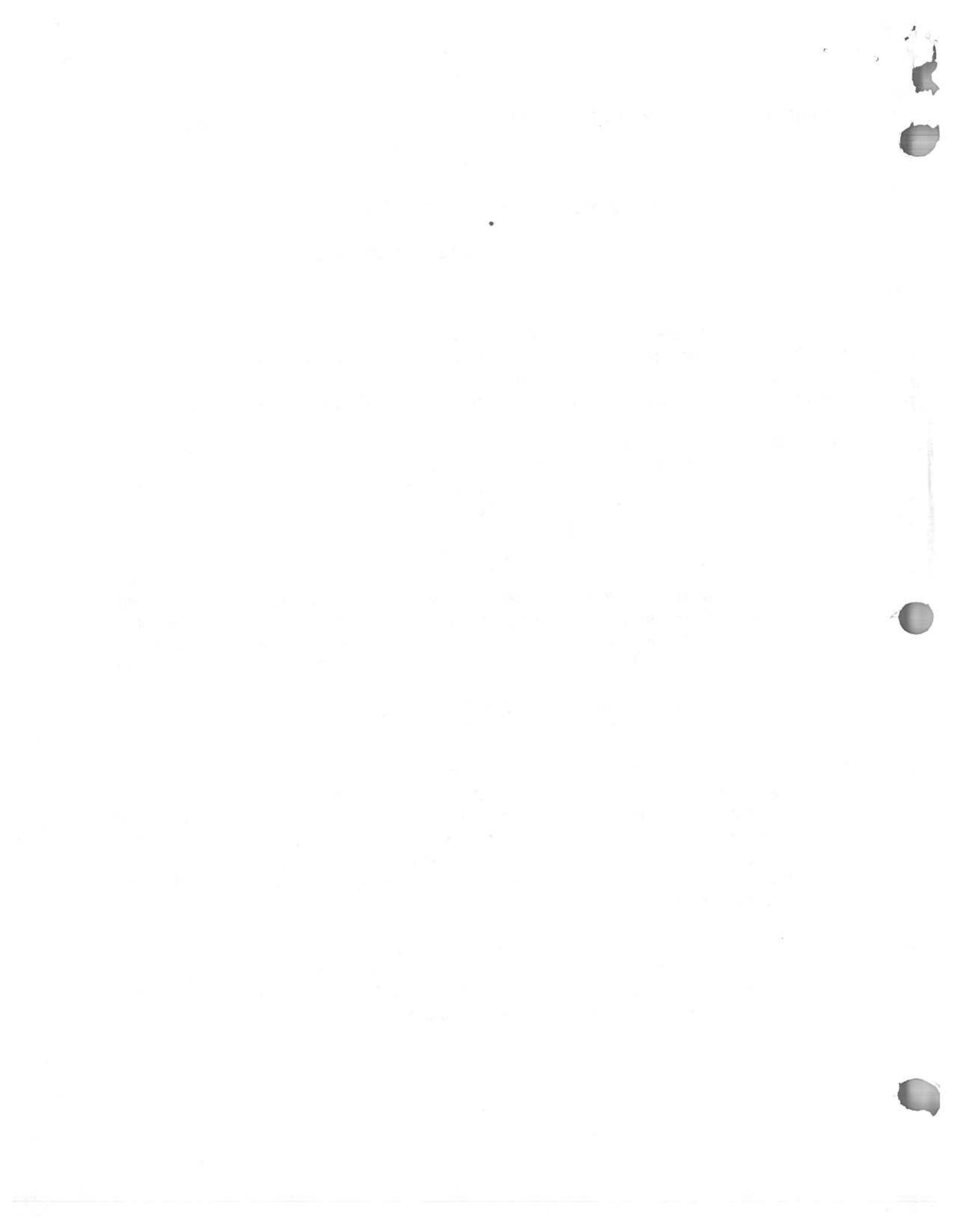


MANAGING DIRECTOR'S DIRECTIVE NO. 51**VEHICLE USE AND REDUCTION PROGRAM**

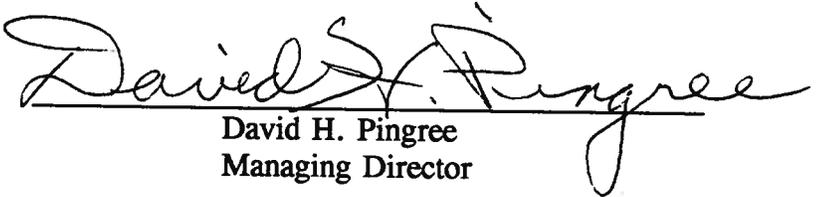
Mayor W. Wilson Goode, in Executive Order No. 8-90, provides for the reduction of the City fleet and restrictions in its use. To implement the Mayor's Emergency Order and to streamline City of Philadelphia vehicle operations, the following directive is issued and shall apply to all departments, agencies, boards and commissions under the jurisdiction of the Mayor:

- 1) Beginning the week of October 29, 1990, each department under the jurisdiction of the Mayor will be required to return to the Department of Public Property a specified number of sedans in accordance with the October 1990 Vehicle Use and Reduction Plan. Public Property will receive these vehicles at Pier 96 South, Delaware & Oregon Avenues. This vehicle reduction package is based upon the vehicle strength reports which were submitted by departments and agencies to the Managing Director in September, 1990. The loss of these vehicles is permanent. With the exception of elected officials, cabinet officers and the commissioners of Police, Fire and Prisons, all commissioners, agency heads, their deputies and administrative staff under the jurisdiction of the Mayor will no longer have individually assigned vehicles. This also applies to uniformed and non-uniformed Police and Fire personnel. Department commissioners and agency heads have the right to appeal to the Managing Director any vehicle reduction decision, based upon sufficient justification that such reduction would severely impede department or agency operations. Justification must be provided for specific vehicles on the Vehicle Justification Form.
- 2) The Mayor's Executive Order No. 8-90 requires restrictions on take-home privileges. With the exception of elected officials, cabinet officers and the commissioners of Police, Fire and Prisons, such privileges will be extended to only those department or agency employees under the jurisdiction of the Mayor who have been designated by the department commissioner or agency head as having emergency response responsibilities. This revocation of take-home privileges also applies to uniformed and non-uniformed Police and Fire personnel.
- 3) Each department is to develop an emergency response plan to ensure adequate emergency coverage and appropriate vehicle use. For each vehicle designated for take-home use in the emergency response plan, a Vehicle Justification Form must be provided when the plan is submitted for the Managing Director's approval.



Any future changes to the emergency response plan and the assignment of vehicles must have Managing Director approval. One week prior to the beginning of each month commissioners or agency heads will submit to the Managing Director's Office a list of emergency response personnel for that month. This information will include the employee's name, title, and specific vehicle number. Only designated emergency response personnel will be afforded take-home privileges for that month.

- 4) All City vehicles will carry municipal tags. This is to include all vehicles, both civilian and uniformed. In those instances where the commissioner or agency head believes that the use of municipal tags would prevent them from fulfilling their mission, they may request a waiver from the Managing Director. The request for waiver is to be unit and vehicle specific.


David H. Pingree
Managing Director

