

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

Managing Director's Directive 64

City Vehicle Usage, Assignment, Parking Policies and Procedures

Issued February 3rd, 2017

STRATEGIC VISION

To be the nationally recognized leader in municipal fleet usage and maintenance with an emphasis on safe, responsible, and efficient vehicle usage and environmentally sustainable practices.

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. This Directive supersedes all past Managing Director's Directives pertaining to vehicle usage. Departments and agencies may enact more specific and restrictive vehicle usage policies, provided that they are consistent with and pose no conflicts with the terms and conditions of this Directive. All references to "departments" in this Directive shall include agencies and other units of City government to which vehicles are assigned. All references to "City vehicles" shall include vehicles that are owned, rented, or leased by the City and operated by City employees in the course of official business.

GOALS

These policies are intended to improve and streamline fleet management practices, enhance accountability for vehicle usage, contain the size of the City's fleet, decrease environmental impact, contain or reduce fleet-related expenditures (including parking), and promote the uniform, efficient, safe and ethical use of the City's fleet.

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1. OFFICE OF FLEET MANAGEMENT (OFM) RESPONSIBILITIES

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 and operational needs.

1.3 The OFM reviews and approves or denies requests for additional vehicles or parking spaces in accordance with these policies and procedures. Departments may appeal OFM decisions to their respective Cabinet member.

1.4 The list of off-street and on-street parking assignments for city vehicles and city employees will be managed by OFM.

1.5 OFM will conduct an annual review of on-street and off-street parking assignments to ensure that assignments are accurate.

1.6 OFM will be responsible for the Master Take Home Vehicle List.

1.7 OFM will conduct a monthly review of current and past-due traffic and parking violations incurred by the departments, in coordination with the CAO and MDO, and will notify those departments of any outstanding violations incurred by City vehicles assigned to them.

2. MANAGING DIRECTOR'S OFFICE (MDO) RESPONSIBILITIES

2.1 The MDO, in consultation with the CAO, enforces adherence to fleet operational procedures and, in coordination with the CAO, is responsible for all related fleet and vehicle policy development.

2.2 The MDO, in consultation with the CAO, is the final arbiter on all matters related to the interpretation and implementation of these policies and procedures.

2.3 The Take-Home Vehicle Assignment program may be terminated at any time. The program is at the discretion of the MDO (in consultation with the CAO), unless collectively bargained, and is not subject to any grievance procedures.

2.4 Any changes or modifications to on-street Authorized Parking zones shall require the approval of the MDO upon consultation with the Streets Department.

3. OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER (CAO) RESPONSIBILITIES

3.1 The Chief Administrative Office (CAO), in coordination with the MDO and the Office of Budget and Program Evaluation, shall determine total annual financial expenditures for vehicle acquisitions, parts, and supplies.

3.2 The CAO will supervise the Office of Fleet Management (OFM) in the administration of the take-home vehicle program.

3.3 The CAO will oversee the City's parking program and the OFM will administer it.

3.4 The CAO oversees the utilization and optimization of the City's fleet.

3.5 The CAO, in consultation with the MDO, enforces adherence to fleet operational procedures and, in coordination with the MDO, is responsible for all related policy development.

4. DEPARTMENTAL RESPONSIBILITIES

4.1 Departments are responsible for deploying and managing the vehicles and equipment assigned to them on a daily basis. Departments are responsible for analyzing operating needs and providing OFM with minimum daily targets in high-priority vehicle classes. Each department shall maintain an emergency response plan to ensure adequate emergency coverage and appropriate vehicle use.

4.2 Department heads shall approve all requests for parking assignments prior to forwarding those requests to OFM.

4.3 Departments are responsible for costs associated with the Personal Auto and Vehicle Allowance program.

4.4 Insurance and legal matters related to vehicles and parking are handled by the Office of Risk Management and the Law Department.

4.5 Departments are responsible to ensure that they collect from employees and submit to Accounting on a quarterly basis details on the use of take home vehicles as required in Accounting Directive 138, as updated on 1/13/2017. The Accounting Directive is issued to ensure that the City complies with IRS guidelines on the reporting of taxable fringe benefits. Failure to provide this information will result in the full value for all use of the vehicle being charged to the employee as taxable income. (For additional information, see IRS Publication 15b).

4.6 Violations: Departments are responsible for promoting and enforcing compliance with this Directive at the employee level. Each department head is responsible for tracking and ensuring the timely adjudication of all moving/parking violations incurred by their employees while operating City vehicles.

4.6.1 Departments are responsible for ensuring that employees are held accountable for paying any parking tickets or traffic violations incurred while operating a City vehicle; or requesting administrative review in certain circumstances pursuant to Sections 11 and 12 of this Directive.

4.6.2 Departments are responsible for ensuring that employees settle any toll violations incurred while operating City vehicles, pursuant to Section 13 of this Directive.

4.6.3 Departments are responsible for reporting to the Office of Inspector General potential criminal offenses by City employees while operating City vehicles, or other matters as indicated in Executive Order 7-14.

4.7 Maintaining Updated Records: Each department is responsible for maintaining and updating records on vehicle usage and assignments to ensure that these records are always accurate.

4.7.1 Department heads are required to complete a vehicle verification form, and submit this form to OFM annually.

4.7.2 Each department must provide OFM with an annual review of parking assignments. Department heads are responsible for ensuring that parking passes and placards that are no longer authorized or required, such as those held by a former employee, are returned to OFM.

4.7.3 Each department is responsible for notifying OFM of any assignments or changes to assignments within 48 hours.

4.8 Take-Home Vehicles: Departments are responsible for take home vehicle assignments, subject to the approval of both the department commissioner and the department's respective

cabinet member (i.e. Managing Director, Chief Administrative Officer, Finance Director, Commerce Director, Director of Planning and Development, City Solicitor, Elected Official, etc.). Departments are responsible for developing and implementing the criteria for take home vehicle assignments based on operating needs and availability of funding (See Section 14). The department must submit a memo to their respective cabinet member 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.

4.9 Fleet Liaisons: Each department shall appoint a Fleet Liaison, responsible for the management of City vehicles in use by that department. Each department shall provide the name and contact information of its designated Fleet Liaison to OFM. Departmental Fleet Liaisons shall:

4.9.1 Work with OFM to ensure that adequate and updated records of use, condition, and infraction of City vehicles are maintained.

4.9.2 Ensure that records of use and custody for each pool vehicle are maintained. Such records must be able to identify the individual responsible for operating the vehicle at any given time, and must be furnished to OFM upon request.

4.9.3 Maintain copies of the driver's licenses, parking assignments, take home privileges, and all operational records of all departmental employees authorized to operate a vehicle.

4.9.4 Distribute copies of this Directive to all employees using City vehicles, and obtain the written acknowledgement of each employee that they have received the Directive by obtaining the employee's signature on the final page of this Directive and retaining the signed page on file in either scanned electronic or paper format.

4.9.5 Maintain accurate records of parking assignments and any other information that this Directive shall require.

4.9.6 Input vehicle crash information into the accident module of the City's Vehicle Asset Management System and provide any necessary supportive information to OFM and the Office of Risk Management.

4.10 Departments may, in their discretion, enact vehicle usage policies that are more specific and restrictive than this Directive, provided that they do not contain any terms that conflict with or contradict the terms and conditions of this Directive. Department heads shall ensure that the Office of Risk Management is provided with a copy of the department's policy. If any such conflict exists, the terms and conditions of this Directive shall supersede the terms and conditions of the departmental policy.

4.11 Departments shall only initiate procurement of vehicle purchases utilizing operating funds, grant funds, or capital funds, with the prior approval of OFM. Any grant agreements

involving vehicle purchases shall be approved by OFM and coordinated with the City's Grant Office upon execution of the grant agreement.

5. INDIVIDUAL RESPONSIBILITIES

5.1 Employees must read and adhere to this Directive and any other vehicle policies. Employees shall contact their departmental fleet liaison or OFM with any questions regarding the terms and conditions of this Directive.

5.2 Employees must at all times comply with applicable state and local driving laws, parking regulations, and City safety policies.

5.3 Employees must drive in a safe manner at all times, in accordance with road conditions – especially during inclement weather.

5.4 Drivers and all passengers must wear seat belts at all times while the vehicle is in motion.

5.5 Drivers are required to use hands-free cell phone devices while operating City vehicles. Otherwise, drivers may not use cell phones for any purpose (call, text, data, etc.) while the vehicle is in operation.

5.6 Under no circumstances may any employee or other occupant of a City vehicle purchase, carry, or imbibe any form of alcoholic beverage or controlled drug substances while using or occupying a City vehicle, or drive or occupy a City vehicle while under the influence of alcohol or controlled drug substances. With a valid prescription, an employee or other occupant of a vehicle may carry a controlled substance within a City vehicle.

5.7 Drivers are personally responsible and liable for any citations and/or violations received while operating a City vehicle. Failure to promptly respond to any citations/violations may result in disciplinary action and/or a loss of City vehicle use privileges.

5.8 Employees are required to immediately report to their supervisors and the departmental fleet liaison any tickets or citations for stationary or moving violations received while operating a City owned, leased or rented vehicle, or a personal vehicle while conducting City business.

5.9 For employees required to drive or maintain a City vehicle, employees must possess a proper driver's license classification, and any necessary endorsements/restrictions, to lawfully operate the assigned vehicle. Furthermore, 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.

5.10 Employees must notify their immediate supervisors and departmental fleet liaison within 24 hours of receiving notice that their license will be revoked or suspended.

5.11 Drivers shall not operate City-owned 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.

5.12 Employees with take home vehicle assignments must report details on the vehicle usage to their departments on a quarterly basis so that departments may submit that information to the City's Accounting Division in accordance with Accounting Directive No. 138 Governing the Use of City-Owned Vehicles, as updated on 1/13/2017. Vehicles assigned for take home privileges may be considered a taxable fringe benefit and employees are required to submit certain documentation to their department so that Accounting may determine the value of that benefit and record the value as taxable income on the employee's W-2. Failure to provide detailed information will result in the full value for all use of the vehicle being reported to the IRS as taxable income to the employee. (For additional information, see IRS Publication 15b).

5.13 Smoking is prohibited in all City vehicles, without exception.

6. TRANSPORTATION ALTERNATIVES

6.1 As an alternative to City-owned passenger vehicles, employees are encouraged to use the following modes of transportation, making decisions informed by cost-benefit analysis, personal safety, their department's policies and procedures, and practicality.

6.2 Personal Auto Program. 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.

6.3 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.

6.4 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 securely 24/7 without any administrative staff.

6.5 Taxi/Ride Sharing Service. Employees, upon approval of the department head or designee, may use a taxi or ride share service for emergency response or during regular working hours when use of such service is the most affordable and viable option, provided that the service used is licensed and legally able to operate in the Commonwealth. Employees should submit a *Reimbursable Expense Voucher* to their department head or designee to receive reimbursement for the costs incurred. Expenses incurred when using an unlawful taxi or ride sharing service shall not be eligible for reimbursement.

6.6 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 or fare cards for employees to conduct City business. In the absence of department tokens or fare cards, employees will be responsible for purchasing mass transportation fare and submitting a *Reimbursable Expense Voucher* along with the original purchase receipt to his/her manager in a timely manner.

7. GENERAL GUIDELINES FOR USING CITY VEHICLES

7.1 Vehicles for Official Use Only. City vehicles are municipal property that should be used exclusively for official City business. City employees shall avoid any vehicle use that might result in or create the appearance of impropriety with regard to public perception concerning the misuse of City vehicles. Employees may not use City vehicles while off duty except for work-related activities designated by their department head. Employees working in an emergency response capacity, as designated by their department, may use their assigned City vehicle while off duty if their job duties require them to constantly have immediate access to their vehicle in order to respond to emergency situations, provided that their respective department approves such usage and that the employee does not create an appearance of impropriety when doing so.

7.2 Citizen complaints concerning driving habits such as speeding, recklessness, and/or other inappropriate behavior may lead to revocation of vehicle operating privileges or other appropriate personnel actions.

7.3 A City vehicle can be used to transport non-City employees if the transport is for business purposes. Non-City employees may not be transported in City-owned vehicles for non-business purposes without express written approval from the Administrative Board.

7.4 Only City employees may operate City vehicles, unless a waiver has been granted by the Administrative Board based on the recommendation of the Office of Risk Management. Contract employees and unpaid interns may not operate City vehicles without express written approval from the Administrative Board.

7.5 Operators of vehicles or equipment that require a special class of driver's license must possess the appropriate 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.

7.6 Unattended vehicles must be locked at all times, and must not have a key in the ignition.

7.7 City vehicles should not be taken outside of the City limits unless required by legitimate business purposes with approval from the department. The City's Office of Risk Management must be notified of out of state driving instances. If a department approves vehicle take-home privileges for an emergency response employee who resides outside of the City (where permissible), that take-home approval shall be considered sufficient authorization for the employee to operate a vehicle outside of the City limits.

7.8 Employees are expected to maintain the exterior and interior cleanliness of vehicles. The City has contracted with various car washing facilities located throughout the City. Employees should contact their Departmental Fleet Liaison for additional details. Misuse of 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.

7.9 Departments will comply with OFM's preventative maintenance program.

8. AUTHORIZATION AND REQUIREMENTS TO OPERATE VEHICLES AND EQUIPMENT

8.1 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 a 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 immediate supervisor and departmental fleet liaison within 24 hours. Departments with employees who may

operate a City vehicle must first submit the employees' information to the Office of Human Resources for entry into the Human Resources Information System (H.R.I.S.) database.

8.2 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 driver's license shall be kept by the department in the employee's personnel file, as well as on file with the departmental fleet liaison.

8.3 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; and a listing of all drivers with a valid license. Each department is required to verify license standing monthly.

8.4 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.

8.5 The monthly *Driver's License Verification Report* will be distributed electronically to all City departments via the department's fleet liaison for review and for prompt action to be taken regarding invalid drivers.

8.6 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.

8.7 Safety. The following safety standards shall be obeyed at all times with respect to City vehicle usage:

8.7.1 Departments shall comply with all driver safety training and initiatives instituted by the Office of Risk Management.

8.7.2 Employees shall, at all times, operate vehicles and equipment in compliance with all applicable traffic laws, rules, and regulations.

8.7.3 Employees shall not operate a motor vehicle while under the influence of alcohol or a controlled substance.

8.7.4 Smoking is prohibited in all City vehicles, with no exceptions.

8.7.5 Using cell phones without a hands-free device while operating a City vehicle is prohibited.

8.7.6 Using any electronic device to read or text/write while operating a City vehicle in motion is prohibited.

8.7.7 Wearing headphones/ear buds while operating a City vehicle is prohibited.

8.8 Insurance, Permits, and Registration.

8.8.1 No City vehicle or privately owned vehicle may be used for City business without valid inspection stickers.

8.8.2 All privately owned vehicles authorized for City business shall be properly registered and insured in the Commonwealth of Pennsylvania pursuant to Pennsylvania financial responsibility laws.

8.9 Graphics, Painting, and Markings

8.9.1 All City vehicles shall have standardized markings and graphics. In instances where application of standardized markings and graphics would prevent employees from fulfilling departmental functions or jeopardize employee safety, departments may request a waiver from OFM. The waiver must be unit and vehicle specific.

8.9.2 Requests for cosmetic changes to vehicles shall only be completed if operationally necessary, as determined by OFM in consultation with the department.

9. ACCIDENTS INVOLVING CITY-OWNED OR PERSONAL AUTO PROGRAM VEHICLES

9.1 Any accident in a City vehicle or privately owned vehicle registered in the Personal Auto Program must be reported in accordance with Risk Management Safety Directive #P-2, Vehicle Crash Reporting Procedures.

9.2 Accident information guides shall be placed in the glove compartment of every City vehicle. Departments shall contact OFM to obtain replacement accident information guides.

9.3 All accidents or incidents, regardless of severity, involving City vehicles or personally owned vehicles registered in the Personal Auto Program must be reported by the driver to all three of the following entities in accordance with the procedure set forth in Risk Management Safety Directive #P-2, in this order:

1. Police Department 911 – An accident form must be completed by an officer and submitted to the Office of Risk Management.
2. Office of Fleet Management – 215-686-1854
3. Office of Risk Management – 215-683-1700

The operator of the vehicle MUST also complete a Vehicle Crash Report, which is available on the Office of Risk Management's website.

9.4 In the event of an accident involving a privately owned vehicle registered in the Personal Auto Program, notification must be made to the Office of Risk Management and the Philadelphia Police Department.

10. PARKING

10.1 All City vehicles and employee personal vehicles approved for parking will be issued a placard permit to park in authorized zones.

10.2 Only OFM is authorized to issue parking assignments for City employees. Department heads must approve any requests for parking assignments prior to OFM issuing a parking permit or assignment.

10.3 Only City employees who require a vehicle to perform their job function should be considered for a parking assignment, as evidenced by an employee's enrollment in the Personal Auto Program, regular reimbursement for mileage, or otherwise.

10.4 For on-street parking, eligible vehicles shall be issued appropriate markers (such as placards) by OFM on an annually updated basis. OFM shall determine correct display practices for those markers, and notify employees and the Philadelphia Parking Authority of those practices. Only vehicles with up-to-date and correctly displayed markers shall be permitted to park in the authorized zone controlled by the City of Philadelphia. Only one marker per employee shall be issued; multiple markers per employee are not permitted. All parking markers must be returned to OFM and properly disposed of in the event of an employee ceasing their employment for any reason.

10.5 Rules for Parking

10.5.1 City vehicles, including personal vehicles enrolled in the Personal Auto Program, shall be parked legally at all times.

10.5.2 When used in the performance of official duties, 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. City vehicles, however, are not exempt in any circumstances from the time limits in metered parking zones.

10.5.3 City vehicles are prohibited to park, even momentarily, in any designated medians.

10.5.4 When used in the performance of official duties, City vehicles may park in No Parking Zones and Loading Zones for up to 20 minutes if necessary for the performance of the assignment.

10.5.5 Except as specifically provided herein, all other instances of illegal parking are prohibited.

10.5.6 Any illegally parked City vehicle or personal vehicle used for City business is subject to fines and towing.

10.5.7 Payment of tickets for parking violations issued against City vehicles or personal vehicles used for City business is the responsibility of the employee and will be enforced by the department head or designee. Employees who fail to pay or successfully appeal tickets in a timely manner shall be subject to disciplinary action, up to and including termination, and may include the loss of vehicle operating or parking privileges.

10.5.8 The status of all open violations shall be reviewed by the department's respective Cabinet officer on at least an annual basis.

11. RULES FOR DISPOSITION OF PARKING TICKETS

11.1 Employees operating City vehicles are expected to observe and be held personally responsible for obeying all parking regulations.

11.2 Notices of outstanding parking violations will be received and tracked by OFM and forwarded to the responsible department head, departmental fleet liaison, CAO, and MDO on a monthly basis. Within 10 business days of receiving this notification from OFM, departments shall identify the employee responsible for operating the vehicle at the time the violation was issued and inform them in writing of the violation, and of their responsibility to promptly respond to the violation.

11.3 If the employee identified as the operator of the vehicle at the time of a violation claims that the ticket was issued erroneously, the employee may appeal the violation to the Bureau of Administrative Adjudication (BAA) under the provisions of the Philadelphia 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 11.4 and 11.5 below.

11.4 If a department has reason to believe that tickets were issued in error or that business-related mitigating circumstances exist, requests for administrative review may be made to the BAA. Such requests shall be on department letterhead, signed by the department head, and submitted in a timely manner in the format provided by the BAA. If the violation is upheld, the employee is responsible for paying the fine and, if appropriate, late fees.

11.5 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.

11.6 Employees shall pay fines and late fees in a timely manner. Refusal to pay or accept responsibility for an outstanding violation will be subject to disciplinary action and/or loss of vehicle operating or parking privileges.

12. RULES FOR RED LIGHT PHOTO VIOLATIONS

12.1 Employees operating City vehicles are expected to observe all traffic laws, and obedience to red light photo enforcement systems is imperative.

12.2 Notices of violations pertaining to a red light photo violation will be received and tracked by OFM and forwarded to the responsible department head, departmental fleet liaison, CAO, and MDO on a monthly basis. Within 10 business days of receiving this notification from OFM, departments shall identify the employee responsible for operating the vehicle at the time the violation was issued and inform them in writing of the violation, and of their responsibility to promptly respond to the violation.

12.3 If a department has reason to believe that a red light photo violation was issued in error or that extraordinary business-related mitigating circumstances exist, requests for administrative review may be made to the Office of Administrative Review (OAR). 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.

12.4 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 30 calendar days of the Notice of Violation being transmitted to the department by 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, if appropriate, late fees.

12.5 The OAR will only consider an “official business” defense when presented in the manner prescribed in Sections 12.3 and 12.4 above. In such circumstances where the department does not request an administrative review of the violation for extraordinary business-related reasons, the employee/driver shall pay the violation or request an administrative review within 30 calendar days of receiving notification from the department. If so requested, an administrative review hearing will be scheduled. If the violation is upheld, the employee shall be responsible for prompt payment of the fine and late fees.

12.6 Employees shall pay fines and late fees in a timely manner. Refusal to pay an outstanding violation will be subject to disciplinary action and/or loss of vehicle operating or parking privileges.

13. TOLL ROAD VIOLATIONS

13.1 Personnel operating City vehicles on toll roads are responsible for the payment of all cash toll fares.

13.2 Employees may request reimbursement from their department for tolls incurred while performing official duties. In order to receive reimbursement, an employee should submit a receipt for the toll and use a *Reimbursable Expense Voucher*. Subject to departmental approval, toll reimbursements are to be paid for by an employee’s department.

13.3 City vehicles are not equipped with EZ-Pass toll transponders. Individual departments are encouraged to apply for an EZ-Pass account if their operations require frequent travel on toll roads. Individual departments are financially responsible for payment to any EZ-Pass accounts they open.

13.4 Employees shall not drive through an EZ-Pass toll lane without an active EZ-Pass transponder affixed to the vehicle. Employees are personally responsible for any violations and penalties incurred from driving through EZ-Pass lanes without a transponder, or any other toll evasion.

13.5 Notice of toll violations will be received by OFM and forwarded to the responsible department. The fine and/or late fee must be paid in a timely manner by the employee responsible for operating the vehicle at the time the violation occurred. Refusal to pay an outstanding violation may result in disciplinary action.

14. TAKE HOME VEHICLE ASSIGNMENT AND GUIDANCE

14.1 Take-home vehicle assignments are intended to 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 one's personal vehicle is not practical. At no time should a take-home vehicle be used as a means of compensation.

14.2 Take-home vehicle assignments shall be made on the basis of availability and departmental prioritization.

14.3 It is recommended that a rotational take-home vehicle usage model be used in departments prior to granting specific individual take-home privileges.

14.4 Departments are responsible for developing their respective take-home assignment criteria. Departmental take-home assignment criteria must be submitted to the department's respective cabinet member for approval. Departments are responsible for managing all assignments, subject to the written approval of both the department head and the respective cabinet member.

14.5 Departments shall submit a memo to their respective cabinet member for approval with the assignment criteria, number of vehicles, vehicle numbers, and employees assigned take-home privileges. Departments shall submit these memos for cabinet approval annually, and/or when changes occur.

14.6 Each department is responsible for notifying OFM of any assignments or changes to assignments within 48 hours.

14.7 Eligibility for a take-home vehicle assignment shall be based upon job function, not title. The following recommendations may be considered by departments when developing take-home assignment criteria:

1. 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.

2. On-Call – The employee is called out (after work hours or on weekends) on a frequent basis.

3. Condition and Suitability – The employee's personal vehicle would not be appropriate for emergency response.

14.8 The City of Philadelphia is not responsible for lost or damaged personal property left inside a City vehicle. Valuables should not be left in City vehicles when parked overnight at an

employee's residence. Unattended vehicles shall be locked at all times. Employees shall park City vehicles in a safe, secure, and legal location.

14.9 During vacations or any type of extended leave of four or more days, employees are encouraged to make the vehicle available for use by other departmental employees.

15. PRIORITIZATION OF VEHICLE ACQUISITIONS, MAINTENANCE, AND RELINQUISHMENTS

15.1 Prioritization of Vehicle Acquisition and Equipment

15.1.1 The acquisition process is a collaborative effort, with departments articulating operational needs and the OFM identifying an appropriate vehicle (or designating 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.

15.1.2 Annually, departments are given an opportunity to present their operational needs to the OFM, MDO, and CAO. The City's collective needs are analyzed and prioritized. The Annual Purchasing Plan is developed from this data and funds subject to budget availability are allocated to support the plan subject to budget availability. In order to ensure this process proceeds in an orderly manner, departments shall have their purchasing plans submitted to OFM by June 30 of every year.

15.1.3 For replacement vehicles, the rule of "one for one" is generally in effect; therefore, for each replacement vehicle requested, departments shall identify, by property number, the vehicle that will be turned in. Departments shall review the proposed vehicle for relinquishment and shall determine if an alternative vehicle should be replaced.

15.1.4 The OFM will prioritize for replacement departmental vehicle and equipment classes for which daily vehicle targets have been established, pursuant to a service level agreement.

15.1.5 The City of Philadelphia endorses 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.

15.2 Prioritization of Funding for Vehicles and Equipment

15.2.1 The OFM acquisition budget is primarily funded through the General, Capital, Water, and Aviation funds. However, grant funding is sometimes made available by various departments for vehicle purchases.

15.2.2 When grant funding is available for replacement acquisitions, it is preferable that departments secure funds to cover life cycle costs for maintenance and fuel. A request form (Exhibit C) must be completed to identify funding source information.

15.2.3 Requests for new needs must have a request form (Exhibit C) completed to include funding source information. Notwithstanding mission critical requests, new vehicle requests generally are not considered until a department's vehicle inventory is balanced.

15.2.4 When grant funding is available for approved new need acquisitions, funds for full life cycle costs, acquisition, maintenance, and fuel are required.

15.2.5 No General Fund money shall be used to replace grant financed vehicles unless with the expressed consent of the MDO, CAO, and Budget.

15.3 Purchasing Alternative Fuel and Fuel Efficient Vehicles. In accordance with local ordinance, the OFM, in cooperation with user departments, shall work to purchase fuel efficient and lower polluting vehicles.

15.4 Vehicle and Equipment Relinquishments. 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 shall communicate relinquishment decisions as far in advance as possible to ensure that affected departments have ample opportunity to develop contingency plans.

16. DISCIPLINARY ACTION

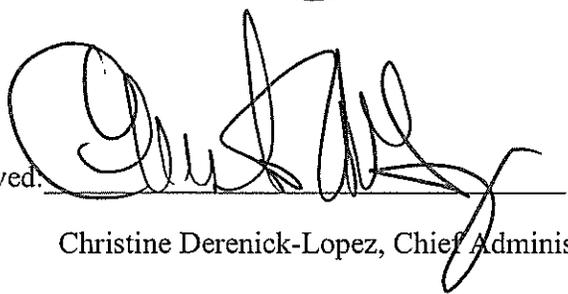
16.1 Employees who are found to have violated the policies set forth in this Directive may be subject to disciplinary action up to and including termination.

16.2 Employees who fail to follow the proper channels outlined in this Directive to address parking tickets, red light violations, toll violations, or other traffic violations will be subject to disciplinary action and may lose their privilege to operate City vehicles, park their personal vehicle in authorized zones or city-controlled off-street lots, or use their personal vehicle for City business.

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

Approved: 
Michael DiBerardinis, Managing Director

Date: 2.3.2017

Approved: 
Christine Derenick-Lopez, Chief Administrative Officer

Date: 2/3/2017

Exhibit A – Request for Administrative Adjudication of Parking Violations

(On Department Letterhead)

Date

Director, Bureau of Administrative Adjudication

City of Philadelphia

913 Filbert St

Philadelphia, PA 19107

RE: Vehicle Registration #:

City Property #:

Vehicle Owner (if other than City):

Parking Violation Number:

Dear Director:

A City employee, [name, employee number], of the [name of City Department, Division], has incurred a parking violation in the course of the performance of official duties.

On the date and time indicated on the subject violation, [employee name] was engaged in official departmental business at [location address of assignment]. The circumstances that caused the employee to park illegally are as follows: [describe here]

I have examined our departmental records and the employee's explanation of the incident and have determined that the nature of the assignment could not have been reasonably performed without this incident of illegal parking. I hereby request administrative review of the subject violation.

Sincerely,

_____ (signature)

_____ (title)

Exhibit B – Request for Administrative Review of Red Light Camera Violations

(On Department Letterhead)

Date

Executive Director, Office of Administrative Review

City of Philadelphia

100 S Broad St, 4th Fl

Philadelphia, PA 19110

RE: Vehicle Registration #:

City Property #:

Vehicle Owner (if other than City):

Red Light Camera Violation Number:

Dear Executive Director:

A City employee, [name, employee number], of the [name of City Department, Division], has incurred a Red Light Camera violation in the course of the performance of official duties.

On the date and time indicated on the subject violation, [employee name] was engaged in official departmental business at [location address of assignment].

The circumstance that caused the employee to enter the intersection when the traffic light was red is as follows: [describe here]

I have examined our departmental records and the employee's explanation of the incident and have determined that the nature of the assignment could not have been reasonably performed without this incident of violation. I hereby request administrative review of the subject violation.

Sincerely,

_____ (signature)

_____ (title)

Exhibit C – Vehicle Request Form

<h2>Office of Fleet Management</h2> <h3>Vehicle / Equipment Request & Justification</h3>
--

Date _____

Requesting Department _____

Contact Name / Liaison _____

Contact Phone and E-Mail _____

Please answer the following Questions

- Is this a new need or replacement request _____
- What type of vehicle / equipment is needed _____
- Why is it needed (aged replacement, new program) _____

- If replacement, provide property number of old vehicle _____
- How will it be funded (Fleet, by using department, or grant) _____
- Departmental funding index code and class code _____

Additional information to be considered

Name of Department Head or Commissioner _____

Signature of Department Head or Commissioner _____

Fleet approval or rejection _____

Reason for rejection _____

Fleet Manager Signature _____

Budget Approval Signature _____

Employee Acknowledgement

I, _____, an employee of

_____ (department/office/agency),

employee ID number _____, hereby acknowledge that I have received a copy of Directive 64 - City Vehicle Usage, Assignment, Parking Policies and Procedures.

(Printed Name)

(Signature)

(Date)

This form shall be signed by all users of city vehicles, and the signed copy shall be retained on file by departmental Fleet liaison.