
It's Still Not Your Car. It's a Public NYC Fleet Vehicle.

By: Keith T. Kerman

On January 4, 2019, [Fleet Newsletter Issue #248](#), we reminded all City employees that NYC Fleet units are for City purposes only. Fleet vehicles are not an exception to rules prohibiting personal use of City resources. City cars, fuel, EZ Passes, auto-parts, and repair bays are not yours to use personally.

On February 25, 2020, Alexander Kipp of the Conflict of Interest Board (COIB) presented at our Fleet Federation inter-agency meeting to further discuss the rules governing proper use of fleet units. In his engaging way, Alexander reviewed the role of COIB, the differences between COIB and DOI, and the rules governing proper use of City resources. Alexander reviewed some past cases of vehicle misuse that have impacted City agencies. COIB issues public announcements of fines, penalties, and other actions taken in response to the misuse of City resources. Too often, these involve City cars, EZ Passes, parking permits, fuel, or other fleet resources.

All commuters must have a signed and approved commuter form on file. At the meeting, DCAS reminded agencies, and does so again here, that effective December 3, 2020, any request to authorize a new employee for commuting privileges must receive pre-approval through DCAS and OMB. Staff who do not receive this pre-approval may not commute. Commuting is for operational and documented emergency purposes only. Agencies may not provide vehicles as perks or for employment considerations. Employees who are authorized to commute may only use the City vehicle for that commute to any approved home location and for minor incidental trips to and from on that approved route.

It's not your personal car once you get home. Your family or friends may never be in the car except in the infrequent cases of City-sponsored special events where this allowance is given.

As part of [Executive Order 41 of 2019](#), the number of individuals authorized to commute must be reduced by at least 500 by June 30, 2021. As part of that same order, DCAS has installed live tracking on the on-road vehicles from most City agencies. It is our obligation to know where City-owned vehicles are at all times. Employees are reminded to ensure that their vehicle use meets the appearance and reality of proper use at all times.

Any agency or employee who has a question about whether their use of a City vehicle is appropriate or allowed must make an inquiry on the issue to DCAS or COIB. DCAS will consult with COIB, DOI, Law, and others as necessary to resolve any question of appropriate vehicle use. All authorized drivers have been required to review and acknowledge the fleet

rules. These can be downloaded through Employee Self-Service (ESS) for all employees and also be found on the [DCAS Fleet internet site](#). It is the responsibility of agencies and operators to adhere to the rules and to ask if there are any questions on acceptable use.

City vehicles are very public and visible units. Please set the best example at all times.

COVID-19 Safety Reminder

For all fleet drivers, please be reminded to wear a mask when operating a fleet vehicle with others in the vehicle. Attached again are the [Department of Health's COVID-19 Safety Guidelines relating to vehicle operation](#).

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[NYC Fleet Newsletter 337, March 5, 2021](#): NYC Fleet Newsletter 337: Fleet Spotlight: Oliver Redman II, DOT Fleet Services

[NYC Fleet Newsletter 336, February 25, 2021](#): A Long, Fast Trip to Jail. Thwarting Fleet Thefts.

[NYC Fleet Newsletter 335, February 12, 2021](#): Vision Zero Webinar, Partnering for Fleet Safety

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