



City of Philadelphia

Managing Director's Office

Managing Director's Directive 64 on

CITY VEHICLE USAGE, ASSIGNMENT, PARKING POLICIES AND PROCEDURES

ISSUED: March 12, 2015

STATEMENT OF PURPOSE

This document sets forth policies and procedures governing vehicle usage, assignment, parking, and other fleet management related issues. Going forward, these policies and procedures are controlling and shall apply to all departments, agencies, boards, and commissions. Managing Director's Directive 64 for the Vehicle Use Policy combines and supersedes all past directives.

GOALS

These policies are intended to improve customer service, public access, and contain and reduce the size of the City's fleet, decrease its environmental impact, contain or reduce fleet related expenditures (including parking), and to promote the uniform, efficient, and ethical use of the City's fleet.

BACKGROUND

The city of Philadelphia's Policies and Procedures were formulated after conducting extensive research. All past policies and procedures were collected for consolidation of all relevant and effective best practices. The Managing Director's Office consulted with the Office of Fleet Management to ensure the effective creation of the City of Philadelphia's Vehicle Use Policies and Procedures.

POLICIES AND PROCEDURES

The Policies and Procedures exist in a separate document which can be located on the Managing Director's Office's Website. It includes instructional policies and procedures for authorizing users, ticket violations, parking permits, acquisition of fleet and equipments, etc. This is a living policy document. Changes will be made on an as needed basis. All criteria and exceptions must be reviewed and approved by the Managing Director. The Vehicle Use Policies are the rules of record for vehicle use in the City. All other policies are null and void.

A handwritten signature in blue ink that reads "Richard Negrin".

Richard Negrin, Esq., Deputy Mayor/Managing Director

3/13/15

Date

**City of Philadelphia
Office of the Managing Director**

Managing Director's Directive 64

City Vehicle Usage, Assignment, Parking Policies and Procedures

Issued March 12, 2015

STRATEGIC VISION

To be the nationally recognized leader in Fleet maintenance with an emphasis on environmentally friendly and sustainable solutions.

STATEMENT OF PURPOSE

This document sets forth policies and procedures governing vehicle usage, assignment, parking, worker safety and the safety of the driving public, and other fleet management related issues. Going forward, these policies and procedures are controlling and shall apply to all departments, agencies, boards, and commissions. Managing Director's Directive 64 for the Vehicle Use Policy combines and supersedes all past directives.

GOALS

These policies are intended to improve customer service, public access, and contain and reduce the size of the City's fleet, decrease its environmental impact, contain or reduce fleet related expenditures (including parking), and to promote the uniform, efficient, safe and ethical use of the City's fleet.

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1 OFFICE OF FLEET MANAGEMENT (OFM) RESPONSIBILITY

- 1.1 It is the responsibility of the Office of Fleet Management (OFM) to meet daily operational needs at an aggregate level, defined by service level agreements between OFM and user departments. Individual departments are accountable for allocation, prioritization, and optimization of vehicle resources within their departments.
- 1.2 Within the framework of an authorized annual purchasing plan, OFM is responsible for vehicle acquisitions and relinquishments. Relinquishment decisions are based on a cost-benefit analysis, with appropriate communication to the affected department. The annual City-wide budget process will determine expenditures for fleet acquisitions and maintenance. Annual acquisitions will be prioritized in furtherance of the City's goals.
- 1.3 The OFM reviews and approves or denies requests for additional vehicles or parking spaces in accordance with these policies and procedures. Appeals to OFM decisions should be issued to the Office of the Managing Director.
- 1.4 City off-street and on-street parking list will be managed by OFM.
- 1.5 OFM will conduct an annual review of on-street and off-street Parking assignments.
- 1.6 OFM will be responsible for the Master Take Home Vehicle List.

2 OFFICE OF THE MANAGING DIRECTOR'S RESPONSIBILITIES

- 2.1 The Managing Director's Office (MDO) and The Office of Budget and Program Evaluation determine total annual financial expenditures for vehicle acquisitions, parts, and supplies.
- 2.2 The MDO oversees the utilization and optimization of the City's fleet.
- 2.3 The MDO enforces adherence to fleet operational procedures and is responsible for all related policy development.
- 2.4 The MDO is the final arbiter on all matters related to the interpretation and implementation of these policies and procedures.
- 2.5 The Managing Director or a designee must sign off on any Take Home Vehicle Assignments which will be submitted by the operating departments.

- 2.6 The MDO will oversee the City's parking program and the OFM will administer it.
- 2.7 The Take-Home Vehicle Assignment program may be terminated at any time. The program is at the discretion of the MDO, unless collectively bargained, and is not subject to any grievance procedures.

3 DEPARTMENTAL RESPONSIBILITIES

- 3.1 Departments are responsible for deploying and managing vehicles and equipment on a daily basis.
- 3.2 Departments are responsible for analyzing operating needs and providing OFM with minimum daily targets in high-priority vehicle classes.
- 3.3 Department heads should initially review and approve all applications for take-home assignment and parking to ensure they comport with these policies and procedures.
- 3.4 Departments are responsible for costs associated with the Personal Auto and Vehicle Allowance programs.
- 3.5 Insurance and legal matters related to vehicles and parking is handled by the Office of Risk Management and the Law Department.
- 3.6 Each department is to maintain an emergency response plan to ensure adequate emergency coverage and appropriate vehicle use.
- 3.7 Department heads are required to complete a vehicle verification form, and submit to OFM yearly.
- 3.8 Each department must provide the OFM with an annual review of parking assignments.
- 3.9 Each department is responsible for inputting any assignments and changes in assignments into the OFM Database within 48 hours.
- 3.10 Departments are responsible for Take Home Vehicle assignments, subject to the approval of the Department Commissioner and the Managing Director (or designee). Departments are responsible for developing and implementing the criteria for Take Home Vehicle assignments based on operating needs. The department must submit a memo to the Managing Director outlining the criteria, the number of vehicles, and a listing of who the assignees are. The memos should be submitted for approval annually and/or when changes occur.

4 INDIVIDUAL RESPONSIBILITIES

- 4.1 Drivers and all passengers must wear seat belts at all times when the vehicle is in motion.
- 4.2 Employees must comply with applicable state and local driving laws, parking regulations, and City safety policies.
- 4.3 Employees must drive according to road conditions especially during inclement weather.
- 4.4 Employees are personally responsible and liable for any citations and/or violations received while operating a City vehicle.
- 4.5 For employees required to drive or maintain a valid driver's license as part of their official duties, driving record convictions may be considered as grounds for disciplinary actions up to and including termination whether infractions occurred while conducting City business or outside of work. Employees are required to immediately report to their supervisors and the departmental fleet coordinator any tickets or citations for stationary or moving violations received while operating a vehicle for City business.
- 4.6 Employees must notify their immediate supervisors within 24 hours of receiving notice that their license will be revoked or suspended.
- 4.7 Drivers shall not operate City or personal vehicles for City business when they are required to take medication which may impair their ability to safely operate a moving vehicle. Drivers have an affirmative duty to report to their health care provider the fact that they are required to drive for City business and the type of vehicles that they are responsible for to enable the provider to give appropriate direction about the use of prescription medication and City driving tasks. Drivers must also report any restrictions and limitations to their supervisor when taking such medication.
- 4.8 Employees are required to use hands-free cell phone devices while operating City vehicles. Otherwise, NO cell phone use (phone, text, data, etc.) is permitted while the vehicle is in operation.
- 4.9 Under no circumstances will any employee purchase, carry, or imbibe any form of alcoholic beverage or controlled drug substances while using a City vehicle or drive a City vehicle while under the influence of alcohol or controlled drug substance.
- 4.10 Employees with exclusive take home vehicle assignments must report the vehicle as a fringe benefit according to IRS Rule 15(b).

4.11 Smoking is prohibited in all City vehicles.

5 TRANSPORTATION ALTERNATIVES

5.1 In place of City-owned passenger vehicles, City employees are encouraged to use the following modes of transportation, making decisions informed by cost-benefit analysis and personal safety.

5.2 Personal Auto Program (PAP)

The City's Personal Auto Program provides property and personal insurance coverage for instances when employees use their own vehicles to conduct City business. Employees need approval from their Department Head prior to applying for the Personal Auto Program. Employees must enroll in the program through the Office of Risk Management. When enrolled, employees can use personal vehicles to respond to City-related emergencies or to conduct regular City business.

5.3 Mileage Reimbursement

The reimbursement rate for usage of personal vehicles for business related purposes is in accordance with Administrative Board Rule #2 for exempt and non-represented employees or in accordance with the applicable current Collective Bargaining Agreements for union-represented employees. In order to receive reimbursement, an employee should use a *Reimbursable Expense Voucher*. Subject to departmental approval, mileage reimbursements are paid for by an employee's department.

5.4 Car Sharing

Administrative and/or passenger vehicle functionality can be accommodated through the City's car sharing program. This program has supplanted, to a large extent, redundant passenger vehicles. City employees are able to quickly make reservations via the Internet or telephone and use vehicles for as short as one hour. Car sharing vehicles are available throughout Center City at lots where employees can access them through car sharing technology that enables secure access 24/7 without any administrative staff.

5.5 Taxi Service

Employees may use a taxi service for emergency response or during regular working hours when use of a taxi is the most affordable and viable option. Employees should submit a *Reimbursable Expense Voucher* to their department head to receive reimbursement for the costs incurred.

5.6 Mass Transportation

When possible and effective, employees are encouraged to take mass transportation to conduct City business. Employees should contact their immediate supervisor to find out if the department provides tokens for employees to conduct City business. In the absence of department tokens, employee will be responsible for purchasing mass transportation ticket and submitting a

Reimbursement Expense Voucher along with the original purchase receipt to his/her manager in a timely manner.

6 GENERAL GUIDELINES FOR USING CITY VEHICLES

- 6.1 City vehicles are municipal property that should be used for official City business.
- 6.2 Employees may not use vehicles assigned while off-duty except for work-related activities.
- 6.3 **Transportation of Non-City Employees**
A City vehicle can be used to transport non-City individuals (those who are not City employees) if the transport is for business purposes. It is not permissible without express written approval from the Administrative Board, to transport non-City individuals (those who are not City employees) for non-business purposes.
- 6.4 Only City employees can operate City vehicles; **contract employees and unpaid interns cannot operate City vehicles.**
- 6.5 **Driver's License**
Operators of vehicles or equipment that require a special class license must possess the license prior to operating such vehicles or equipment. Those employees who possess a driver's license from another state must obtain a Pennsylvania driver's license within three months of their date of hire.
- 6.6 **Vehicle Security**
Unattended vehicles must be locked at all times.
Unattended vehicles must not have a key in the ignition.
- 6.7 **Travel Outside of Philadelphia City Limits**
City vehicles should not be taken outside City limits without electronic or written authorization from a department head. All travel outside the City limits must be for legitimate business purposes.
- 6.8 Employees are expected to maintain the exterior and interior cleanliness of City vehicles. Blatant misuse of the vehicles - as determined by OFM - that leads to the requirement of structural or other repairs may be charged back to the user department, whether the vehicle is rented or owned.
- 6.9 Departments will comply with the OFM's preventative maintenance program.

7 AUTHORIZATION AND REQUIREMENTS TO OPERATE VEHICLES AND EQUIPMENT

- 7.1 This policy incorporates Risk Management's Safety Directive #P-1, Driver's License Verification Program by reference. All employees who may be required to drive either a City owned or leased vehicle or a personally owned vehicle for City business must possess a current and valid Pennsylvania driver's license. If an employee has reason to believe that their license may not be current and valid, the employee shall notify their department within 24 hours. Departments with employees who may operate a City vehicle must first submit the employees' information to the Office of Human Resources (OHR) for entry into the Human Resources Information System (H.R.I.S.) database.
- 7.2 All departments shall provide information about employees' driver's license information for entry into the H.R.I.S. database for any employee who may drive for City business. This record must include a verified driver's license number and the employee's payroll number. A photo copy of the employee's state issued driver's license should be kept by the department in the employee's personnel file.
- 7.3 The Risk Management Division will distribute, on a monthly basis, information about employees' driver's license statuses for each department. This information will consist of a listing of employees with expired, canceled, revoked, suspended, pending, or photo ID licenses (E, C, R, S, P or PI); a listing of employees who could not be matched with PennDOT data for some reason—No record found (i.e. incorrect address, no exact name match, etc.); and a listing of all drivers with a valid license. Each department is required to verify license standing monthly.
- 7.4 Any employee who is found to have an expired, canceled, revoked, suspended or photo ID license must be prevented from driving for City business. Departments must forward their current disciplinary policies for this type of violation to the Risk Management Division, Safety and Loss Prevention Unit, Attention: Kendall O. Banks.
- 7.5 The monthly *Driver's License Verification Report* will be distributed electronically to all City departments via the department's Fleet liaison for review and prompt action of invalid drivers.
- 7.6 City employees will avoid any vehicle use which might result in or create the appearance of impropriety with regard to public perception concerning misuse of City vehicles. Citizen complaints concerning driving habits such as speeding, recklessness, and/or other inappropriate behavior may lead to revocation of vehicle assignment and other appropriate personnel actions. City vehicles are to be used for official City business.

- 7.7 As referenced in Risk Management Directive P#2, Vehicle Crash Reporting Procedures, employees with a history of two preventable accidents within a three year period while using a City vehicle will be reviewed by their department for continued eligibility to drive a City vehicle, and will be subject to appropriate personnel actions.
- 7.8 Safety
- 7.8.1 Departments must comply with all driver safety training and initiatives instituted by the Division of Risk Management.
- 7.8.2 Employees shall operate vehicles and equipment in compliance with traffic laws and rules and regulations within the Commonwealth of Pennsylvania including the use of seat belts.
- 7.8.3 City employees may not operate a motor vehicle while under the influence of alcohol or a controlled substance.
- 7.8.4 Smoking in City vehicles is prohibited in all City vehicles; there are no exceptions to this policy.
- 7.8.5 As stated in 4.8 above, using cell phones without a headset or other hands-free device while operating a City vehicle is strictly prohibited.
- 7.8.6 Using any electronic device to read or text/write while driving is prohibited.
- 7.8.7 Wearing stereo/music headphones/ear buds while operating a City vehicle is prohibited.
- 7.9 Insurance, Permits and Registration
- 7.9.1 City vehicles and privately owned vehicles used for City business without valid inspection stickers are not authorized for use.
- 7.9.2 All private vehicles authorized for City business will be properly insured in the State of Pennsylvania pursuant to Pennsylvania financial responsibility laws.
- 7.9.3 All City vehicles will have municipal license plates. In instances where the use of municipal tags would prevent staff from fulfilling departmental functions or jeopardize employee safety, they may request a waiver from the OFM. The waiver must be unit and vehicle specific.

7.10 Graphics, Painting, and Markings

- 7.10.1 All City vehicles will have standardized markings and graphics. In instances where application of standardized markings and graphics would prevent staff from fulfilling departmental functions or jeopardize employee safety, they may request a waiver from the OFM. The waiver must be unit and vehicle specific.
- 7.10.2 Requests for cosmetic changes to a vehicle (e.g., re-painting) will only be completed if operationally necessary, as determined by the OFM informed by the requesting Department's input.
- 7.10.3 Employees are expected to maintain the exterior and interior cleanliness of City vehicles. Blatant misuse of the vehicles, as determined by OFM, that leads to the requirement of structural or other repairs may be charged back to the user department, whether the vehicle is rented or owned.

8 ACCIDENTS INVOLVING CITY-OWNED OR PERSONAL AUTO PROGRAM VEHICLES

- 8.1 Any crash in a City vehicle, City leased vehicle or personally owned vehicle registered in the Personal Auto Program must be reported in accordance with Risk Management Safety Directive P#2 Vehicle Crash Reporting Procedure.
- 8.2 Accident Information Booklets are placed in the glove compartment of every city vehicle. Departments should contact the Office of Fleet Management to obtain replacement Accident Information Booklets.
- 8.3 All accidents or incidents, regardless of severity, involving City-owned or Personal Auto Program vehicles must be reported to, in accordance with the procedure in RMD Safety Directive P#2, in this order:
Police Department 911 – An accident form must be completed by an Officer and submitted to the Office of Risk Management
Office of Fleet Management – (215) 686-1854; and
Office of Risk Management – (215) 683-1700
The operator of the vehicle MUST also complete a Vehicle Crash Report.
- 8.4 All three departments must be contacted in the event of an accident involving a City vehicle.

- 8.5 In the event of an accident involving a Personal Auto Program vehicle, notification must be made to Risk Management and the Philadelphia Police Department.

9 PARKING

- 9.1 All City-owned vehicles or City employee personal vehicles approved for parking will be issued a permit to park in authorized zones.
- 9.2 The OFM can only approve parking assignments for City employees.
- 9.3 City employees only who require a vehicle to perform their job function will be considered for a parking assignment, as evidenced by an employee's enrollment in the Personal Auto Program, regular reimbursement for mileage, or otherwise.
- 9.4 For on-street parking, eligible vehicles will get a decal sticker issued annually that will be placed in the upper left corner of the back window. Only vehicles with stickers will be allowed to park in the authorized zone controlled by the City of Philadelphia. Only one sticker per employee will be granted. **That is, only one vehicle per employee will be afforded a parking space; multiple vehicles per employee are not permitted.**
 - 9.4.1 Elected officials with assigned parking will be offered a placard as opposed to a sticker.
 - 9.4.2 OFM only has budgetary responsibility for off-street parking.
- 9.5 Rules for Parking
 - 9.5.1 City vehicles, including personal vehicles enrolled in the Personal Auto Program as outlined in Section 5.2, used for business shall be parked legally.
 - 9.5.2 When used in the performance of actual work assignments, City vehicles are exempt from parking meter fees, except when parking at meters on the Amtrak property around 30th street station, where meter fees must be paid. However, City vehicles are not exempt, in any circumstances, from the time limits in metered parking zones.
 - 9.5.3 City vehicles are prohibited to park, even momentarily, in any designated medians and the metered parking zones on 15th Street between Arch and JFK Boulevard.

- 9.5.4 Authorized parking sticker holders are permitted to park in any designated parking zone except for the following areas: Designated for Consulate; Designated for Magistrate; Zone J (Broad Street between JFK Blvd and Arch Street)
- 9.5.5 When used in the performance of actual work assignments, City vehicles are allowed to park in No Parking Zones and Loading Zones for up to twenty (20) minutes if necessary for the performance of the assignment.
- 9.5.6 Except as specifically provided herein, all other instances of illegal parking are prohibited.
- 9.5.7 Any illegally parked City vehicle or personal vehicle used for City business is subject to fines and towing.
- 9.5.8 Payment of tickets for parking violations issued against City vehicles or personal vehicles used for City business is the responsibility of the employee.

10 RULES FOR DISPOSITION OF PARKING TICKETS

- 10.1 If the employee identified as the operator of the vehicle at the time of a violation states the ticket was issued erroneously, the employee may appeal such a ticket to the Bureau of Administration Adjudication (BAA) under the provisions of the City Code. The employee may not directly claim an “official business” defense. The BAA will only consider an “official business” defense when presented in the manner prescribed in Sections 10.2 and 10.3 below.
- 10.2 If a Department has reason to believe that tickets were issued in error or that business-related mitigating circumstances exist, requests may be made to the BAA for administrative review. Such requests must be on department letterhead, signed by the Department Head, and submitted in a timely manner in the format provided by the BAA. If upheld, the employee is responsible to pay the fine and late fee.
- 10.3 The format for the letter to the BAA is attached as Exhibit A. The request shall include the ticket itself and an explanation of the circumstances necessitating the review.
- 10.4 The fine and/or late fee must be paid in a timely manner. Refusal to pay an outstanding violation will be subject to disciplinary action and/or loss of operating privileges

11 RULES FOR RED LIGHT PHOTO VIOLATIONS

- 11.1 Personnel operating City vehicles are expected to observe all traffic laws, and obedience to red light photo enforcement systems is imperative. Violations will be pursued.
- 11.2 The City has authorized the installation and operation of an automated red light camera enforcement system at selected signalized intersections.
- 11.3 Notices of violations pertaining to a Red Light Photo violation will be received and tracked by the OFM and forwarded to the responsible department. Departments will notify the OFM of the identity of the employee operating the vehicle at the time of the violation.
- 11.4 If a department has reason to believe that a red light photo violation was issued in error or that business-related mitigating circumstances exist, requests may be made to the Office of Administrative Review (OAR) for administrative review. Such requests must be signed by the Department Head, submitted on Department letterhead in the format provided by the OAR, and shall include the Notice of Violation itself, as well as an explanation of the circumstances necessitating the review.
- 11.5 The format for the letter to OAR is attached as Exhibit B. Requests for administrative review must be made in a timely manner and will not be considered if not received by OAR within thirty (30) days of the Notice of Violation being transmitted to the department by the OFM. Following the review, the department will be informed of the OAR decision to dismiss or uphold the violation. If upheld, the employee is responsible for payment of the fine and late fee.
- 11.6 The OAR will only consider an "official business" defense when presented in the manner prescribed in Section 11.4 and 11.5 above. In such circumstances where the department does not request an administrative review of the violation for business-related reasons, the employee/driver must pay the violation or request an administrative review within thirty (30) days of receiving notification of the violation from the department. If so requested, an administrative review hearing will be scheduled. If unsuccessful at the administrative review hearing, the employee is responsible for prompt payment of the fine and late fees.
- 11.7 The fine and/or late fee must be paid in a timely manner. Refusal to pay an outstanding violation will be subject to disciplinary action and/or loss of operating privileges.
- 11.8 Vehicles with delinquent red light photo violations are subject to booting and towing regulations.

12 TURNPIKE VIOLATIONS

- 12.1 Personnel operating City vehicles on the Pennsylvania Turnpike System are expected to observe all traffic laws and regulations. Further, the vehicle operator is responsible for the payment of all cash toll fares. **City vehicles are not equipped with EZ Pass toll transponders.**
- 12.2 Individual departments may apply for an EZ Pass account or go to the following website: <https://www.ezpassnj.com/en/about/downloads.shtml>
- 12.3 The OFM will not be responsible for Turnpike violations, city employees who operate city vehicles are personally responsible to pay.
- 12.4 Notice of violations will be received by the OFM and forwarded to the responsible department. The fine and or late fee must be paid in a timely manner. Refusal to pay an outstanding violation may result in disciplinary action.
- 12.5 Departments will identify and notify the employee operating the vehicle at the time of the violation.
- 12.6 The Employee must address the violation with the Pennsylvania Turnpike Commission and resolve the notice of violation within a timely manner.
- 12.7 If the citation is not resolved within 30 days, the department will notify the PTC of the name and address of the driver.

13 TAKE HOME VEHICLE ASSIGNMENT and GUIDANCE

- 13.1 Take-Home vehicle assignments provide transportation for employees who are required to frequently respond to emergency situations from their residence. Take-home privileges should only be granted, but not guaranteed, when the use of ones personal vehicle is not practical. At no time should a Take Home vehicle be used as a means of compensation.
- 13.2 Assignments should be made on the basis of availability and departmental prioritization. There are numerous other options available to City employees for emergency after-hours transportation, such as use of a personal vehicle, or temporary vehicle assignment when on-call.
- 13.3 It is recommended that a rotational take-home vehicle usage model should be used in all departments prior to granting specific individual take-home privileges.
- 13.4 Departments are responsible for developing the Take Home assignment criteria. It must be submitted to the Managing Director for approval. Departments are

responsible for managing all assignments; subject to the approval of the Department Commissioner and the Managing Director (or designee). The department must submit a memo to the Managing Director with the criteria, number of vehicles, vehicle numbers, and who the assignees are for approval. Each department is responsible for inputting any assignments and changes in assignment into the OFM database within 48 hours. Annually and/or when changes occur, departments must submit Take Home assignment memos annually and/or when changes occur for the Managing Director approval.

- 13.5 Eligibility for a Take-Home Vehicle Assignment should be based upon job function, not a title. The following are recommendations for departments in developing take home assignment criteria:

Significant Emergency Response - the position has regular on-call status for emergency response. An emergency is defined as a situation that may result in physical harm or significant property damage. Emergency response situations require immediate action and the threat of harm must be imminent.

On Call - Employees granted exclusive take-home privileges are called out (after work hours or on the weekend) on a continuous basis. "Continuous" is defined as more than ½ the days in a year.

Condition and Suitability - The employee does not have access to a personal vehicle or the personal vehicle would not be appropriate for emergency response.

- 13.6 The City is not responsible for lost or damaged personal property. Valuables should not be left in City owned vehicles when parked overnight at an employee's residence. Unattended vehicles should be locked at all times. Ensure parking is at a safe, secure, and legal location.
- 13.7 During vacations or any type of extended leave of four days or more, the employee should make the vehicle available for use by other Departmental employees.

14 **PRIORITIZATION of VEHICLE ACQUISITIONS, MAINTAINENCE & RELINQUISHMENTS**

14.1 Prioritization of Vehicles Acquisition and Equipment

- 14.1.1 The acquisition process is a collaborative effort, with departments articulating operational needs and the OFM identifying an appropriate vehicle (or designing specifications for one) that will provide an adequate level of functionality. The guiding principal for all acquisitions is to

purchase task-appropriate vehicles that represent the best value for the City.

- 14.1.2 Annually, departments are given an opportunity to present their operational needs to the OFM and the MDO. The City's collective needs are analyzed and prioritized. The Annual Purchasing Plan is developed from this data and monies allocated. In order to ensure this process proceeds in an orderly manner, departments should have their purchasing plans to the OFM by June 30 of every year.
 - 14.1.3 Replacements: The rule of "one-for-one" is generally in effect; therefore, for each replacement vehicle requested, Departments should identify, by property number, the vehicle that will be turned in.
 - 14.1.4 The Office of Fleet Management will prioritize for replacement departmental vehicle and equipment classes for which daily vehicle targets have been established, pursuant to a service level agreement.
 - 14.1.5 Sedans and Sport Utility Vehicles (and other light-duty vehicles) used for take-home purposes will be de-prioritized for replacement.
 - 14.1.6 The City of Philadelphia is endorsing Global Positioning Sensor (GPS) and Asset Management technology for operational efficiency purposes. GPS tracking technology is available upon request, however; it will be the responsibility of the department to fund the installation and associated monthly subscription cost.
- 14.2 Prioritization of Funding for Vehicle and Equipment
- 14.2.1 The OFM acquisition budget is primarily funded through the General, Water, and Aviation funds. However, grant funding is sometimes made available by various departments for vehicle purchases.
 - 14.2.2 When grant funding is available for replacement acquisitions, it is preferable that departments secure monies to cover life cycle costs for maintenance and fuel. A request form (exhibit C) must be completed out with funding source information.
 - 14.2.3 Requests for **new needs** must have a request form (exhibit C) completed with funding source information and approval by the Office of Finance, the Managing Director and the Fleet Manager.
 - 14.2.4 When grant funding is available for approved new need acquisitions, monies for full life cycle costs, acquisition, maintenance, and fuel are required.

14.2.5 No general fund monies will be used to replace grant financed vehicles unless with the expressed consent of the MDO.

14.3 Purchasing Alternative Fuel and Fuel Efficient Vehicles

14.3.1 In accordance with local ordinance, the OFM, in cooperation with user departments, will work to purchase fuel efficient and lower polluting vehicles.

14.4 Vehicle and Equipment Relinquishments

14.4.1 The OFM maintains vehicles and equipment until they are no longer safe and operable. Relinquishment decisions are made solely by the OFM, with the appropriate level of consultation with user departments about the operational impact of relinquishment balanced against the cost of repair. The OFM should communicate relinquishment decisions as far in advance as possible so that affected departments/agencies have ample opportunity to develop contingency plans.

14.4.2 Sedans and Sport Utility Vehicles and other light-duty vehicles used for take-home purposes will not be prioritized for retention in the fleet and therefore are likely to be relinquished if maintenance and repair costs are projected to spike or increase.

14.4.3 Operational vehicles that are fueled up less than twice per month (or that travel less than 8,000 miles per year) are considered underutilized and will be examined closely to see whether they can be relinquished. This examination will involve consultation with effected departments.

15 DISCIPLINARY ACTION

15.1 Employees who are found to have violated the policies set forth in this manual or if there are any indications or misconducts involving City vehicles may be subject to disciplinary action up to and including termination.

15.2 Employees who fail to follow the proper channels outlined in this manual to address parking tickets, red light violations, EZ pass violations or other traffic violations may be subject to disciplinary action or, may lose their privilege to operate City vehicles or use their personal vehicle for City business.

****All criteria and exceptions must be approved by the Managing Director. ****

OFM Request for Vehicle/Equipment Form - Page 1

**OFFICE of FLEET MANAGEMENT
REQUEST FOR VEHICLE / EQUIPMENT**

- 1 Prepare a separate request for each type of vehicle / equipment
- 2 Submit the original copy to OFM Fleet Manager

TYPE OF REQUEST

- Purchase Lease / Rental
 New Need* Replacement
 * NEW NEEDS REQUIRE MDO APPROVAL

TYPE OF VEHICLE	DEPARTMENT	DATE
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NUMBER OF VEHICLES / EQUIPMENT REQUESTED	PASSENGER CAPACITY	TYPE of PAYLOAD MATERIAL	JUSTIFICATION
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CITY STATE DONATION FEDERAL / STATE GRANT / PASSIVE TASK FORCE
 OTHER

FUNDING START & EXPIRATION DATES: _____

IF CITY PURCHASE ORDERS ARE NOT BEING ISSUED SUPPORTING FUNDING DOCUMENTATION IS REQUIRED

FUNDING INFORMATION										NOTE
INDEX CODE	FUND	DEPT	DIV	RESP	OUTPUT	PER	T	CLASS	AMOUNT	
										ADDITIONAL APPROVALS MAY BE NEEDED FOR SPECIAL EQUIPMENT i.e. COMPUTERS / RADIOS

DEPARTMENTAL GENERAL (OFM) LEASE / RENTAL FEDERAL GRANT / PASSIVE TASK FORCE
 OTHER

WILL THIS VEHICLE / EQUIPMENT BE A TAKE HOME ASSIGNMENT? YES NO
 IF YES, PROVIDE NAME AND PAYROLL NUMBER OF ASSIGNED DRIVER

NAME _____ PAYROLL NUMBER _____
 DEPARTMENT HEAD APPROVAL _____

COMMISSIONER / DEPUTY MAYOR (PRINT) _____ PAYROLL NUMBER _____ COMMISSIONER / DEPUTY MAYOR (SIGNATURE) _____
 FINANCE APPROVAL _____

FINANCE (SIGNATURE) _____ PAYROLL NUMBER _____ DATE _____
 MANAGING DIRECTORS OFFICE APPROVAL * REQUIRED FOR NEW NEEDS ONLY

MANAGING DIRECTORS OFFICE (SIGNATURE) _____ PAYROLL NUMBER _____ DATE _____
 THIS SECTION TO BE COMPLETED BY OFM ONLY

G.V.W	CAPACITY	TOTAL COST ESTIMATED	OFM COMMENTS:
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OFFICE of FLEET MANAGEMENT APPROVAL _____

FLEET MANAGER (SIGNATURE) _____ PAYROLL NUMBER _____ DATE _____

NEW VEHICLE REQUEST PROCEDURE

Any request for a new need vehicle or unscheduled replacement vehicle must have a request form filled out along with supporting documentation if needed. If you require assistance with vehicle specifications, budgetary quotes or other vehicle purchase related questions contact Bud Lipski 215-686-1875 bud.lipski@phila.gov or Fred Harrison 215-686-1879 frederick.harrison@phila.gov.

Please be advised that OFM will not proceed with a specification until a funding source is identified.

TYPE OF REQUEST:

LEASE, PURCHASE, REPLACEMENT OR A NEW NEED (ADDITION TO FLEET)

If it is a new need completed request form must be forwarded to Deputy Managing Director David G. Wilson in the Managing Directors office for final approval prior to submission to Fleet.

TYPE OF VEHICLE:

Should include passenger capacity; type (sedan, van, truck), payload; material; and expected weight if it is a truck.

JUSTIFICATION:

Reason for addition or replacement, i.e: Newly formed unit or task; vehicle no longer suited to vocation.

FUNDING SOURCE AND INFORMATION:

Where the funds to support the purchase cost will come from; if the funding is a grant include issue and expiration date. If a city purchase order is not being issued include supporting funding documentation. City funding must include index code and funds must be in class 428.

FUEL AND MAINTENANCE FUNDING:

Who will be responsible for the fuel and maintenance cost. General Fund (OFM), Water, Aviation or other means.

ASSIGNMENT:

If the vehicle is assigned to a person with take home privileges, please provide the name and payroll number of the assigned person.

SIGNATURES:

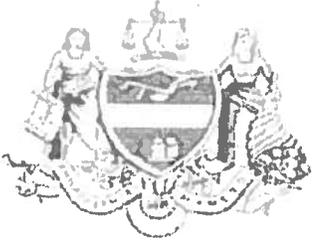
Commissioner or Deputy Mayor must sign approving purchase.

Finance / Budget must sign verifying funding source and amount.

MDO / David G. Wilson must sign approving All New Needs Or Addition To Fleet Only.

All of the above signatures are required before submitting to OFM

Additional questions may be directed to the Fleet Manager, Christopher Cocci 215-686-1825 christopher.cocci@phila.gov



OFFICE OF FLEET MANAGEMENT TRAFFIC & PARKING VIOLATIONS POLICY

OFM employees are required to pay all traffic and parking violations/tickets, fines and penalties (if applicable) they incur while driving city vehicles. This policy applies to any employee who is in possession of one of the following vehicles; pool vehicle, take-home vehicle, a vehicle for road testing, service vehicle or delivery vehicle.

Traffic and parking violations may include: red light camera, moving violations, parking, etc.

According to the Office of Fleet Management Standard Schedule of Disciplinary Offenses and Penalties, which is found in the Employee Manual, the penalty for traffic violations for the first occurrence is a 1 day suspension; which will be waived, provided the employee pays the violation by the first due date or make a payment arrangement. If the employee fails to pay by the first due date or make a payment arrangement and a second notice is received, the employee will be subject to the suspension in addition to the penalties and fees (if applicable).

Refusal to pay any violation (traffic or parking) is considered to be insubordination and the employee will be subject to disciplinary action. Employees will be subject to progressive discipline for repeated violations.

Supervisors and/or Team Leaders are required to keep accurate records on shop vehicle usage. If it cannot be determined who was operating a vehicle at the time of the violation, the Supervisor and/or Team Leader in charge will be responsible for payment. This policy also applies to Administration and the pool vehicle.

Managers, Supervisors and Team Leaders can advise employees of the following payment methods. A receipt of confirmation must be presented to a Supervisor or Team leader.

PAYMENTS:

RED LIGHT CAMERA PAYMENTS

Mail

Make check or money orders payable to the Philadelphia Parking Authority
Write the notice # on the front of the payment
Philadelphia Parking Authority
Red Light Camera Program
P.O. Box 742503

OFM Vehicle Traffic and Parking Violation Policy – Page 2

Cincinnati, OH 45274-2503

ONLINE

1. www.philapark.org/violations
2. Scroll down to pay a red light violation under 30 days old, click on red light violations – a second section is available if the ticket is over 30 days old
3. Click on pay ticket, enter your notice # and PIN # (in the upper right corner off the notice of violation. Follow the on-line instructions to pay by debit, credit-card or eCheck.

Walk in – pay in person:

Philadelphia Parking Authority
2467 Grant Avenue
Philadelphia, PA 19114-1004

PARKING TICKETS

Pay online with a credit card at www.philapark.org

Pay by phone: 888-591-3636

Pay in person at the Parking Violation Branch, 915 Filbert Street, Philadelphia, M – F (8am – 8pm) Sat. (9am – 1pm)

Mail your check or money order along with the payment coupon at the bottom of the ticket to:

(City of Philadelphia, PO Box 41818, Philadelphia, PA 19101)


Christopher Cocci, Fleet Manager

7-1-14

Date

City of Philadelphia – Vehicle Crash Report Form



Employees must complete a Vehicle Crash Report (VCR) Form for all crashes, accidents or incidents regardless of severity involving City owned, leased or personal vehicles used for City-related business. In the event of a vehicle crash involving a personal vehicle used for City-related business, notification to Fleet Management is not required. All crashes must be immediately reported to, in this order:

1. Philadelphia Police Department (9-1-1) – A Police Department report form must be completed by an Officer
2. Risk Management – Phone: (215) 683-1700 / Fax: (215) 683-1705 / Address: 1515 Arch Street, 14th Floor
3. Office of Fleet Management – Phone: (215) 685-1854 / Address: 11th and Reed Sts. – Body Shop
4. Employee's Department – Supervisor, Safety Officer, Crash Review Officer

In addition, a completed copy of this report should be sent within 24 hours, but no later than 48 hours of the crash to the: Safety Officer, Crash Review Officer, Office of Fleet Management (except personal vehicles for City-related business) and Risk Management. For crashes involving multiple vehicles or multiple passengers use the Vehicle Crash Report (VCR) - Supplemental Information Form or separate sheets to identify driver, vehicle and passenger information for other vehicles involved.

Part 1: Vehicle Crash Information

1. City Driver Name:		2. Payroll #:		3. Date of Birth: / /		4. Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
5. Driver's License #:		6. Phone #: Work: () - Cell: () - Home: () -					
7. Job Title:		8. Job Title at Time of Crash:		9. Supervisor Name:			
10. Department / Agency:				11. Division/Unit:			
12. Date of crash: / /		Time of crash: ____: ____ AM <input type="checkbox"/> PM <input type="checkbox"/>		13. Date reported: / /		Time reported: ____: ____ AM <input type="checkbox"/> PM <input type="checkbox"/>	
14. Location of vehicle crash:							
15. Weather Conditions when vehicle crash occurred: Clear <input type="checkbox"/> / Rain <input type="checkbox"/> / Fog <input type="checkbox"/> / Snow <input type="checkbox"/> / Cloudy <input type="checkbox"/> Other (specify):							
16. Road Conditions when vehicle crash occurred: Dry <input type="checkbox"/> / Wet <input type="checkbox"/> / Ice <input type="checkbox"/> / Snow <input type="checkbox"/> Other (specify):							
17. Route when vehicle crash occurred: Routine Route <input type="checkbox"/> / Non-Routine Route <input type="checkbox"/> / Emergency <input type="checkbox"/>							
18. Crash occurred during: <input type="checkbox"/> usual / normal work hours <input type="checkbox"/> overtime		19. Straight Shift: <input type="checkbox"/> Y <input type="checkbox"/> N		20. Rotating Shift: <input type="checkbox"/> Y <input type="checkbox"/> N			
My Vehicle Struck or Was Struck By (Select all that apply):							
21. Passenger Vehicle <input type="checkbox"/>		22. Pedestrian <input type="checkbox"/>		23. Parked / Standing Vehicle <input type="checkbox"/>		24. Construction Vehicle <input type="checkbox"/>	
25. Commercial Vehicle <input type="checkbox"/>		26. Animal <input type="checkbox"/>		27. Building / Fixed Object <input type="checkbox"/>		28. Hit and Run <input type="checkbox"/>	
29. Other (specify):							
Type of Vehicle Crash from City Vehicle (CV) Perspective (Select one)							
30. Head On <input type="checkbox"/>		31. Side Collision <input type="checkbox"/> (Drv <input type="checkbox"/> Psgr <input type="checkbox"/>		32. Side Swipe <input type="checkbox"/> Drv <input type="checkbox"/> Psgr <input type="checkbox"/>			
33. (CV) Was Rear Ended <input type="checkbox"/>		34. (CV) Was Backed into <input type="checkbox"/>		35. (CV) Was Backing Up <input type="checkbox"/>			
36. Overturned Vehicle <input type="checkbox"/>		37. Other (specify):					

Part 2: Vehicle, Driver, Passenger and Witness Information

Vehicle (City Vehicle)							
38. Year/Make/Model/Color:		39. Personal Auto Program: <input type="checkbox"/> Y <input type="checkbox"/> N		40. Property #:		41. License Plate #:	
Non-City Vehicle # 1				Driver's Information – Non-City Vehicle #1			
42. License Plate #:		43. State of Issue		47. Name:		48. Date of Birth:	
44. Year/Make/Model/Color:				49. Phone #: Home: () - Cell: () -			
45. Owner:		46. VIN:		50. Driver's License #:		51. State of Issue	
Passenger Information - (City Vehicle)				Passenger Information - Non-City Vehicle #1			
52. Name:		53. Date of Birth: / /		57. Name:		58. Date of Birth: / /	
54. Address (City / State/ Zip): / /				59. Address (City / State/ Zip): / /			
55. Phone #: H: () - C: () -		56. Payroll #:		60. Phone #: Home: () - Cell: () -			

City Vehicle Crash Report Form – Page 2

Witness #1 Information	Witness #2 Information
61. Name:	64. Name:
62. Phone # Home: () - Cell: () -	65. Phone # Home: () - Cell: () -
63. Address (City / State / Zip): / /	66. Address (City / State / Zip): / /

Add additional vehicles or passengers on the VCR Supplemental Information form and witnesses on separate sheets as needed.

67. Did anyone receive medical treatment? City Vehicle # Injured _____ Other Vehicle # Injured _____
 Pedestrian # Injured _____ None

Part 3: Police Report Information Obtain information for all crashes reported to Police

68. Officer's Name:	69. Badge Number:
70. Police Report District Control #:	71. AID Case #:

Part 4: Written Vehicle Damage and Crash Description

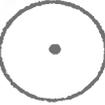
72. Vehicle Damage: Circle the damaged areas of each vehicle.



73. Diagram of Vehicle Crash: Draw a diagram as clearly as you can. Show your vehicle as City Vehicle. Make sure to label all landmarks, streets and highways. Use additional Crash Diagram form as needed.

74. Description of Vehicle Crash: Give a detailed description of the vehicle crash, including estimated speed and refer to vehicles by number. Drivers are also encouraged to take pictures. Print and attach any pictures with the completed form. Use additional sheets as needed.

Indicate North By Arrow



Part 5: Signatures and Review

75. Driver's Signature:	76. Date: / /	77. Supervisor Signature:	78. Date: / /
79. Crash Review Officer Signature:	80. Date: / /	81. Crash review: Preventable <input type="checkbox"/> Non-Preventable <input type="checkbox"/> Reportable <input type="checkbox"/> Non-Reportable <input type="checkbox"/>	
82. Safety Belt Worn By Driver Yes <input type="checkbox"/> / No <input type="checkbox"/>		83. Post Accident Drug / Alcohol Testing: Yes <input type="checkbox"/> / No <input type="checkbox"/>	
84. Preventable Recommendations		Note: Employees must be sent to Post Accident Drug/Alcohol Testing if ANY of the following apply A. Loss of human life or bodily injury requiring hospitalization for medical treatment or observation B. Crash requiring any vehicle to be towed C. Any occurrence involving the operation of a motor vehicle that results in an employee's citation for driving under the influence	
85. Safety Officer's Signature:		86. Date: / /	

IMPORTANT: A false statement can result in dismissal.