confirmed fuel, vehicle and/or equipment misuse and/or abuse.

**XI. FUEL**

The City’s guidelines for fueling vehicles and equipment is as follows:

- A. Subject to conditions of maintenance and repair, all City employees/operator vehicles and equipment will use the City fuel facilities listed below for all normal operational fuel services, unless otherwise authorized by the Fuel Services Manager.

**MAIN FUEL FACILITIES FOR ALL DEPARTMENTS**

<b>LOCATION</b>	<b>HOURS OF OPERATION</b>
Broad St. Facility 506 North Broad St.	24 hours a day 7 days a week
Algiers Facility 2341 Wall Blvd.	24 hours a day 7 days a week
New Orleans East Fuel Facility 10200 Old Gentilly Road	24 hours a day 7 days a week
Parkway Gentilly Fuel Facility 2829 Gentilly Blvd.	PKWY schedule

**SPECIFIC DEPARTMENTAL FUEL FACILITIES**

NOFD Facility Diesel Dispensers City-wide locations	NOFD vehicles only NOFD schedule
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Departmental Responsibilities:

- B. Require HR manager to send Fuel Services Manager completed Fuel PIN Deactivation Form (Attachment K) when employees are terminated.
- C. Require that each authorized operator uses the unique Employee PIN number assigned to them for fuel.

Vehicle Coordinator Responsibilities

- D. Be responsible for the security of all departmental fuel cards.
- E. Reporting any lost, stolen or malfunctioning vehicle fuel cards and/or PIN numbers to the Fuel Services Manager by e-mail immediately after discovering that any card is missing and/or PIN compromised.
- F. Reporting any PIN that needs to be deactivated to the Fuel Services Manager immediately upon the transfer or loss of driving privileges of an employee.
- G. Ensure that all employees complete the Fuel PIN Request Form (Attachment L), including new employees who the department authorizes to operate City-owned vehicles and equipment.
- H. Keeping all Fuel Dispensing Exception Reports (Attachment E) received from employees and forwarding a copy of them to the Fuel Services Manager within two business days of receipt.
- I. Monitoring and auditing the fuel use reports on a weekly basis in order to compare fuel use to departmental operations and/or to identify any discrepancies or inconsistencies that may indicate an impropriety. Specifically, a Department Vehicle Coordinator will search for:
  - 1. Multiple fuel transactions in one day;
  - 2. In comparison to an average fuel transaction for a vehicle, any larger than normal fuel transactions;
  - 3. If a vehicle is assigned a normal operator, any fuel transaction for a vehicle initiated by any employee other than the vehicle's regular operator.
- J. Initiating and/or conducting investigations for any discrepancy, inconsistency, or impropriety suspected and taking the appropriate action as warranted by the situation.
- K. Biannually review the list of their respective department's fuel PINs and fuel cards for accuracy and completeness and notify the Fuel Services Manager of

any necessary updates.

Employee Responsibilities:

Employee/operators and Authorized External Users must following the following fuel guidelines:

- L. Dispense fuel from the City facilities as listed in this policy.
- M. Use his/her own Employee PIN number and the correct vehicle fuel card when obtaining fuel.
- N. Keep the fuel card assigned to a vehicle in the glove box of that vehicle.
- O. Keep their Employee PIN number personal, private and confidential.
- P. Enter an accurate odometer reading during the initiation of a fuel transaction.
- Q. If a vehicle fuel card is lost or stolen, notify their Departmental Vehicle Coordinator immediately so that the appropriate action can be taken.
- R. Notify the Departmental Vehicle Coordinator immediately if they are aware of, or have reason to suspect that confidentiality of his/her or any other Employee PIN number has been compromised so that appropriate action can be taken.
- S. Out of town fuel cards are not to be used in the greater metropolitan or adjacent New Orleans area.
- T. Vehicles and equipment without Asset Numbers must use the specific fuel card as designated by Departmental Vehicle Coordinator for that unit and/or type of equipment.
- U. Submit the Fuel Dispensing Exception Report (Attachment E) any time an incorrect PIN or fuel card is used. This report must be submitted to the Departmental Vehicle Coordinator by the next business day.

EMD Responsibilities:

- V. Provide every authorized operator a unique Employee PIN number for fuel. EMD will generate the number randomly to ensure security for all PINs.
- W. Providing fuel and fuel services, including fuel consumption and discrepancy reports.
- X. Provide fuel system administration, operations and services.
- Y. Establish a Fuel Services Manager whose responsibilities include:

1. Prepare and administer fuel product and automated fuel service contracts.
2. Operate and maintain the City fuel facilities as listed in this Policy.
3. Evaluating all requests by departments for exemptions to Section XI of this policy.
4. Distribute the monthly fuel use reports for each Vehicle Coordinator to review.
5. Assist any employee/operator having problems with fueling operations.
6. Deactivate vehicle fuel cards and Employee PIN numbers as required.
7. Order and distribute Employee PIN numbers and vehicle fuel cards as requested.
8. Biannually send Department Vehicle Coordinators a list of each respective department's PINs and fuel cards so that Coordinators can review.
9. Review and store Fuel Dispensing Exception reports received from Departmental Vehicle Coordinators.

## **XII. MAINTENANCE & REPAIRS**

The procedures for repairing and maintaining City vehicles and equipment are as follows:

### Departmental Responsibilities:

- A. Bring all vehicles and equipment in need of repair to the Central Maintenance Garage. EMD staff will decide if the repair will be conducted by EMD or sent to an outside service provider. To inquire about the status of a repair, the Appointing Authority or Departmental Vehicle Coordinator must email [emdrepairs@nola.gov](mailto:emdrepairs@nola.gov). Any repair authorization or parts purchase from an outside vendor that has not been approved by EMD will be paid out of departmental budgets.
- B. When inquiring about the status of a repair, departmental employees are not to contact outside vendors directly. Inquiries relating to the status of repair must be sent to [emdrepairs@nola.gov](mailto:emdrepairs@nola.gov).
- C. While at the Central Maintenance Garage, all non-EMD personnel are to remain in the check-in area and are prohibited from interacting with

mechanics for safety reasons.

Vehicle Coordinator Responsibilities:

- D. Record vehicle maintenance services in the quarterly inventory report and coordinate maintenance services (both scheduled and unscheduled) with EMD. Ensure that an oil change and preventive maintenance are performed every 3,000 miles and that every third oil change is conducted at the Central Maintenance Garage for a more thorough preventive maintenance service.

Employee Responsibilities:

- E. Ensure that the vehicles and equipment assigned to and/or operated by them are delivered for scheduled and/or unscheduled maintenance services.
- F. During normal operating hours (7 A.M. to 3:30 P.M.), bring vehicle in need to repair to Central Maintenance Garage front check-in area, turn-off vehicle, check-in with supervisor and describe reason for visit. Once the work order for repair has been created, employees are to remain in the check-in area until departing the Central Maintenance Garage.
- G. During afterhours and weekends, employee/operators must call the City's 24-hour towing service, Rudy Smith Towing, at 504-524-5800 to have the vehicle towed to the Central Maintenance Garage. All vehicles towed to the Central Maintenance Garage afterhours are to be placed in the fenced in enclosure on the corner of Chickesaw and Alvar. Both Rudy Smith and Departmental Vehicle Coordinators have the lock information. Keys to the vehicle are to be left above the visor on the driver's side. Employee/operator or the Vehicle Coordinator must follow up in email [emdrepairs@nola.gov](mailto:emdrepairs@nola.gov) describing the service requested or reason for vehicle repair by 7:00 AM the next business day.
- H. When picking up a vehicle from the Central Maintenance Garage, check-in at the front desk. Employee/operator should conduct a walk-around with EMD staff to ensure repair satisfaction and sign their name on work order to acknowledge repair was completed.

EMD Responsibilities:

- I. Providing scheduled and unscheduled maintenance services, the coordination of those services, and supervision of City service/repair facilities and garages where City-owned vehicles are maintained. Scheduled preventative maintenance will be performed according to EMD standard operating procedure checklists.

**XIII. ACCIDENTS**

- A. All incidents and/or accidents, regardless of severity, that results in property

damage, injury to employees or others, or damages to City vehicles must be reported. See Attachment B for instructions on the procedures to follow in the event of an incident and/or accident.

- B. Employees/operators involved in an accident must submit the Vehicle and Equipment Damage Report Form (Attachment C) to their Departmental Vehicle Coordinator and their Supervisor. The Vehicle Coordinator then must email that form to [emdaccidents@nola.gov](mailto:emdaccidents@nola.gov) within 24 hours.

#### **XIV. EMERGENCIES**

##### Employee Responsibilities:

- A. In the event a vehicle needs towing, during normal operating hours, (7 A.M. to 3:30 P.M.), employees should call EMD at 504-658-8800 to arrange for a the vehicle to be towed to the Central Maintenance Garage. During afterhours, follow the guidelines for contacting Rudy Smith Towing outlined above Section XI, Subsection F.

##### EMD Responsibilities:

- B. Providing emergency services and special event support.

#### **XV. PROCUREMENT & RETIREMENT**

##### Vehicle Coordinator Responsibilities:

- A. Establish minimum vehicle and equipment availability requirements and needs assessments consistent with department service and operations and communicate those priorities to EMD on an annual basis by the first day of April of each year.
- B. Establish, in conjunction with EMD, departmental vehicle and equipment replacement recommendations and specifications.
  - a. All departments and agencies must receive an EMD recommendation and CAO approval in writing prior to the start of procurement research. This should include details on the age and condition of vehicle(s) to be retired.
  - b. Only vehicles purchased with City funds may be titled to the City of New Orleans. Registration instructions may be obtained from EMD.

##### EMD Responsibilities:

- C. Assisting Departments in preparations of vehicle and equipment replacement recommendations and specifications.
- D. Coordination of new vehicle and equipment acquisition. All department

vehicle requests shall include a detailed explanation of the purpose and use of each vehicle. The explanation shall include such details as intended use in the motor pool, number of expected occupants, anticipated yearly mileage, etc. EMD shall provide a determination to the CAO that a suitable vehicle is not already owned by the City and underutilized at its current assignment, which could be transferred to the requesting department, and that the need for the vehicle is sufficient to warrant a purchase rather than a lease or rental.

- E. Provide sole decision-making authority on whether to repair a vehicle or delete it from service and coordination of the disposition of surplus vehicles and equipment.

## **XVI. TAKE-HOME VEHICLES**

These rules and procedures apply specifically to vehicles that have been assigned to employees as take-home vehicles:

- A. *Take-home assignment criteria.* The following are the take-home vehicle assignment criteria as determined by the CAO. These are the minimum requirements that must be applied to all take-home assignments in addition to any departmental assignment criteria:
  - i. Take-home vehicles will only be assigned to full-time City employees or Authorized External Users who need to respond to on-site, City business related incidents on a 24-hour basis. This criterion will not be considered to be attained by employees simply being available on a 24-hour basis. This provision will be considered to be attained when an employee is regularly and recurrently called out during an employee's or Authorized External User's non-traditional working hours to perform duties associated with the employment related duties and responsibilities.
  - ii. NOTE: A take-home vehicle may not be assigned to an employee when the one-way driving distance from the employee's actual domicile to headquarters of the employee's or Authorized External User's department is greater than 40 miles.
  - iii. NOTE: The New Orleans Police Department may assign marked patrol vehicles as take-home vehicles to police officers who reside in Orleans Parish and who travel from their actual domicile in Orleans Parish to their primary reporting work site.
- B. *Take-home vehicle use.* Take-home vehicles are to be used for the conduct of City business. In addition, employees are permitted to travel to and from work in accordance with Internal Revenue Service rules and regulations, including to and from approved secondary employment and details, and during those times when they could be recalled to work as determined by their Appointing Authority. City vehicles should not be used to perform personal business. However, in some instances, take-home vehicles may be

used to perform incidental, personal errands outside the course and scope of City business, so long as the errands are conducted to and from work without significant deviation, are brief in nature, and do not detract from the employee's activities as a public servant. Such limited personal use, while permitted, does not fall under any coverage provided by the City's self-insurance program. Any abuse of the discretion of city vehicle use is grounds for removal of take-home vehicle privileges and/or disciplinary action, up to and including dismissal.

- C. *24 hours/7 days a week vehicle use.* Certain key positions exist that require these individuals to be available for a 24 hours/7 days a week availability that is linked to timely and immediate response based upon the activities of the departments supervised. Not having 24 hours/7 days a week use of take-home vehicle could jeopardize the performance of their duties during critical times.
- D. *Take-home vehicle use charge.* Employees and Authorized External User with take-home vehicles will be charged a fee as determined by Circular Memorandum No. 15-0615 or its latest revision. This fee will be automatically deducted from the employee's or Authorized External User's payroll check. This fee is for the purpose of reimbursement for operational costs and deferred maintenance incurred as a result of vehicle use.
- E. *Taxable fringe benefit.* Employees or Authorized External Users with assigned take-home vehicles may be subject to fringe benefit withholding as provided for in accordance with Circular Memorandum 36-86 or its latest revision and under Internal Revenue Service rules and regulations.
- F. *Insurance:* Each Department or Authorized External User, authorized by contract, will require that every employee with a take-home vehicle provide a copy of their current personal automobile insurance policy or their current personal non-owned automobile insurance policy to the Appointing Authority. It shall be the responsibility of each department to ensure that insurance policies or proof of insurance coverage are submitted as they are renewed. Copies shall be provided to the City's Risk Manager.

Vehicle use outside the scope and purpose of employment by the City, whether permissible or not, is not covered by the City's self-insurance program. [Note that Authorized External Users are not covered by the City's self-insurance program – See Certificate of Insurance Letter] Every employee with a take-home vehicle must endorse their current Personal Automobile Policy to provide coverage for Non-Owned Autos, including Physical Damage Coverage and provide evidence of the coverage in force. Minimum personal automobile insurance coverages and limits required of employees with take-home autos are as follows:

- i. Automobile Liability, Bodily Injury and Property Damage Liability - Mandatory State Minimum Financial Responsibility Limits.

- ii. Uninsured Motorist - No less than the Minimum Financial Responsibility limits, or your liability limits, whichever is greater.
- iii. Comprehensive and Collision - Any deductibles will be the sole responsibility of the employee and will not be borne in any way by the City, for damage due to accidents outside the scope and purpose of employment by the City.
- iv. Non-owned coverage including Bodily Injury and Property Damage Liability and Physical Damage ("Comprehensive" and "Collision").

Any employee with a take-home vehicle that does not own a personal vehicle or have a Personal Automobile Insurance Policy in force must purchase a Personal Non-Owned Automobile Liability and Physical Damage Coverage ("Comprehensive and Collision").

The Auto Liability limits shall be at least the Mandatory State Minimum Financial Responsibility Limits for bodily injury and property damage. Any deductibles will be the sole responsibility of the employee and will not be borne in any way by the City, for damage due to accidents outside the scope and purpose of employment by the City.

- G. *Actual Domicile*: For the purposes of this policy, section and attached forms, the term "Actual Domicile" is defined as it appears in ARTICLE X. of the City Charter.

Departmental Responsibilities:

- H. The Appointing Authority and Authorized External User shall ensure that the take-home criteria outlined in Section XV, Subsection A in this policy are met before assigning take-home use authorization to an employee.

Vehicle Coordinator Responsibilities:

- I. In conjunction with the Appointing Authority, ensure that the appropriate take-home vehicle reimbursement is deducted from the payroll check of employees who have been assigned a vehicle for take-home use.
- J. Ensure that each employee assigned a take-home vehicle completes a Take-Home Vehicle Add/Delete/Change Form (Attachment D) and submitted to the Chief Administrative Office, with a copy kept in the employee's departmental personnel folder. Notify the Chief Administrative Office of all take-home vehicle assignment information changes by submitting a revised Take-Home Vehicle Add/Delete/Change Form reflecting those changes.
- K. Provide Employee Take-Home Vehicle Logs (Attachment H) to departmental employees assigned take-home vehicles. Collect the completed logs and keep

them as a permanent record of personal and business use for a minimum of five (5) years. These are the primary written documents as required to calculate take-home vehicle use as a taxable fringe benefit. Email collected logs to the Fuel Services Manager on a monthly basis by the end of the first week of the following month

Employee Responsibilities:

- L. Complete and submit Attachment D to their Departmental Vehicle Coordinator.
- M. Complete and submit the Take-Home Vehicle Log (see Attachment H). This log will be completed prior to each use of the vehicle and provide the primary written documentation for recording the relative percentages of business and personal use, for the purpose of determining personal use as a taxable fringe benefit. The original logs are to be submitted to the Departmental Vehicle Coordinator on a monthly basis.

**XVII. DEPARTMENTAL VEHICLE MOTOR POOLS**

Departments may establish vehicle motor pools with the basic operation procedures and protocols as described below:

- A. The Departmental Vehicle Coordinator will have the basic primary responsibility of establishing and operating the departmental vehicle motor pool as best suited to the operational requirements of the department.
- B. Departments and Authorized External Users shall designate the minimum number of departmental pool vehicles as necessary to meet operational requirements. Vehicles assigned for take-home use shall also be available for use as departmental pool vehicles at all times; which will reduce the number of designated departmental pool vehicles needed.
- C. The Departmental Vehicle Coordinator shall establish the internal procedures for the departmental motor pool operations and submit them to Chief Administrative Office for review and approval.
- D. Departmental pool vehicle usage and related information shall be recorded in a log that will be kept in the pool vehicles at all times. The log format will be provided by the Chief Administrative Office. Pool vehicle logs are to be kept as permanent departmental records of vehicle use. Review and assessment of pool vehicle use (logs) is the responsibility of the Departmental Vehicle Coordinator.
- E. Departmental pool vehicles may be assigned to employees for temporary use as take-home overnight and/or during special event seasons when warranted. Temporary assignment must be requested using the Overnight and Special Event Temporary Vehicle Assignment Request Form (Attachment

F) which must be approved by the Appointing Authority and CAO. Employees with a temporary take-home vehicle assignment will be charged a pro-rated take-home vehicle use charge.

All operators of pool vehicles are required to report vehicle problems, required maintenance, or other services to their Departmental Vehicle Coordinator. The Departmental Vehicle Coordinator is responsible for coordinating vehicle maintenance or other services with EMD.

- F. Departmental pool vehicles are assigned a fuel card specific to that vehicle. The department may assign PIN numbers to employees as necessary to meet operational requirements of refueling vehicles. Review and assessment of fuel dispensing records for pool vehicles is the responsibility of the Departmental Vehicle Coordinator.
- G. Coordination and assignment of departmental pool vehicle parking and storage is the responsibility of the Departmental Vehicle Coordinator in conjunction with current employee parking and storage locations, constraints, and other considerations.
- H. Requests for the replacement of departmental pool vehicles are to be submitted with the annual vehicle and equipment replacement budget request.
- I. Departments may request use of pool vehicles from other departments when needed. EMD will maintain a small pool of vehicles in order to provide departments with vehicles in instances where their departmental vehicle motor pool is not sufficient. Contact EMD at 658-8600 for coordination.
- J. When in the best interest of the City and with the approval of the CAO, EMD may temporarily or permanently re-assign under-utilized department pool vehicles. The criteria will include, but not be limited to:
  - iv. The quantity of fuel dispensed by a vehicle during the current fiscal year, in comparison to the average quantity of fuel dispensed by the vehicle's respective department and the entire City fleet.
  - v. The quantity of miles driven during the current fiscal year, in comparison to the average quantity of miles driven by the vehicle's respective department and the entire City fleet.
  - vi. The expressed needs of EMD or other departments.

### **XVIII. MILEAGE REIMBURSEMENT IN EXCEPTIONAL CASES**

Policy Memorandum No. 9 (R) or its latest revision establishes mileage reimbursements for employee travel in privately owned vehicles for business purposes. In general, use City fuel cards when the travel distance is less than

500 miles from the department headquarters or the domicile of the employee, if vehicle travel is the most cost-effective method. It is the traveling employee's responsibility to adhere to this policy when making travel expenditures and receive approval from the Appointing Authority and respective Deputy Mayor. It is also the Appointing Authority's responsibility to review expenditures and reimbursements for acceptability. Please refer to Policy Memorandum No. 9 (R) or its latest revision for additional policies and procedures. [Note that this provision does not apply to Authorized External Users].

Employees and Authorized External Users must receive travel authorization to conduct business-related travel in City vehicles outside the New Orleans Metropolitan Statistical Area (MSA). For travel authorization procedures, reference Policy Memorandum No. 9 (R) or its latest revision.

## **XIX. EXCEPTIONS**

Any department, agency, board, commission or Authorized External User in possession of City-owned property may request specific written exception to this policy memorandum as deemed applicable for urgent circumstances from the Chief Administrative Officer.

## **XX. INQUIRIES**

Questions about the general provisions of this memorandum should be addressed to the Chief Administrative Office at (504) 658-8600. Questions regarding fuel use provisions should be addressed to the EMD Fuel Services Manager at (504) 658-7642. N.O.P.D. personnel should contact the Command Desk at (504) 658-5000.

JPH/CAM/JMS

Attachments(s)

Attachment A: Employee Statement of Receipt

Attachment B: Accident Procedure

Attachment C: Vehicle or Equipment Damage Supervisor's Report Form

Attachment D: Take-Home Vehicle Add/Delete/Change Form

Attachment E: Fuel Dispensing Exception Report

Attachment F: Overnight and Special Event Temporary Vehicle Assignment Request Form

Attachment G: Pre-Trip Vehicle Inspection Form

Attachment H: Take-Home Vehicle Log

Attachment I: Travel Authorization Form

Attachment J: Travel Expense Form

Attachment K: Fuel PIN Deactivation Form

Attachment L: Fuel PIN Request Form