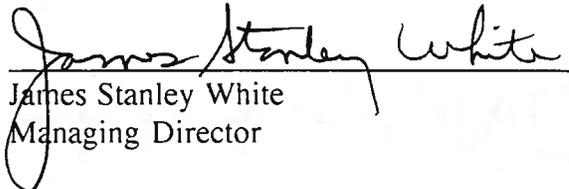


## MANAGING DIRECTOR'S DIRECTIVE #45

### USE OF CITY-OWNED VEHICLES

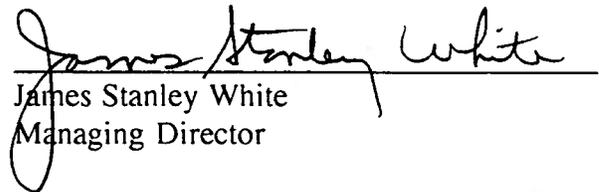
- City vehicles are municipal property and may not be used for personal and private reasons. No exceptions may be permitted.
- City vehicles are not to be used for unofficial transportation of family members or any other non-City personnel.
- City vehicles are not to be taken outside City limits without written authorization.
- City vehicles are not to be used for personal errands other than in the most direct route between work and home.
- City vehicles are to be driven only by City employees with a valid Pennsylvania driver's license. Each department is required to have annual verification in writing that drivers' licenses are valid. Employees are required to notify their departments if their licenses are suspended or revoked.
- All vehicles are to be checked periodically by the driver for valid inspection stickers. Vehicles without valid inspection stickers are not authorized to be driven.
- City employees shall not operate a motor vehicle while under the influence of alcohol or controlled substances.
- City employees, particularly those on weekend duty, shall avoid any vehicle use which might result in or create the appearance of impropriety with regards to public perception concerning misuse of a City vehicle.

  
James Stanley White  
Managing Director

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James Stanley White  
Managing Director

**MANAGING DIRECTOR'S TEMPORARY DIRECTIVE #1**

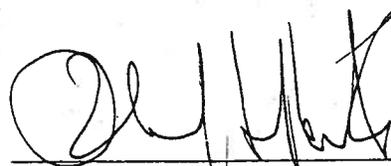
**USE OF CITY-OWNED VEHICLES**

Temporary Directive #1 shall apply to specific departments, boards, commissions, and agencies under the jurisdiction of the Mayor.

**Vehicles for Emergencies**

Given the need to be in a state of readiness in the event of an emergency or a national state of Orange and Red Alert, the following policies pertain to vehicle usage to ensure prompt response by appropriate officials:

- To ensure prompt availability and response, cabinet officers, and the Commissioners of Fire, Police, Health, Streets, Water, Fleet Management, Managing Director's Office, and Aviation have vehicle usage privileges within a 100-mile radius of City limits.
- Emergency responders and those designated by the aforementioned Commissioners as essential personnel may also have take-home and usage privileges within a 100-mile radius of City limits. Such a list of essential personnel (with name and vehicle identification information) must be recommended by Commissioners and reviewed and approved by the Managing Director.
- Each department is to maintain an approved emergency response plan or list of essential personnel to ensure adequate emergency coverage and appropriate vehicle use.
- All other Managing Director's Directives, including: # 35, #45, #49 and #51 still apply with regards to vehicle usage protocol.



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Philip R. Goldsmith  
Managing Director



# CITY OF PHILADELPHIA

OFFICE OF THE MANAGING DIRECTOR

PHILIP R. GOLDSMITH  
MANAGING DIRECTOR

1401 JOHN F. KENNEDY BLVD.  
ROOM 1430  
PHILADELPHIA, PA 19102-1683

## MEMORANDUM

**TO:** The Honorable Blondell Reynolds Brown  
**FROM:** Philip R. Goldsmith, Managing Director  
**DATE:** June 14, 2004  
**RE:** Administrative Board Request

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Until which time when the full Administrative Board can formally authorize an exemption for your daughter to travel as a passenger in your authorized City vehicle, I have granted a temporary waiver of Managing Director's Directive #45 to allow you to do so immediately.

Please do not hesitate to contact me if I can be of further assistance.