

**ERIE COUNTY WATER AUTHORITY
HR Policies/Procedures**

Re: FLEET MANAGEMENT

Policy No.: 94.0

**Application: All Employees Who Operate
An Authority Vehicle**

Adopted: 09/05/2019

PURPOSE

The purpose of the fleet management policy outlines under what conditions employees may be authorized to operate Authority vehicles while on Authority business. It does not cover personal use of vehicles addressed in policy 9.0.

POLICY

It is the policy of the Authority to provide vehicles to qualified employees who are required to travel between locations on Authority business, for business-related meetings, or training.

This policy is intended to set forth procedures ensuring the safe and lawful operation of all Authority owned-vehicles. This policy, as adopted and as may later be amended, are to be interpreted to be consistent with the following: (1) Vehicles are not to be operated unless in a safe operating condition; (2) Drivers must be physically and mentally able to drive safely; (3) Drivers must conform to all traffic laws with allowances made for adverse weather and traffic conditions; (4) Employees are expected to respect the rights of other drivers and pedestrians; and (5) Drivers may not misuse drugs or use alcohol or be under the influence of drugs or alcohol while operating an Authority vehicle.

PROCEDURE

Section 1 Definitions

- a) "Fleet Manager" means the Administrative Assistant in the Facilities and Transportation unit.
- b) "LENS" is the License Event Notification Service, NYS Department of Motor Vehicles
- c) "Operations Vehicles" means pick-up trucks, line maintenance trucks, and dump trucks

- d) “Passenger Vehicle” means fleet vehicle assigned to transport passengers only – i.e., SUVs
- e) “Qualified Employee” means an employee with a valid NYS drivers license approved for the type of vehicle needed.

Section 2 Rules

- a) All Authority vehicles, except those defined in Policy 9(1) as personal-use vehicles, must be numbered and display Erie County Water Authority decals on both the left and right front doors.
- b) All Authority vehicles, except those defined in Policy 9(1) must be equipped with an Authority-issued GPS tracking device. Removal or tampering with the device will result in disciplinary action.
- c) Both passenger and operations vehicles, not permanently assigned to a treatment plant, must use the gasoline pumps located at the service center.
- d) Vehicles permanently assigned to a treatment plant, or to an individual whose office is located at a treatment plant, must use the SUNOCO fleet cards assigned to the plant.
- e) Qualified employees requiring a vehicle from the general fleet, must request the vehicle through the Fleet Manager or the Director of Administration.

Section 3 Driver’s Privacy and the LENS System

- a) The Authority complies with all provisions relating to the Federal Driver’s Privacy Protection Act (DPPA).
- b) The Authority subscribes to the NYS LENS system. The service notifies authorized individuals of the following Motor Vehicle Record (MVR) events:
 - accidents (reportable)
 - convictions
 - expirations
 - Point and Insurance Reduction Program completions
 - license status changes
 - suspensions and revocations
- c) All Qualified Employees are subject to LENS notifications. Notifications will be handled in a confidential manner with the Human Resources Department.

- d) Any notice of suspension or revocation will render the employee unqualified to operate any Authority vehicle.

Section 4 Accident Reporting

- a) Any accident in an Authority vehicle must be immediately reported to the employee's immediate supervisor or to the Human Resources Department.
- b) A NYS Department of Motor Vehicles Report No. MV-104 must be completed at the earliest convenience.
- c) Any employee involved in an accident is subject to mandatory drug and alcohol testing.

Section 5 Defensive Driving

- a) The Authority shall offer a free defensive driving course annually to all employees, including employees who do not operate Authority vehicle.
- b) All Authority personnel who are required to have a CDL license are required to complete a defensive driving course every three years.