

NYCHA STANDARD PROCEDURE MANUAL

**S. P. 005:49:2—OPERATION OF VEHICLES
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SUBJECT	ADMINISTERING DEPARTMENT	APPROVED DATE	APPROVED BY	INDEX NO.
OPERATION OF VEHICLES	GENERAL SERVICES	Issued April 1, 1949 Revised July 15, 2004 Revised February 26, 2008 Revised March 31, 2011 Revised May 1, 2012 8/15/12	 Natalie Y. Rivers Executive Vice-President and Chief Administrative Officer  Atefeh Riaz Acting General Manager	005:49:2

I. PURPOSE

This Standard Procedure prescribes the policy and procedure governing the use of Authority-owned and private motor vehicles used by employees in the course of conducting Authority business.

II. POLICY

Authority vehicles or personal vehicles with employee expense reimbursement are to be used for Housing Authority business **only** when public transportation is unavailable, impractical, or uneconomical. Use of Authority cars for personal business is prohibited in most circumstances.

III. FLEET ADMINISTRATION OFFICE

Under the direction of the Deputy Director of General Services, the Assistant Director for Fleet Administration Office:

- A. Coordinates the Fleet Administration Office, Dispatcher's Office, and Vehicle Repair Shop
- B. Maintains and monitors the records of full-time and temporary vehicle assignments such as:
 1. Mileage reports
 2. Requests for vehicle use (including justifications and written dispositions)
 3. Records of data associated with taxable fringe benefits
 4. Lists of employees assigned vehicles full-time, including name, title, driver license number, and whether the employee is permitted use of the vehicle for commuting
- C. Administers the repair and preventive maintenance contracts for all NYCHA on-road vehicles and coordinates towing services. Refer to Appendix A, Sections III. Servicing Vehicles and V. Tows.
- D. Coordinates the disposal of all vehicles and horticultural equipment that are deemed to be inoperable or have met replacement criteria guidelines. Refer to Section XVII. B. of this procedure *Horticultural/Specialty Vehicle Replacement Criteria*, Appendix A, Sections VIII.

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Surplus and X. Horticultural Equipment.

- E. Oversees the operation and control of vehicles by the following positions:
 - 1. The NYCHA Dispatcher is responsible for all chauffeur - driven vehicles and vehicles assigned to Central Office.
 - 2. The Vehicle Repair Shop Supervisor is responsible for all maintenance and repair of horticultural equipment and development towing services.

IV. PURCHASE OF VEHICLES

A. Initial or Additional Order

All requests for vehicle purchases (including horticultural equipment) must include a completed NYCHA eForm 146.001, *EForm Requisition for Centrally Budgeted and Managed Items*, indicating the type of vehicle/equipment (e.g., sedan, utility vehicle, pick-up truck, van, dump truck, sweeper, etc.) and a justification memorandum stating the purpose for the vehicle/equipment.

The submission must indicate the appropriate funding source and account number to be used. These documents are submitted to Fleet Administration Office which upon review and approval transmits such documents to the Supply Chain Operations Department for inclusion in the next available Purchase Cycle.

B. Replacement Orders

When Fleet Administration Office determines that a vehicle or unit of horticultural equipment requires replacement, staff notifies the appropriate Department Director.

The Department Director or designee completes NYCHA form 011.016, *Surplus of NYCHA Vehicle/Horticultural Equipment*, and NYCHA eForm 146.001, *EForm Requisition for Centrally Budgeted and Managed Items*, including the license plate number of the vehicle being replaced. Staff forwards the submission to Fleet Administration Office which upon review and approval of the forms forwards the submission to the Supply Chain Operations Department. Refer to Appendix A, Sections I. *Vehicle Registration*, II. *Vehicle Tagging*, and VIII. *Surplus*.

C. Processing Vehicle Orders

When a Purchase Order for a vehicle is to be issued, the Director of General Services or designee notifies the following of cost, description, and expected delivery date:

- 1. Assistant Director for Fleet Administration Office
- 2. Dispatcher's Office
- 3. Risk Finance Division
- 4. Property Section, Accounting and Fiscal Services Department

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D. Delivery

All vehicles are delivered to the Fleet Administration Office's Vehicle Repair Shop at 23 Ash Street, Brooklyn, N.Y., 11222. Upon delivery, Fleet Administration Office's Vehicle Repair Shop staff is responsible for inspecting the new vehicles to determine if equipment specified in the Purchase Order has been received and is operating satisfactorily. If inspection of new vehicles indicates that there are problems, the vehicle(s) are returned to the vendor for repair.

E. Registration Plates & Certificates

Fleet Administration Office obtains registration plates for all vehicles. All NYCHA vehicles have official license plates unless otherwise approved, in writing, by the General Manager or designee. Upon disposal of any vehicle, Fleet Administration Office staff picks up the registration certificates and plates and returns them to the New York State Department of Motor Vehicles. Refer to Appendix A, Sections I. *Vehicle Registration* and VIII. *Surplus*.

F. Vehicle Identification

Official Authority decals (displaying the Authority seal and the wording "For Official Use Only") must be affixed to the front doors of all Authority vehicles. "NYCHA" and the development name appear conspicuously on both front door panels of all development vehicles.

V. VALID DRIVER LICENSE CERTIFICATION PROGRAM

All Authority employees who operate a vehicle for Authority-related business at any time, or whose job title requires a driver license, must possess a valid driver license issued by the state of their legal residence. The address reported to Human Resources as the address of residence must be the same as the legal residence of the employee. Driver licenses from states other than New York, New Jersey, Pennsylvania, or Connecticut are not acceptable. A driver license issued by New York, New Jersey, Pennsylvania, or Connecticut may be invalid if driving privileges in any state are suspended or revoked. The Valid Driver License Program is designed to ensure that only those employees meeting these requirements are permitted to drive for the Authority.

Any employee who drives for Authority-related business, or whose job title requires a driver license must complete NYCHA form 011.013, *Valid Driver License Certification Form* (refer to Section V. B., *Certification of Driver License Status*, of this procedure,). The employee's driver license is tracked by the Valid Driver License Unit of the Human Resources Department to ensure validity status.

NOTE: In the event NYCHA becomes aware that a NYCHA employee who operates a vehicle for Authority-related business at any time, or whose job title requires a driver license had an invalid license, which has subsequently been corrected, that employee may be subject to disciplinary action for the time period of the invalid license, up to and including termination.

A. Categories of Employees

The following categories of employees have been established to assist the Authority in

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determining the course of action to be taken when an employee's driver license has been invalidated:

1. Category 1

The following employees are included in this category:

- a. Employees who are required to possess a valid driver license, in accordance with Civil Service title specifications, whether or not they actually drive for the Authority
- b. Employees in the title of Caretaker "X" or Caretaker "G" and whose primary responsibility is to operate Authority vehicles

2. Category 2

Employees who are not included in Category 1 but who have been personally assigned Authority vehicles

3. Category 3

- a. Employees who are not included in Category 1 or Category 2, but who drive for Authority-related business purposes, using Authority vehicles or personal vehicles
- b. Any employee who is issued a parking sticker for their personal vehicle

4. Category 4

Employees who never operate vehicles for Authority-related business

B. Certification of Driver License Status

1. Employees assigned to Categories 1, 2, or 3 must complete NYCHA form 011.013, *Valid Driver License Certification Form*, photocopy their driver license onto the form and submit it to their supervisor.
2. The supervisor makes a copy of the form for the Department/Development records and forwards the original form to the Valid Driver License Unit of the Human Resources Department.
3. If the above stated conditions are not met, the employee is not permitted to drive for the Authority.
 - a. Fraudulent completion of the *Valid Driver License Certification Form* is grounds for disciplinary action and/or referral to the Inspector General.

<p>NOTE: Follow-up action will be taken for employees designated to Category 1 who do not complete forms as required.</p>
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4. The Valid Driver License Unit of the Human Resources Department must be notified

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immediately by the employees' supervisor of **any** modifications to job responsibilities concerning the utilization of Authority or personal motor vehicles.

5. Employee driver license information shall be periodically reviewed.

C. Employee Obligation to Report When Driver License Becomes Invalid Due to Suspension, Revocation, Status Change, or Loss of Driving Privileges

Any Category 1, 2, or 3 employee is required to immediately notify his/her supervisor if their driver license becomes invalid due to suspension, revocation, status change of his/her driver license, or loss of driving privileges in any state. An employee with an invalid driver license who operates a motor vehicle for Authority-related business purposes may be subject to disciplinary action and, if they no longer meet the qualifications for their title, may be subject to immediate termination.

Supervisors who become aware of an employee's invalid driver license or any other irregularity concerning the employee's license before receiving notification from the Human Resources Department must report this information to the Valid Driver License Unit.

A supervisor who knowingly directs, authorizes, or permits an employee with an invalid driver license to operate a motor vehicle while engaged in the conduct of Authority business is subject to immediate disciplinary action, up to and including demotion or termination of employment.

D. Actions to be Taken When Driver Licenses become Invalid Due to Suspension, Revocation, Status Change, or Loss of Driving Privileges

The following actions will be taken upon notification that the driver license of a Category 1, 2, or 3 employee has become invalid due to suspension, revocation, status change of his/her driver license, or loss of driving privileges. No actions will be taken against Category 4 employees.

1. Category 1

A Category 1 employee whose driver license has become invalid is prohibited from operating an Authority or personal vehicle for Authority related purposes and is placed on modified assignment. Such employees will be afforded 30 calendar days to take appropriate action to resolve the situation. This may include obtaining a Restricted or Conditional License.

NOTE: Category 1 employees may be subject to disciplinary action for any period of time during which they did not have a valid driver license, even if it was subsequently corrected.

If at the end of the 30 calendar day period, a valid driver license has not been obtained, the following applies:

- a. Employees who serve as Caretaker "X" or Caretaker "G" will be reassigned to a "J" vacancy at a location where such a vacancy exists. Upon reassignment, employees

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serving as Caretaker "X" will forfeit their assignment differential.

- b. All Category 1 employees, whether probationary or permanent, who are no longer qualified for their position due to an invalid driver license will be demoted or terminated.

2. Category 2

A Category 2 employee whose driver license becomes invalid has his/her car assignment rescinded and is placed into the Category 3 group.

3. Category 3

A Category 3 employee is prohibited from operating any motor vehicle for work-related purposes until (s)he submits documentation indicating that (s)he is in possession of a valid driver license. If the employee was issued a parking sticker for their personal vehicle, it must be immediately returned to a supervisor; and failure to do so may result in disciplinary action.

E. Submission of Updated Certification Forms

If for any reason an employee is issued a driver license with a new identification number, an updated NYCHA form 011.013, *Valid Driver License Certification Form*, with a photocopy of his/her driver license on the form must be completed and submitted to his/her supervisor and then forwarded to the Valid Driver License Unit of the Human Resources Department.

An initial or updated Certification Form must be submitted if an employee's driving category changes, or if the employee's state of residence changes.

VI. OPERATOR QUALIFICATIONS

A. Supervisor's Responsibility

If an employee does not have an approved NYCHA form 011.013, *Valid Driver License Certification Form*, from the Human Resources Department, the Director/Deputy Director/Property Manager/Property Maintenance Supervisor must **not** authorize the use of an Authority, employee-owned, or rented vehicle for NYCHA business. At least annually, the Director/Deputy Director/Property Manager/Property Maintenance Supervisor reviews the driver licenses of all employees authorized to drive any licensed Authority vehicle.

B. Operator's Responsibility

Each employee assigned an Authority vehicle or authorized to use an employee-owned or rented vehicle for NYCHA business must immediately notify his/her Director/Deputy Director if his/her license is suspended, lost, or invalidated and shall not drive any vehicle until his/her driving rights are reinstated. The vehicle must be returned immediately with the keys, Gas Card, and E-Z Pass (if applicable), to the Dispatcher's Office.

All vehicle operators must comply with the following rules when driving NYCHA-owned

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vehicles, employee-owned vehicles, or rented vehicles while on NYCHA business:

1. Have their driver license in possession whenever driving a vehicle on Authority business.
2. Adhere to all New York City and State driving regulations and traffic laws and all vehicle operating procedures established by the City of New York.
3. Wear seat belts in accordance with provisions set forth in New York State law.
4. Comply with the following New York State laws regarding the use of mobile telephones and portable electronic devices while operating a mobile vehicle:
 - a. Use a hands-free mobile telephone or a hands-free device attached to a mobile telephone when talking or listening on a mobile phone.
 - b. Do not use a portable electronic device to view, type, or transmit e-mails, text messages, or other electronic data. Portable electronic device whether hand-held or hands-free include, but are not limited to, phones, PDAs (personal digital assistant), laptops, pagers, electronic games, etc.

As per NYS law (NYS law 1225c and 1225d), the only exceptions for the use of electronic devices or phones without hands-free capabilities while driving are in cases of an emergency situation where the driver must contact the police, fire department, hospital, or physician's office or an ambulance service.

<p>NOTE: For safety reasons when operating a motor vehicle, it is recommended that staff safely pulls over out of traffic when using a hands free mobile phone to talk or when using a Global Positioning System (GPS).</p>
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The violation of these laws may be punishable by fines of not more than \$100 or \$150 depending on which law is violated. Any employee charged with traffic violations resulting from the use of mobile telephones and portable electronic devices while driving will be solely responsible for all penalties that result from such actions whether on a personal or business cellular phone.

Failure to comply with this policy may result in the termination of vehicle use authorization and disciplinary action.

5. Check the operation of all safety-related equipment (such as turn signals, horns, or brakes) and fluids prior to the operation of the vehicle and report, by telephone or direct contact, any malfunction to supervisory or maintenance personnel immediately. Complete NYCHA 009.073, *Vehicle Survey*, to provide feedback on the condition of the NYCHA official vehicle being driven. Refer to Section XVIII. A. 2. *Vehicle Survey*, for details regarding the submission of the form *Vehicle Survey* for assigned and non-assigned vehicles.
6. Ensure that the vehicle has current state inspection and registration stickers.

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7. Refrain from smoking, or permitting any passengers to smoke, in any Authority-owned vehicle.

C. Dispatcher's Responsibility

Prior to the issuance of an Authority vehicle, the Dispatcher must review each requesting employee's valid driver license.

VII. VEHICLE ASSIGNMENT

A. Full-Time Assignment

Full-time assignment of vehicles is defined as the assignment of a vehicle for daily use in the performance of official duties throughout the workday.

1. Criteria for Assignment

Employees are assigned an Authority vehicle for full-time use only if:

- a. They can document continuous use away from their assigned location on a daily or near daily basis to perform **one** of the following:
 - (1) Spend a minimum of 70% of working hours in field locations not readily accessible by public transportation, or
 - (2) Transport heavy or bulky equipment to field locations, or
 - (3) Provide essential emergency services at field locations
- b. They perform or carry out resident services, emergency conditions, environmental mandates, or special programs and initiatives, required special assignment as determined and authorized by the General Manager or designee.

If the job responsibility changes for an employee assigned a vehicle due to any of these reasons, the continued assignment of the vehicle shall be re-evaluated by the General Manager or designee.

2. Procedure for Vehicle Assignment

Each request for vehicle assignment shall be submitted by memorandum to the Executive Vice-President and Chief Administrative Officer. A separate request shall be prepared for each employee sharing a vehicle. No vehicle shall be assigned without approval by the Executive Vice-President and Chief Administrative Officer. Approved requests shall be filed by Fleet Administration Office if vehicles are assigned to personnel.

3. Vehicle Transfer or Separation from Service

- a. When an Authority vehicle used by an employee is transferred or otherwise disposed of, the employee's Department Director shall request replacement, if

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necessary, by completing and submitting NYCHA eForm 146.001, *EForm Requisition for Centrally Budgeted and Managed Items*, to Fleet Administration Office.

- b. When an employee to whom a vehicle is assigned separates from service, the employee shall return the vehicle and keys to the Dispatcher's Office. His/her Department Director shall advise the Assistant Director for Fleet Administration Office, in writing, of the date the vehicle will no longer be required by the employee.

4. Transfer of Vehicle from One Employee to Another

If for any reason (temporarily or permanently) a Department/Property Management Department Director wishes to transfer an assigned vehicle from one employee to another, (s)he shall send a written memorandum request in advance to the Director of the General Services Department.

5. Transfer of Vehicles to Other Locations

- a. If for any reason a vehicle is to be transferred from one location to another, the involved parties must send an e-mail in advance of the transfer to the Director of the General Services Department for approval before the transfer takes place.

- b. Vehicles may be transferred from one location to another on a **permanent** basis if the transfer is approved by the:

- (1) Development Property Manager/Division Chief, and

- (2) Property Management Department Director/Department Director, and

- (3) Director of the General Services Department or designee

6. Updating Vehicle Assignment Records

Fleet Administration Office requests from appropriate Department Directors or Vehicle Liaisons updated Vehicle Assignment Records on a quarterly basis to ensure the vehicle information on record is accurate.

B. Temporary Assignment

Temporary assignment is defined as assignment of a vehicle for a limited time period generally one week or less.

An employee requiring temporary use of a car must complete NYCHA eForm 011.002, *Request for Authority Vehicle*, approved by his/her Department Director. Requests must include a justification statement explaining why public transportation cannot be used.

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C. Vehicle Use

1. Restricted Use of Assigned Vehicles

Employees other than the Chairperson, Members, and General Manager are restricted to the use of vehicles for the performance of official duties. Otherwise, only stops incidental to the conduct of official business, such as for meals en route to or from a destination, shall be permitted. The following are examples of personal use **not permitted**:

- a. Traveling during non-business hours, unless specifically in the conduct of Authority business
- b. Transporting of non - Authority employees or materials except as required in the course of Authority business
- c. Commuting between the employee's home and office (including transporting passengers) unless specifically authorized by the Executive Vice-President and Chief Administrative Officer. Employees requesting to utilize an Authority vehicle for one time commuting purposes, whether within the five boroughs of New York City or outside of city limits, must check the appropriate box on NYCHA eForm 011.002, *Request for Authority Vehicle*, that denotes one - time commuting requiring *the overnight parking address and further explanation why this is required for approval by the Executive Vice-President and Chief Administrative Officer*.
- d. Transporting a vehicle across city boundaries without prior written authorization by the Director of the General Services Department.

2. Exceptions

a. Long-term

- (1) Executive Vice-Presidents and Chief of Staff are subject to the rules applicable to Section VII. C. 1. *Restricted Use of Assigned Vehicles*, of this Standard Procedure, except that vehicles assigned to those persons may be used for commuting.
- (2) Citywide Emergency Responders, individuals who are on call on a twenty-four hour basis seven days per week, may use Authority vehicles and EZ Pass tags for Authority business at any time. These individuals must reimburse NYCHA for all EZ Pass fees accumulated in commission of non-NYCHA business. The following titles are listed as Citywide Emergency Responders:
 - (a) Executive Vice-President for Operations
 - (b) Executive Vice-President for Community Programs and Development
 - (c) Vice-President of Operations for Support Services
 - (d) Director of the Emergency Services Department

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b. Short-term

Select employees designated to be on 24-hour call as a result of an emergency condition shall be authorized for unrestricted vehicle use of their assigned vehicles within the Metropolitan New York area with written approval from the General Manager or designee. Such authorization shall be granted only for the duration of the emergency.

NOTE: If an Authority car is to be used outside of the Metropolitan New York area, defined as a 50-mile radius with an epicenter at Columbus Circle in Midtown Manhattan, an e-mail requesting permission and specifying the reason for the request must first be approved by the Director of the General Services Department.

D. Vans/Trucks

The use of Authority vans/trucks while conducting official business at Central Office is permissible only for bulk pickups and deliveries.

Fax machines, scanners, e-mail attachments, and inter-office mail are utilized whenever possible to send documents and other non-bulk items between the field and Central Office. Employees who must pick up or deliver non-bulk items to Central Office may use public transportation whenever possible.

VIII. VEHICLE LIAISON RESPONSIBILITIES

A. Duties

Vehicle Liaisons are required to:

1. Act as a liaison between vehicle operators and Fleet Administration Office
2. Maintain vehicle assignment information and provide quarterly updates to Fleet Administration Office
3. Ensure the weekly submission of NYCHA form 011.007, *Weekly Automobile Record* (trip-cards), to Fleet Administration Office
4. Review vendor monthly fuel usage statement and submit monthly NYCHA form 009.056, *Gas Card Fuel Management Report Verification*, to General Services Department, Administrative Services Unit
5. Notify Fleet Administration Office of vehicle accidents involving injury and/or damage to an Authority vehicle
6. Coordinate vehicular preventive maintenance schedules with Fleet Administration Office

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B. Assignments

Vehicle Liaisons are appointed by Department/Property Management Department Directors in those departments/boroughs that require a staff member to perform the duties as noted in Section VIII. A., *Duties*. The following departments/areas require a Vehicle Liaison:

1. Property Management
2. Capital Projects
3. Community Operations
4. Department of Communications
5. Department of Equal Opportunity
6. Emergency Services
7. Energy
8. Human Resources
9. Information Technology
10. Inspector General
11. Law
12. Leased Housing
13. Office of Security
14. Research & Management Analysis
15. Supply Chain Operations
16. Technical Services

IX. TAXABLE INCOME FOR USE OF VEHICLES IN COMMUTING

Internal Revenue Service (IRS) regulations require that a taxable fringe benefit be assessed to employees who use an Authority - owned vehicle to commute to work. The Authority is required to conduct an annual accounting of the value of an employee's use of an Authority vehicle for commuting and to inform the employee who uses the vehicle that such use constitutes a taxable fringe benefit. This reporting is performed for an one - year period ending October 31.

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NOTE: Employees who use an Authority-owned vehicle to commute between their work location and a development near their home must report this as a taxable fringe-benefit under IRS regulations.

A. Valuing Commuting as Income

Under IRS regulations, Authority staff is divided into two groups for purposes of valuing commuting as income:

1. Control Employees

Control Employees are employees whose annual compensation rate exceeds an IRS-prescribed rate **at any time** during the reporting period (November 1 - October 31) and/or who are assigned a vehicle with chauffeur services. The taxable fringe benefit rate determined yearly by the IRS takes into account the value of the vehicle, chauffeur services (if any), and gasoline costs attributed to personal commuting travel during the reporting period (refer to Section IX.C., Contact, below).

2. Non-Control Employees

Non-Control employees are employees whose annual income falls below the rate for Control employees. For Non-Control Employees, the valuation for a commuting trip is established by the IRS (currently \$1.50 each way).

B. Notice of Ascribed Benefits

The value of such commuting for each applicable employee is included on the employee's W-2 form (**Column 16**) and is included in the total gross wages/earnings for the applicable tax period.

C. Contact

The Payroll Division of the Accounting and Fiscal Services Department issues to each applicable employee an annual memorandum that provides information on pay rates and explains IRS revisions on associated tax codes. This memorandum includes telephone numbers of Payroll Division staff members who are prepared to respond to any inquiries.

X. VEHICLE USE RECORDS

A. Non-Development Vehicles

1. Chauffeur - Driven

After each trip, the Motor Vehicle Operator records on NYCHA form 011.007, *Weekly Automobile Record*, the time the trip began and ended, the destination, and purpose of the trip. For cars not permanently assigned, the Motor Vehicle Operator attaches to the weekly report copies of NYCHA eForm 011.002, *Request for Authority Vehicle*, for each passenger. When a vehicle is operated by more than one Motor Vehicle Operator, each

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signs the weekly report.

2. Self - Driven

Each Monday, the operator of a self - driven vehicle submits to the Fleet Administration Office or Dispatcher's Office NYCHA form 011.007, *Weekly Automobile Record*, for the previous Monday through Sunday.

3. Record Maintenance

After review and approval of chauffeur or self driven vehicle requests, the form is forwarded to the Fleet Administration Office which files and maintains a record of all cards received. When a vehicle is operated by more than one employee, each signs the report. This report includes the time, destination, and purpose of the trip.

The timely completion of Weekly Automobile Records is required by all authorized vehicle operators who utilize a NYCHA vehicle. Incomplete Automobile Records will be returned to the operator with a form from General Services Department describing incompleting and/or outstanding items. Upon receipt of this form and the *Weekly Automobile Record*, the user must make the necessary correction(s) and return the *Weekly Automobile Record* to the attention of Fleet Administration Office within 48 hours.

Failure to complete and submit trip logs within the prescribe timeframes may disqualify the employee from future use of Authority vehicles.

XI. OBTAINING PARKING STICKERS

The General Services Department issues employee parking stickers for display in privately owned vehicles to prevent police from ticketing the vehicles of Authority employees authorized to park legally on Authority property during the performance of their duties at a development or NYCHA site. The stickers indicate: "NYCHA Authorized Employee Parking" and include the sticker number, location (Central Office or Property Management Department), and expiration date.

The General Services Department issues employee parking stickers every two years starting with odd years. New stickers are distributed to the Vehicle Liaisons approximately one to two months before the expiration date.

Upon receipt of stickers from the General Services Department, the Vehicle Liaison must count, sign for, and safe-lock the stickers. Upon issuance, employees must be instructed to attach parking stickers to a sturdy piece of clear plastic that will be placed on the vehicle's dashboard. Employees are not to affix parking stickers directly onto the vehicle's window.

NOTE: Parking stickers do **not** provide authorization to park at Smith Houses including the Dispatcher's parking lot or at Rutgers Houses. Only authorized personnel may use these parking facilities.

In the event the employee retires, resigns, or is terminated from service, the employee parking sticker must be returned to the Vehicle Liaison or to the General Services Department. The

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Vehicle Liaison or General Services Department must record employee status in the respective Employee Parking Sticker tracking system.

NYCHA employees who transfer to another location must return the sticker to the Vehicle Liaison. If in the course of the responsibilities at the new location the employee requires a parking sticker, (s)he must submit a request at the new location. Employees are not permitted to have two stickers for two different locations simultaneously.

Valid NYCHA parking stickers are recognized by the New York City Department of Transportation (DOT), and may be used to request the dismissal of traffic or parking violations (See Section XII, *Processing of Parking Violations*, for guidance). A NYCHA permit cannot be used as a negotiating tool for tickets issued off NYCHA premises.

A. Use of Employee Parking Stickers

Employees are prohibited from:

1. Lending or transferring their employee parking sticker
2. Duplicating their employee parking sticker for any purpose
3. Using or possessing a non-NYCHA issued or counterfeit parking sticker
4. Parking in resident parking lots and on Authority sidewalks and grounds

Employees who do not comply with these rules may be subject to disciplinary action including, but not limited to, the revocation of parking privileges and referral to the Office of the Inspector General (OIG).

B. Central Office

To obtain a sticker to park in a development parking lot when doing business at the development, Directors of Central Office departments must sign the completed NYCHA form 009.069, *Request for Employee Parking Sticker for Central Office*. This form is submitted to the General Services Department, accompanied by a copy of the employee's driver license and vehicle registration, and the prior year's expired sticker. **The employee's driver license and registration must be valid and current.**

1. Driver License Status Investigation
 - a. The General Services Department searches for the requesting employee's name on the current database provided by the Valid Driver License Unit of the Human Resources Department.
 - b. If the investigation reveals that the requestor **has registered and been approved** by the Valid Driver License Program, the General Services Department may **issue a parking sticker**.
 - c. If the investigation reveals that the requestor **has not registered** with the Valid

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Driver License Program, the General Services Department forwards the requesting employee's name and driver license number to the Valid Driver License Unit of the Human Resources Department. The Valid Driver License Unit searches the database available through the New York State Department of Motor Vehicles.

- (1) If **no violations are associated** with the requesting employee's driver license, the Valid Driver License Unit of the Human Resources Department informs the Administrative Services Unit of the General Services Department that a parking sticker may be issued.
- (2) If **violations are associated** with the requesting employee's driver license, the Valid Driver License Unit of the Human Resources Department instructs the Administrative Services Unit of the General Services Department **not** to issue a parking sticker until any and all outstanding violations are resolved.
 - (a) The Administrative Services Unit of the General Services Department retains the unapproved form and all attachments and notifies the requesting Department of the refusal so that corrective action can be taken.
 - i. When the outstanding violation(s) is resolved, the Valid Driver License Unit of the Human Resources Department is notified, and a parking sticker may be issued.

2. Issuance of Parking Stickers

The Administrative Services Unit of the General Services Department notifies Central Office Departments when the parking stickers are ready for pickup. The Director of the requesting department is required to sign NYCHA form 009.069, *Request for Employee Parking Sticker for Central Office*, acknowledging receipt of the parking sticker(s).

- a. A copy of the signed request along with the parking sticker(s) is given to the Director or designee.
- b. General Services Department retains the original *Request for Employee Parking Sticker* form, ensures the appropriate distribution of copies as noted on the bottom of the request form and maintains a database of all employees who are issued parking stickers.

3. Registration of Vehicles Used For NYCHA Business

- a. All vehicles used for NYCHA business must be registered in one of the following states to receive a parking sticker:
 - (1) New York
 - (2) New Jersey
 - (3) Pennsylvania

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(4) Connecticut

- b. Employees who wish to obtain parking stickers for vehicles registered under a name other than their own (e.g., a spouse) must provide proof of their relationship with the registered owner (i.e., birth certificate, marriage certificate, notarized letter from the registered owner authorizing use of the vehicle and stating the relationship to the employee) to their Department/Property Management Department Director. Employees with vehicles registered under such circumstances must obtain the approval and signature of the Department/Property Management Department Director prior to submitting the appropriate NYCHA form, *Request for Employee Parking Sticker*. Registration and driver license must have the same address (P.O. Box is unacceptable).

NOTE: NYCHA will not issue a parking sticker to an employee that has a license and/or registration with a P.O. Box. as an address.

C. Technical Services Department

The Technical Services Department regulates the distribution of parking stickers for its own staff members as well as staff members in the Emergency Services Department. The process is as follows:

1. The designated Technical Services staff member requests an allotment of parking stickers from the General Services Department based upon the prior year's requested allotment making adjustments as necessary.
2. The General Services Department forwards to the Technical Services Department its allotment of employee parking stickers.
3. Technical Services Liaisons follow the same guidelines as the General Services Department in issuing stickers, retaining the original NYCHA 009.069A, *Request for Employee Parking Sticker – Technical Services and Emergency Services*, and ensuring the appropriate distribution of copies as indicated on the bottom of the form.
4. Technical Services staff maintains a database tracking each parking sticker by parking sticker number, license plate number, and employee name.
5. Unused parking stickers are to be returned to the General Services Department on or before the expiration date of the sticker(s).

D. Property Management Departments

Property Management Departments regulate distribution of parking stickers for their staff and development staff members. The process is as follows:

1. The designated Property Management Department Office Manager requests an allotment of parking stickers for all Property Management Department and development staff from the General Services Department, Administrative Services Unit, based upon the prior year's allotment making adjustments as necessary.

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2. The General Services Department forwards to each Property Management Department Office its allotment of employee parking stickers.
3. Property Management Department Liaisons follow the same guidelines as the General Services Department in issuing parking stickers, retaining the original *Request for Employee Parking Sticker* form, and ensuring the appropriate distribution of copies as indicated on the bottom of the form.

Development Property Managers or Property Maintenance Supervisors must complete one of the following NYCHA forms for the appropriate Director's approval:

- a. 009.069B – *Request for Employee Parking Sticker - Bronx*
 - b. 009.069C – *Request for Employee Parking Sticker – Brooklyn*
 - c. 009.069D – *Request for Employee Parking Sticker - Queens/Staten Island*
 - d. 009.069E – *Request for Employee Parking Sticker - Manhattan*
4. Property Management Department Liaisons maintain a database tracking each parking sticker by sticker number, license plate number, and employee name and location.
 5. The Property Management Department Office Manager is responsible for returning all unused parking stickers to the General Services Department on or before the sticker's expiration date.
 6. Development Staff

The Property Manager or Property Maintenance Supervisor is responsible for collecting the prior year's parking stickers, returning them to the Property Management Department Liaison and appointing staff to maintain a tracking system that indicates the following:

- a. Development name
- b. Parking sticker number
- c. Name and title of each individual
- d. Make, model, and license plate number of the vehicle used by the employee who was issued the sticker

<p>NOTE: All Property Management Department Directors or Liaisons shall destroy parking stickers of employees who are transferred or separated from service.</p>

E. Reporting Lost or Stolen NYCHA Employee Parking Stickers

If a parking sticker is lost or stolen, the employee must immediately notify his/her supervisor who in turn must report the incident to the nearest NYPD precinct and secure a

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police complaint report or complaint number in order to replace the parking sticker.

F. Replacement of Parking Stickers

All requests for replacement of parking stickers require the re-submission of the following documents to the appropriate Department Liaison:

1. Appropriate NYCHA form *Request for Employee Parking Sticker (CO, A, B, C, D, E)*
2. A copy of the employee's driver license and vehicle registration
3. A copy of the receipt indicating payment, if sticker was lost or damaged due to being affixed to the vehicle windshield
4. A copy of the police complaint report or verified complaint number, if the sticker was lost or stolen. The police complaint report must detail the circumstances surrounding the lost or stolen parking sticker. In the event the supervisor cannot secure a police report, he/she must obtain the police complaint number. Once the police complaint number is verified and submitted with other required documentation, a new sticker may be issued to the employee.
5. A fee of \$25.00 will be charged for lost stickers and stickers damaged due to being affixed to the vehicle windshield. Fees to replace lost or damaged stickers may be paid by cash or by a United States Postal Service (USPS) money order made payable to: New York City Housing Authority. The employee must write his/her name, job location, and "Lost Employee Parking Sticker" (where appropriate) on the money order.

All payments for lost and damaged stickers must be submitted to the Central Office Cashier (90 Church Street, 6th floor) in the Accounting and Fiscal Services Department's Revenue and Receivables Division.

G. Temporary Parking Stickers for Contractors

Temporary parking stickers are issued to non-NYCHA staff such as vendors, social workers, visiting nurses, and Census Bureau representatives who may have a need to visit a NYCHA development and park their vehicle for a period of time not to exceed 30 days.

1. Temporary parking stickers must be requested, in writing, through the Property Management Department Office Liaison accompanied by an appropriate justification memo.
2. The development Property Maintenance Supervisor will advise the contractor of the designated area to park a contractor's vehicle. Use of tenant parking areas is prohibited. The temporary parking sticker for contractors must be displayed on the right side of the dashboard.
3. Under the direction of the Property Maintenance Supervisor, a log of sticker control numbers must be set up and maintained at each location. The control number is placed in the appropriate box on the sticker. Stickers must be kept in a secure area.

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4. The sticker will be date stamped by development staff in the appropriate box from the first day that the contractor begins work, and the date of expiration must not exceed 30 days after the sticker start date.

XII. PROCESSING OF PARKING VIOLATIONS

NOTE: This procedure does not cover the Office of the Inspector General which processes applications for dismissal or payment of parking summonses received by its staff.

A. Violations Suitable for Official Business Defense (OBD) Consideration

Vehicle operators must report all parking summonses issued to an Authority vehicle to the Fleet Administration Office within 24 hours and request the appropriate documents as stated in Section XII. B. If an operator fails to properly notify and respond to a summons received on an Authority vehicle:

1. The funds required to pay the summons will be collected from the employee's paycheck.
2. The vehicle may be confiscated.
3. Other disciplinary action may be taken.

All vehicle operators, including operators of emergency vehicles, are responsible for all summonses, fines, and penalties issued as a result of their operation of an Authority vehicle in the course of Authority business. However, under certain circumstances, a violation may be considered for dismissal. In order to be considered for dismissal, a detailed summary statement of the circumstances must be prepared and forwarded accordingly. Refer to Section XII. B. of this Standard Procedure for further instructions on summons dismissal.

Violations are the responsibility of the operator and are **not** amenable for Official Business Defense consideration unless the operator presents credible evidence (supported by an Operator Affidavit) that parking within the ticketed location was necessitated by an emergency involving public health or safety.

The following tables list samples of amenable and non-amenable violations:

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AMENABLE

<u>VIOLATION CODE</u>	<u>DESCRIPTION</u>
16	No Standing (Except Trucks Loading)
17	No Standing (Except Authorized Vehicles)
20	No Parking
21	No Parking (Alternate Side)
24	No Parking (Except Authorized Vehicles)
29	Failure to Properly Activate Meter
32	Overtime Parking at Missing/Broken Meter
33	Feeding Meter
34	Expired Meter
37	Overtime Parking (Muni Card)
38	Failure to Display Muni Card Receipt
42	Expired Muni-Meter Commercial Metered Zone
43	Expired Meter Commercial Metered Zone
44	Parking In Excess of Posted Time, Commercial Metered
58	Marginal Street/Waterfront
63	Nighttime Standing in the Park
66	Detached Trailer
70	Missing/Expired Registration Sticker
71	Missing/Expired Inspection Sticker
72	Mutilated Registration Sticker
73	Improper Sticker Display
74	Missing/Improper Plates
75	No Match Plate/Sticker
76	Vehicle Identification Number (VIN) Obscured
77	Parked Bus
78	Nighttime Commercial Parking
80	Missing Equipment
82	Unaltered Vehicle
83	Improper Registration
85	Storage
86	Storage
87	Storage
92	Washing/Repairing Vehicle
93	Removing/Replacing Flat Tire
97	Vacant Lot

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NON-AMENABLE

<u>VIOLATION CODE</u>	<u>DESCRIPTION</u>
10	No Stopping
11	No Standing (Except Hotel Loading)
12	No Standing (Snow Emergency)
13	No Standing (Taxi Stand)
14	No Standing
18	No Standing (Bus Lane)
19	No Standing (Bus Stop)
22	No Parking (Except Hotel Loading)
23	No Parking (Taxi Stand)
27	No Parking (Except Handicapped Permits)
35	Selling/Offering Merchandise for Sale (Metered Parking Space)
40	Fire Hydrant
45	Obstruct Traffic Lane
46	Double Parking
47	Double Parking-Midtown Commercial Vehicle (14 th to 60 th Streets, 1 st to 8 th Avenues)
48	Bike Lane
49	Excavation (Vehicle Obstructing Traffic)
50	Crosswalk
51	Sidewalk
52	Intersection
53	Safety Zone
55	Tunnel/Elevated Roadway
56	Divided Highway
59	Angle Parking-Commercial Vehicle
60	Angle Parking
61	Parking Wrong Way On A One Way Street
62	Over 12 Inches from Curb
76	VIN Obscured
91	Vehicle for Sale
95	Key in the Ignition
95	Wheels Not to the Curb on Grade
96	Railroad Crossing
98	Obstruction Driveway/Pedestrian Ramp

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B. Processing of Original Summons

NOTE: Adherence to the following procedures does not guarantee summons dismissal.

In addition to the 24-hour reporting requirement within one week of receipt of the summons, the operator must comply with Authority protocol in order to allow sufficient time for processing, while precluding the outstanding summons from entering default judgment status (with additional penalty). Failure to do so may result in the vehicle being confiscated or other disciplinary actions.

1. The operator presents the original summons to the Property Manager/Property Maintenance Supervisor/Division Chief (Central Office personnel) providing him/her with an explanation of the circumstances surrounding the issuance of the summons.
 - a. If the Property Manager/Property Maintenance Supervisor/Division Chief believes that the circumstances surrounding the issuance of the summons are not dismissible through Official Business Defense (OBD) procedures, the Property Manager/Property Maintenance Supervisor/Division Chief informs the operator that (s)he is responsible for prompt personal settlement with the New York City Department of Finance.
 - b. If the Property Manager/Property Maintenance Supervisor/Division Chief believes that the vehicle operator was on official business, and the summons was issued for an amenable violation that may be dismissed, the operator completes and submits the following to the Property Manager/Property Maintenance Supervisor/Division Chief:
 - (1) The back of the summons signed in the appropriate space
 - (2) An Operator Affidavit form (NYC-DOT form) which must:
 - (a) Provide a detailed description of the circumstances at the time of the issuance of the summons
 - (b) Describe the nature of the official business or emergency. Entries such as "official business," "attending meeting," "unable to find legal space," or "all authorized spaces taken" are insufficient for dismissal without additional facts describing the reason for illegal parking.
 - (c) Be notarized
 - (d) Provide the employee's signature
 - c. The Property Manager/Property Maintenance Supervisor/Division Chief submits this documentation to the Fleet Administration Office at 23 Ash Street, Brooklyn, N.Y., 11222. The documentation is reviewed by the Assistant Director for Fleet Administration Office (hereinafter referred to as "Agency Liaison") and then submitted to the New York City Department of Finance for processing. Upon receipt of a response from the New York City Department of Finance regarding this

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documentation, the Agency Liaison sends a notification e-mail to the vehicle operator, informing him/her of the summons disposition.

If the summons disposition is guilty, then the vehicle operator has the choice of appealing on his/her own and must send a notification e-mail to the Agency Liaison, informing him/her of their appeal of the decision. The Agency Liaison allows the vehicle operator thirty (30) days to appeal. If the Agency Liaison has not received communication from the vehicle operator in 30 days, the Agency Liaison notifies the vehicle operator that proof of payment must be submitted to Fleet Administration Office within 7 days.

C. Processing Payment of Summons

1. The vehicle operator must provide proof of payment in the form of a money order made out to the "Department of Finance" either in person at one of the addresses listed on the back of the summons or mail payment to:

New York City Department of Finance
PO Box 29021
Brooklyn, NY 11202-9021

Employee may pay online going to Department of Finance web page at http://www.nyc.gov/html/dof/html/parking/park_tickets_paying.shtml.

2. The vehicle operator must provide proof of payment to Fleet Administration Office within 7 days of receipt of summons. Otherwise, the Agency Liaison initiates the process of handling the summons as an unpaid Outstanding Summons (refer to Section XII. D., *Handling of Outstanding Summons*, below).

D. Handling of Outstanding Summons

If the General Services Department is informed of an outstanding summons, or the General Services Department has not received communication from the NYCHA staff member about the summons, then an e-mail is sent to the staff member giving him/her 7 days to make payment on the summons. If e-mail is not available, the individual will be contacted by Fleet Administration Office staff and given 7 days to make payment on the summons.

If the summons is not paid within 7 days of this notification, the General Services Department staff submits NYCHA eForm 124.160, *PVB Summons Deduction Form*, to the Payroll Division so that the summons cost may be deducted from the staff member's paycheck and sent to New York City Department of Finance for payment.

Additionally, an employee who had an outstanding summons, and a payroll deduction was used to pay for the summons, may have their driving privileges revoked resulting in their inability to drive a NYCHA vehicle.

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NOTE: Under no circumstances shall a summons be paid from any Petty Cash Fund, unless prior written authorization is given by the General Manager or designee as per NYCHA Standard Procedure 100:61:1, *Use And Control Of Petty Cash*, Section II. B. 7.

NOTE: Discovery of an outstanding summons in the New York City Department of Finance's Parking Violations Bureau system that was not reported to General Services by the Vehicle Operator will require their response and course of action within a 72 hour period to either pay the summons or challenge it by submitting the appropriate paperwork with a copy to the Department Director. If General Services does not receive a response from the Vehicle Operator within 72 hours from the point of discovery and notification made by General Services to the Vehicle Operator, General Services will then proceed with the process of issuing a request for a payroll deduction to be made to satisfy the outstanding summons.

XIII. ACCIDENTS

A. Preparation

NYCHA eForm 128.076, *Automobile Accident Report*, together with the New York State Department of Motor Vehicles (DMV) form MV-104, *Report of Motor Vehicle Accident*, must be kept in the glove compartment of every vehicle used in connection with Authority business.

B. At the Accident Scene

1. Stop immediately and move the vehicle to a safe location.
 - a. Obtain necessary information from the other party and Police including: name(s) and address(es) of the other party (if applicable), injured persons, the Police Precinct and Police Report Number. Use the New York State *Report of Motor Vehicle Accident* (MV-104) in the glove compartment as well as NYCHA eForm 128.076, *Automobile Accident Report*, to record all the required information.
 - b. Notify your supervisor as soon as possible.
 - c. Notify the following Fleet Administration Offices as soon as possible:
 - (1) Dispatcher's Office (212-306-3953/54) for accidents involving chauffeur-driven vehicles and vehicles assigned to Central Office
 - (2) Fleet Administration Office Coordinator (718-349-0884) for vehicles assigned to Central Office and Property Management Department Office staff. Refer to Appendix A, Sections V. *Tows* and VI. *Accidents*.

C. Within 24 Hours

1. Report the accident to the Risk Finance Division at 212-306-6506 and the Fleet Administration Office of the General Services Department at 718-349-0884.

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- a. The operator of the vehicle completes NYCHA eForm 128.076, *Automobile Accident Report*.
- b. The operator of the vehicle completes a New York State Department of Motor Vehicles (DMV) , MV-104, *Report of Motor Vehicle Accident* with the assistance of his/her supervisor. This may be downloaded by opening NYCHA eForm 128.076, *Automobile Accident Report*, and clicking the link at the top of the page.
- c. Both forms NYCHA eForm 128.076, *Automobile Accident Report*, and MV-104, *Report of Motor Vehicle Accident*, are to be completed and submitted online. Once submitted, the forms are automatically routed to the Risk Finance Division and General Services, Fleet Administration Office. *Please note that these forms may be rejected if filled out incorrectly or are lacking the required information.*
- d. If the accident results in injuries to any individual or if damages to any vehicle exceed \$1,000, the operator of the vehicle submits a completed and signed original form MV-104, *Report of Motor Vehicle Accident*, to the Accident Records Bureau of the Department of Motor Vehicles (DMV) at the following address:

Accident Records Bureau
6 Empire State Plaza
P.O. Box 2925
Albany, NY 12220-0925

(1) Copies of both completed forms are maintained by the vehicle operator.

- e. Obtain the Police Report from the local precinct and send it to the Risk Finance Division and General Services Department – Fleet Administration Office within **5 days** of the accident. Refer to Appendix A, Section VI. *Accidents*.
- f. Refer all communication and correspondence from the other party to the Risk Finance Division for handling.

D. Damage to an Authority Vehicle

For accidents that cause damage to an Authority vehicle, Fleet Administration Office personnel is required to send the appropriate damage assessment documentation to the Risk Finance Division. The document must include the date of the accident and a full description of the vehicle after the accident. Documentation is to be one of the following types:

1. A copy of the repair bills, or
 - a. A written estimate of the cost to repair the vehicle, or
 - b. A statement claiming that the repair of the vehicle is impractical (as in a "total loss") with an explanation

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E. Failure to Report an Accident or Damage to an Authority Vehicle

Supervisors and Property Managers are required to take appropriate and timely action in the event that an employee fails to report an accident or any damage to an Authority vehicle or equipment.

F. Processing of Automobile Accidents and Repairs on Authority-Owned Vehicles

The Risk Finance Division:

1. Maintains a record of all reported automobile accidents and upon request, may submit copies to the Fleet Administration Office of the General Services Department and the Law Department, Torts Division
2. Analyzes accident reports to verify consistency with the physical facts when initiating recovery procedures for repairs if applicable

XIV. VEHICLE VANDALISM, THEFT, AND HIT-AND-RUN ACCIDENTS

Incidents of Authority vehicle vandalism, hit-and-run, or theft must be reported to the New York City Police Department (NYPD) and to the Fleet Administration Office within 24 hours of the event. Repairs will not be performed unless a Police Report is completed. Both the Precinct Number and the Case Report Number are required for this type of damage. Refer to Appendix A, Sections V. *Tows* and VII. *Vandalism*.

- A. Fleet Administration Office makes a report to the Risk Finance Division. This report includes the name of the person who parked the vehicle at the location where the vehicle was discovered damaged.
- B. A description of the vehicle's damage is provided by the repair service to Fleet Administration Office.

XV. EMPLOYEE-OWNED VEHICLES

A. Reimbursement(s) for Authorized Authority Business

1. Employee - owned vehicles may be used **regularly** on Authority business upon written authorization of the Department Director. The employee requests such authorization by completing NYCHA form 121.054A, *Application for Use of Employee-Owned Vehicle*. Upon signed approval by the Department Director, the employee forwards the original of the three-part form to Accounts Payable, Accounting and Fiscal Services Department, forwards one copy to his/her Division Chief, and maintains one copy for his/her personal records.
2. The Authority reimburses such vehicle use at the rate of \$0.28 per mile (or at the City's current rate of reimbursement) with payment for a minimum 30 miles per day exclusive of tolls and parking fees. This mileage allowance is permitted when an employee uses a personal car on Authority business in the Metropolitan Area (defined as anywhere within a 50-mile radius from Columbus Circle in Midtown Manhattan). Parking costs are

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reimbursed only if the costs are incurred at a parking meter. Tolls also are reimbursed if the reimbursement voucher is accompanied by toll receipts for such expenditures. Actual mileage and tolls are computed from the first development or other Authority facility visited and end at the last development or other Authority facility visited.

If an employee is called out for an emergency after regular business hours and uses a personal vehicle for necessary transportation to the work site, reimbursement for mileage and tolls begin and end at his/her home address.

Employees on such duty log in at each development they visit by signing the development visitors' book, boiler room log book, or other appropriate record.

3. Reimbursement for mileage and tolls is made on a calendar-month basis.

The employee records daily the odometer readings, mileage, tolls, and developments visited on NYCHA form 121.054, *Reimbursement Voucher for the Use of Employee-Owned Vehicle*. At the end of the month, the employee submits this form to his/her supervisor for signed approval.

- a. Field Locations

No later than one week following the end of the month, each Property Management Department Director forwards all completed forms, *Reimbursement Voucher for the Use of Employee-Owned Vehicle*, for members of his/her staff to Accounts Payable, Accounting and Fiscal Services Department.

- b. Central Office Locations

Central Office personnel may bring their vouchers, receipts, and/or explanations to the Petty Cash window on the sixth floor at NYCHA's 90 Church Street facility.

4. Technical Services Department employees who use their own vehicles for NYCHA business have reimbursement checks sent to their home address. These employees complete and submit form 121.054, *Reimbursement Voucher for Use of Employee-Owned Vehicle*, to the Section Supervisor. This form will be hand delivered to Accounts Payable. The supervisor of Accounts Payable has checks prepared and mailed to each employee's home address.

Technical Services Department employees who use a NYCHA vehicle must submit NYCHA 121.004, *Petty Cash Voucher*, with receipts attached and descriptions/reasons provided to the Section Supervisor designated to approve the vouchers. The Section Supervisor reviews the forms and receipts and provides the reimbursement to the employee. Once several Petty Cash Vouchers have been collected, the Section Supervisor prepares NYCHA form 121.014, *Petty Cash Fund Reimbursement Requisition*, and hand delivers the form to Accounts Payable.

5. For the policy and procedure governing use of employee owned vehicles for non - routine trips on official Authority business beyond the Metropolitan Area, refer to Standard Procedure 002:49:2, *Allowances for Travel and Related Expenses*.

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To secure reimbursement for mileage and tolls for such trips, the employee completes and submits NYCHA form 121.004, *Petty Cash Voucher* (refer to Standard Procedure 100:61:1, *Use and Control of Petty Cash*).

XVI. PURCHASE OF GAS

Gasoline purchases must be made using an Authority-authorized Gas Card.

A. Issuing a Gas Card

The General Services Department issues a Gas Card for a specific official vehicle. The cards which are not interchangeable between vehicles allow for a maximum of thirty-five gallons of gasoline per card that may be purchased during each vehicle fueling transaction.

A separate card which is issued for development gasoline cans allows for a maximum of five gallons of gasoline per can that may be purchased during each can fueling transaction.

Requests for higher daily or weekly maximum fuel fill ups for both gas cans and vehicle assigned cards must be accompanied by written justification as to the reason for higher maximums with copy to the supervisor and the development Property Manager, Property Maintenance Supervisor, or the Department Director.

Anyone who operates a vehicle or is responsible for filling a development gasoline can is issued his/her own personal identification number (PIN) that is confidential and non-transferable. Employees may have only one assigned PIN in their corresponding departments.

Gas Cards issued to NYCHA vehicles have the vehicle license plate numbers printed on the back of the card. Gas Cards issued for gas cans are generally for development use and have the development name and the designation "GAS CAN" printed on the back of the card.

All replacements of gas cards and issuance of replacement or new PIN numbers must be requested by the development Property Manager or Property Maintenance Supervisor or Department Director or authorized designee via e-mail or a signed memorandum.

Development Property Managers or Property Maintenance Supervisors or Department Directors or authorized designees are responsible to notify the Gas Card Coordinator of any personnel and/or assignment changes as they affect the issuance of Gas Cards and PIN Numbers.

Gas Cards for vehicles shall be kept in the vehicle's glove compartment and are not to be used for other vehicles. Gas can cards may be kept in the Office of the Property Manager or Property Maintenance Supervisor.

B. Using the Gas Card

The Gas Card can only be used at Gas Card-affiliated stations. Each vehicle must have the list of the stations that accept the Gas Card and their locations. If a list is required, contact the

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Gas Card Coordinator at (212) 306-3584. Only self-service pumps may be used with the Gas Card.

1. Purchasing Fuel at a Gas Card-affiliated Station

a. Fueling a Vehicle

When fueling a vehicle at a Gas Card-affiliated station, the following must be adhered to:

(1) The employee gives the Gas Card with the vehicle license plate number printed on the back of the card to the station attendant who checks the tank size and type of fuel. Unless otherwise indicated on the Gas Card, employees only use 87 octane (regular unleaded) fuel. The station attendant gives the employee a key pad to enter the following:

(a) Exact odometer (mileage) reading, excluding tenths

(b) His/her PIN

(c) Number on the pump (s)he is using

(2) After the gasoline is pumped, the employee returns to the window and signs the receipt.

b. Fueling a Gas Can

When fueling a gas can, the following must be adhered to:

(1) The employee gives the Gas Card with the development name and "GAS CAN" printed on the back of the card to the station attendant and advises the attendant of the type of fuel needed, i.e., 87 octane (regular unleaded) or diesel fuel. The station attendant gives the employee a key pad to enter the following:

(a) His/her PIN

(b) Number on the pump (s)he is using

(2) After the gasoline is pumped, the employee returns to the window and must print and sign his/her name on the receipt.

NOTE: If problems arise at the fueling site, contact the Gas Card Coordinator at 212-306-3584.

2. Reporting a Lost or Stolen Gas Card

If a Gas Card is lost or stolen, the employee must immediately notify his/her supervisor who will report the incident to the Gas Card Coordinator at 212-306-3584 for immediate card cancellation process to occur. In addition, the supervisor will report the incident to

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the nearest NYPD precinct and secure a police complaint report or a complaint number in order to replace the card.

The Gas Card Coordinator may be contacted to schedule a pickup of the replacement card at General Services Department, 90 Church Street, 12th Floor. All copies of this documentation must be submitted in order to receive a replacement card.

C. After-Hours Emergency Procedure

Since the General Services Department and the Gas Card Company are not open for business at night, weekends, or holidays, it is advisable to fuel vehicles before the end of the business day especially on Fridays.

However, if it is necessary to fuel after hours and the Gas Card does not work, the operator may use his/her personal cash. An employee paying for gas will be reimbursed by the Authority by means of Petty Cash. NYCHA 121.004, *Petty Cash Voucher*, must be accompanied by a detailed description explaining why the Gas Card could not be used.

D. Gas Card Records and Payment of Invoices

Each Property Management Department Office has a Vehicle Liaison (or supervisory staff member) who can resolve problems such as fuel discrepancies, unauthorized station use, and/or incorrect information by contacting the General Services Department at (212) 306-3584.

Operators of NYCHA official vehicles submit gas receipts to their work location Property Manager, Property Maintenance Supervisor, or Vehicle Liaison who maintains cost records.

The Fuel Management Gas Card Company sends monthly invoices to the General Services Department. These invoices are then distributed to the respective departments or developments. It is the responsibility of the Department/Development Vehicle Liaison to compare the fuel invoices for number of gallons and total dollar amount against the actual gas receipts. Discrepancies are noted on NYCHA form 009.056, *Gas Card Fuel Management Report Verification*, and forwarded to the General Services Department at 90 Church Street, 12th Floor with the receipts. General Services Department staff will also review activity for Gas Card compliance.

XVII. SURPLUS VEHICLES

The Assistant Director for Fleet Administration Office declares surplus those vehicles that are too costly to maintain and/or repair. The Assistant Director for Fleet Administration Office notifies the Property Section of the Accounting and Fiscal Services Department of the sale of any vehicles and of any subsequent monies derived. Vehicle replacement decisions are based upon annual budgetary constraints, agency priorities, and the following vehicle replacement criteria. Refer to Appendix A, Section VIII. *Surplus*.

A. On-Road Vehicle Replacement Criteria

1. On-road vehicles refer to the following vehicle types:

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- a. Development truck
 - b. Pickup truck
 - c. 4x4
 - d. Cargo van
 - e. Passenger van
 - f. Step van
 - g. Sedans
2. Generally, on-road vehicles are considered for replacement if:
- a. Vehicle has accumulated 70% of its initial cost in repairs or maintenance.
 - b. Vehicle is destroyed as a result of an accident.
 - c. Vehicle is stolen and not recovered within sixty (60) days.

B. Horticultural/Specialty Vehicle Replacement Criteria

As a general rule, Horticultural/Specialty vehicles are considered for replacement if the vehicle age reaches the levels indicated below:

Vehicle Type	Vehicle Age
Jet Rodder / Sewage Cleaning	10 years
Generator truck	10 years
Tractor	5 years
Sweeper	8 years
Bobcat-type loader	8 years

C. Steps to Surplus Vehicles

A vehicle is considered surplus when the following steps are taken:

1. For NYCHA pool vehicles meeting the replacement schedule, the Assistant Director for Fleet Administration declares the vehicle(s) surplus and completes and submits NYCHA form 011.016, *Surplus of NYCHA Vehicle/Horticultural Equipment*, along with NYCHA eForm146.001, *EForm Requisition for Centrally Budgeted and Managed Items*, for a new vehicle to the Authority's Assistant Director for Fleet Administration Office. The Assistant Director for Fleet Administration Office shall review the documents and if

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factors such as vehicle age, total cost of vehicle repairs, and physical damage to the vehicle are excessive, (s)he shall declare the vehicle "surplus."

For all other NYCHA vehicles/horticultural equipment meeting the replacement schedule, the Assistant Director for Fleet Administration Office reviews the factors noted in Subsection 1. above and determines whether or not to surplus the vehicle/horticultural equipment. If it is determined that the vehicle/horticultural equipment is to be declared surplus, the Assistant Director for Fleet Administration Office sends a memorandum to the Department Director/Development Property Maintenance Supervisor, notifying them of the proper procedure and paperwork required to replace the vehicle/horticultural equipment. Refer to Appendix A, Sections VIII. *Surplus* and X. *Horticultural Equipment*.

2. All Authority markings must be removed from surplus vehicles before they are removed from the Authority's inventory. The Authority markings can be removed by painting them over or scraping them off.
3. When the Director of the General Services Department and the Assistant Director for Fleet Administration Office sign all surplus vehicle paper work, NYCHA's Vehicle Repair Shop transports the vehicle to the Department of Citywide Administrative Services. Department of Citywide Administrative Services is responsible for signing the title deed and giving a signed receipt to the Fleet Administration Office employee that delivered the vehicle/equipment.

The Department of Citywide Administrative Services, Office of Surplus Activities, will auction the vehicle(s) and sell them to the highest bidder. They shall send the check to the Authority for the amount of the sale less the auction fee per vehicle. The sale information shall be entered into the appropriate computer system and recorded in the vehicle's folder which is maintained by Fleet Administration Office.

The vehicle folder which contains all pertinent information from the time the Authority purchased the vehicle to the time the vehicle is auctioned is kept on file by the Assistant Director for Fleet Administration Office in case any problems arise or the records have to be audited by appropriate personnel. The folder must include a log containing the following information for the surplus vehicle: date of surplus, make and model year, VIN Number, Tag Number, License Plate Number, originating location, date Accounting and Fiscal Services Department was notified of surplus, *Requisition for Centrally Budgeted and Managed Items* Number, and disposition.

4. Director of General Services Department shall forward to the Property Section of the Accounting and Fiscal Services Department a copy of all sales receipts specifying the vehicle identification number, vehicle plate number, and the monies received at the auction.

XVIII. VEHICLE SERVICE

All vehicles other than grounds keeping equipment are serviced by outside vendors under the G.E. Capital Fleet Services Program. Grounds keeping equipment is serviced by Fleet Administration Office's Vehicle Repair Shop.

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Operators of vehicles requiring repairs shall call the designated supervisor (e.g., at Fleet Administration Office, Dispatcher's Office, etc.) assigned to coordinate such repairs. The caller must have the vehicle license plate and current odometer reading available and clearly state the nature of the problem. **Only work authorized by Fleet Administration Office will be performed.** Refer to Appendix A, Section III. *Servicing Vehicles*.

A. Monday through Friday 8:00 A.M. to 4:30 P.M. - contact either:

1. Fleet Administration Office - (718) 349-0884
2. Dispatcher's Office - (212) 306-3953/54

B. After hours, weekends, and holidays, call G.E. Capital Fleet Services directly at (800) 328-6363.

The Dispatcher's Office shall arrange for routine lubrication of chauffeur - driven vehicles.

The operator of a non - chauffeur-driven vehicle is responsible for its proper operation at all times. If the vehicle is not operating properly and requires inspection or repair before the regularly scheduled inspection, (s)he shall notify the Fleet Administration Office or Dispatcher's Office.

A. Preventive Maintenance for Vehicles

The objective of preventive maintenance is to prolong the useful life of Authority vehicles and maximize their operating efficiency. Vehicle operators and supervisory personnel are to be aware of the importance of the prescribed preventive maintenance procedures and ensure that inspections and servicing are completed in a timely manner.

Routine checks include:

1. Operator Responsibilities

Operator checks by observation and investigation.

a. Daily

- (1) Horn
- (2) Brakes
- (3) Windshield wipers
- (4) Mirrors
- (5) Lights
- (6) Panel instruments

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(7) Tire pressure/Tire condition

NOTE: The brake and clutch pedals must have at least 1½" of free play. Brakes must be adjusted as soon as the brake pedal goes close to the floorboard or if it feels uncomfortable when activating brakes.

b. Every 10 Days, or at each fuel stop

(1) Radiator level

(2) Battery water level

(3) Tire pressure by gauge/Tire condition

(4) Engine oil level - Each development maintains a supply of motor oils and lubricants.

These items may be procured by accessing NYCHA's *iProcurement* System.

2. *Vehicle Survey*

Authorized NYCHA vehicle operators must complete NYCHA 009.073, *Vehicle Survey*, to provide feedback on the condition of the NYCHA official vehicle being driven.

a. Assigned Vehicle

Vehicle operators who are assigned a NYCHA official vehicle must complete the *Vehicle Survey* form monthly and as needed to report a vehicle maintenance problem and submit the completed form to their Department/Office Vehicle Liaison for review and follow-up action.

b. Non-assigned Vehicle

Vehicle operators who are driving a non-assigned NYCHA official vehicle must complete the *Vehicle Survey* form as needed to report a vehicle maintenance problem and submit the completed form to their Department/Office Vehicle Liaison for review and follow-up action.

B. Flat Tires

If the operator cannot replace the tire with an appropriate spare, staff may contact Fleet Administration Office for assistance at (718) 349-0884. Refer to Appendix A, Sections III. *Servicing Vehicles.*, IV. *Ordering Tires*, and V. *Tows*.

C. Fleet Administration Office Responsibility

The Assistant Director of Fleet Administration Office is notified if any repairs are needed. The Assistant Director of Fleet Administration Office or the Fleet Administration Office Coordinator authorizes all servicing of vehicles according to a repair schedule. Fleet Administration Office

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maintains a record of this servicing and notifies the operator when servicing is scheduled. The Assistant Director of Fleet Administration Office sends a memorandum to all personnel assigned an Authority vehicle notifying them that they are due for service:

1. PMA (Preventive Maintenance A), every 4,000 miles or four (4) months (whichever comes first)
 - a. Change oil and oil filter
 - b. Lubrication
 - c. Check battery
 - d. Check fluid levels in:
 - (1) Cooling system
 - (2) Windshield washer
 - (3) Power steering
 - (4) Brake system
 - (5) Transmission well
 - e. Check hoses and lines for leaks, wear, and bulges
 - f. Check all belts
 - g. Check steering system
 - h. Adjust or replace belts and hoses as necessary
2. PMB (Preventive Maintenance B), every 10,000 miles or annually (whichever comes first)

Complete tune- up including when necessary replacement of distributor cap, ignition wires, plugs, and P.C.V. valves.

D. Preventive Maintenance for Horticultural Equipment

To prolong the life of horticultural equipment, staff adheres to the preventive maintenance schedule outlined in the manufacturer's specifications.

E. Vehicle Repair Shop/Repair Service of Horticultural Equipment

The Vehicle Repair Shop arranges for repair/service of horticultural equipment only.

The Vehicle Repair Shop has divided the City into three repair areas, each serviced by a truck equipped with the supplies needed to service and repair motorized/horticultural

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equipment.

1. Request for Repair Work

A request for unscheduled repair work is made by the development Property Maintenance Supervisor or the Supervising Housing Groundskeeper by telephone stating what piece of equipment needs repair or replacement. All job requests include a complete description of the problem to be corrected. Refer to Appendix A, Section X. A. *Calls for Service*.

2. Servicing

Once the request is made, it is placed on a list for service. All requests are answered in the order they are received. Upon completion of service, the Vehicle Repair Shop Supervisor signs a receipt describing the work completed, parts used, labor time, description of vehicle (including license plate number, serial number and odometer reading), development name, location, and location EDP Number. This receipt is filed at the Vehicle Repair Shop.

3. Inability to Repair at Development

If Vehicle Repair Shop employee(s) is unable to make the needed repairs at the location, arrangements are made to pick up the disabled vehicle for transport to the Vehicle Repair Shop for servicing. Refer to Appendix A, Section X. D. *In-House Service*.

XIX. E-Z PASS

Authorized staff may use E-Z Pass Tags (installed on the inside of a vehicle's windshield) in lieu of cash payments when crossing MTA bridges and tunnels within the five boroughs. Staff may only use E-Z Passes for official business as described in Section VII. C., *Vehicle Use*, of this procedure. Such use may only occur when driving official NYCHA vehicles. E-Z Passes are not to be approved for commuting to and from work.

A. Application

Any Department/Office requesting E-Z Passes for assigned official vehicles submits to the General Services Department, Assistant Director for Administration, a detailed justification memorandum approved by the respective Executive Vice-President and the Executive Vice-President and Chief Administrative Officer. This memorandum must state the need for citywide vehicle usage, estimated annual cost of tolls for Department/Office vehicles, and the name and title of the employees assigned as "E-Z Pass Liaison" if it is a location requesting an E-Z Pass for the first time.

NOTE: General Services Department will review and may require further information (based on historical usage) justifying the issuance of an E-Z Pass.

NOTE: Property Management Department and Community Operations staff must carefully review requests for E-Z Pass Tags (before submission to General Services Department) since most staff vehicle travel is within the confines of that particular borough and tolls are not normally required.

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B. E-Z Pass Liaison Responsibilities

Department/Office E-Z Pass Liaisons are responsible for:

1. Assignment of tags
2. Reviewing monthly E-Z Pass statements
3. Attesting to the proper use of passes
4. Notifying the General Services Department, Assistant Director for Administration, of any lost or stolen passes
5. Noting any discrepancies on the monthly E-Z Pass reports distributed to each user through the appropriate Department Director and returning proof of payment to the General Services Department within five business days

C. Assigning Tags

Upon receiving new E-Z Pass Tags, General Services Department staff notifies the appropriate E-Z Pass Liaison who will direct employees to personally pick up tags at General Services Department, 90 Church Street, 12th Floor. These employees must sign NYCHA form 009.058, *E-ZPass Tag Acknowledgement*, indicating responsibility for the correct use of the E-Z Pass Tags (i.e., Authority business only) and the possibility of facing disciplinary action and/or referral to the Office of the Inspector General for improper use of the tag. Moreover, the user must agree to assume responsibility for timely payment for any E-Z Pass violations that occur while the tag is assigned to the employee. Failure to comply may result in cancellation of the E-Z Pass.

D. Monthly Statement

Each month the General Services Department receives a statement detailing all transactions by tag, time of day, location, and tolls, as well as payment to the account. General Services Department staff sends the certification and activity statement to each E-Z Pass user and their respective Director for review and to assure that the tags were used for Authority business only. The employee will return a copy of the monthly statement and certification to the General Services Department, Assistant Director for Administration, indicating with their signature that the statement was reviewed. They will also identify what actions were taken if discrepancy in activity was revealed. Failure to comply with this certification process will result in the termination of E-Z Pass privileges.

E. Safe Guarding E-Z Pass Tags

If possible, staff assigned E-Z Pass Tags may either return the tag to his/her E-Z Pass Liaison after daily use or return the tag to an agreed upon closed or locked area. When official vehicles are taken to authorized repair shops, the E-Z Pass Tag must be removed from the vehicle and safeguarded. E-Z Pass Tags are not interchangeable between official vehicles.

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F. Reporting Lost or Stolen E-Z Pass Tags

If a tag is lost or stolen, the employee must notify his/her supervisor immediately who will report the incident to the nearest NYPD precinct and secure a police complaint report or complaint number in order to replace the tag. In addition, the E-Z Pass Liaison will immediately report such loss to the General Services Department.

G. Replacement of E-Z Pass Tags

All requests for replacement tags require the re-submission of the following documents to the appropriate Department Liaison:

1. Appropriate NYCHA form 009.058, *E-ZPass Tag Acknowledgement*
2. A copy of the employee's NYCHA ID
3. A copy of the police complaint report or verified complaint number if the tag was lost or stolen. The police complaint report must detail the circumstances surrounding the lost or stolen tag. In the event the supervisor cannot secure a police report, he/she must obtain the police complaint number. Once the police complaint number is verified and submitted with other required documentation, a new tag may be issued to the employee.

XX. FORMS

The following forms are mentioned in this procedure:

- A. NYCHA form 009.049, *Outstanding Summons*
- B. NYCHA form 009.056, *Gas Card Fuel Management Report Verification*
- C. NYCHA form 009.057, *E-ZPass Statement of Verification*
- D. NYCHA form 009.058, *E-ZPass Tag Acknowledgement*
- E. NYCHA form 009.069, *Request for Employee Parking Sticker for Central Office*
- F. NYCHA form 009.069A, *Request for Employee Parking Sticker – Technical & Emergency Services*
- G. NYCHA form 009.069B, *Request for Employee Parking Sticker – Bronx*
- H. NYCHA form 009.069C, *Request for Employee Parking Sticker – Brooklyn*
- I. NYCHA form 009.069D, *Request for Employee Parking Sticker – Queens/Staten Island*
- J. NYCHA form 009.069E, *Request for Employee Parking Sticker – Manhattan*
- K. NYCHA form 009.073, *Vehicle Survey*

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- L. NYCHA eForm 011.002, *Request for Authority Vehicle*
- M. NYCHA form 011.007, *Weekly Automobile Record*
- N. NYCHA form 011.013, *Valid Driver License Certification Form*
- O. NYCHA form 011.016, *Surplus of NYCHA Vehicle/Horticultural Equipment*
- P. NYCHA form 106.001, *Tagging of Furniture and Equipment*
- Q. NYCHA form 121.004, *Petty Cash Voucher*
- R. NYCHA form 121.014, *Petty Cash Fund Reimbursement Requisition*
- S. NYCHA form 121.016, *Exemption Certificate*
- T. NYCHA form 121.054, *Reimbursement Voucher for Use of Employee-Owned Vehicle*
- U. NYCHA form 121.054A, *Application for Use of Employee-Owned Vehicle*
- V. NYCHA eForm 124.160, *PVB Summons Deduction Form*
- W. NYCHA eForm 128.076, *Automobile Accident Report*
- X. NYCHA form 135.011A, *Receiving and Inspection Report*
- Y. NYCHA 135.016, *Certificate of Surplus, Unusable, Worthless Authority Property*
- Z. NYCHA eForm 146.001, *EForm Requisition for Centrally Budgeted and Managed Items*
- AA. New York State Department of Motor Vehicles (DMV) form MV – 104, *Report of Motor Vehicle Accident*

Appendix A

FLEET OPERATIONS INTERNAL OFFICE PROCEDURES

I. Vehicle Registration

A. Receipt of Vendor's Paperwork

Fleet staff reviews the Vendor's Paperwork to ensure that it contains the following documents:

1. Certificate of Origin
2. Retail Certificate of Sale
3. MV-82 (NYSDMV form)
4. Dealer's Invoice
5. NYCHA form 135.007, *Requisition for Delivery*

B. Review Paperwork

Fleet staff reviews and ensures that all of the documents in the package have the following:

1. Corresponding Vehicle Identification Number (VIN)/Serial Number
2. Dealer's Invoice Number
3. Purchasing Release Number

Fleet staff contacts the Vendor, in the event that the paperwork is incomplete or inaccurate.

C. Vehicle Assignment

Fleet staff makes all vehicle assignments in the Vehicle Tracking System (VTS) and creates a spreadsheet detailing the following information:

1. Development/department/employee name in which vehicle is assigned
2. Date Paperwork received
3. VIN or Serial Numbers
4. Purchase Order Number

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5. Vendor's name
6. Information of vehicle that was turned in, if one for one replacement

D. Vehicle File

Fleet staff creates a manila folder file listing the last eight digits of the VIN/Serial Number, Purchase Order (PO) Number, and the vehicle assignment on the tab of the manila folder and files the following documents in it:

1. Certificate of Origin
2. Retail Certificate of Sale
3. MV-82 (NYSDMV form)
4. Dealer's Invoice
5. NYCHA form 135.007, *Requisition for Delivery*

E. Processing of Documents

Staff submits the Vehicle File for processing. The Assistant Director of Fleet Administration or designee reviews the Vehicle File, completes and signs the following documents:

1. Back of the MV-82
2. Retail Certificate of Sale
3. Certificate of Origin
4. Dealer's Invoice
5. MV-653 (NYSDMV form)
6. DTF-803 (NYSDMV form)
7. Letter of Authorization: Permits NYCHA staff to file paperwork with NYSDMV
8. Proof of Corporation (another original title of registration under NYCHA)

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F. Department of Motor Vehicles Package

Fleet staff makes copies of the documents listed in the above Section I.E., *Processing Documents*, and files them in the Vehicle File at Fleet. All original documents, except for the dealer's invoice, are hand-delivered to the NYSDMV office.

G. Dispatcher's Office

The Dispatcher's Office obtains **official plates** for the vehicle. The Dispatcher's Office brings the documents listed in the above Section I.E., *Processing of Documents*, to the DMV for registration(s) and plates.

H. Recording Registration and License Plates

Upon receipt of the registration and/or plates, Fleet staff:

1. Writes the license plate number on the file folder, corresponding documents, and the Requirement Purchase Order list
2. Makes two copies of the registration
3. Types an official vehicle insurance card
4. Completes and emails/scans the Billing Vendor Enrollment Form to the Billing Vendor

I. Issuance of Vehicles

1. Vehicles Ready for Development/Department Pick-up

Fleet staff contacts the Property Maintenance Supervisor or the Vehicle Liaison that the vehicle is ready for pick-up.

a. If the vehicle is a replacement vehicle, Fleet staff:

- (1) Obtains the Gas Card number from the Property Maintenance Supervisor or the Vehicle Liaison
- (2) Calls Gas Card Coordinator and obtains a change-over from the old license plates to the new license plates and if necessary, obtain a new Gas Card for new license plates

b. Upon arrival of development/department personnel, Fleet staff obtains the Gas Card from development personnel and issues:

- (1) Vehicle Insurance Card

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- (2) Two copies of Vehicle Registration
- (3) New Gas Card, if change-over was not feasible

2. Vehicle Return

The development/department personnel is contacted to return the old vehicle in order to pick up the replacement vehicle that has been prepped for assignment by Fleet Administration. The returned vehicle is then designated for surplus. Refer to Section VIII., *Surplus*, of this Appendix.

II. Vehicle Tagging

NYCHA vehicles and grounds equipment are required to have an official NYCHA Tag number.

A. Finance Department

The Property Section of the Finance Department assigns an official tag number as per SP:008:59:1, *Control of Office Furniture, Fixtures, and Equipment*, to each vehicle and/or development equipment utilizing NYCHA form 106.001, *Tagging of Furniture and Equipment*, which indicates the location of the vehicle and/or equipment. The Property Section issues to Fleet Administration the paperwork for distribution to the locations.

B. Fleet Administration

Upon receipt of NYCHA form 106.001, *Tagging of Furniture and Equipment*, Fleet staff reviews it for correct location assignments and VIN/Serial Numbers.

If the location assignments match the serial numbers, staff:

1. Writes the tag numbers in the appropriate vehicle file folder forms
2. Inputs the tag number into the VTS
3. Writes the license plate number next to the VIN/Serial Number on the paperwork
4. Mails the tag number and confirmation letter to the development/department

C. Development

After the development staff tags the vehicle or equipment, they sign and return the paperwork to the Property Section of the Finance Department.

The Assistant Director of Fleet Administration or designee makes periodic checks on department's equipment to ensure that the equipment is being tagged.

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III. Servicing Vehicles

A. Calling for Vehicle Service

Development/department staff calls Fleet when vehicles require service. Fleet staff obtains the following information from callers:

1. Name and title
2. Plate number
3. Mileage
4. Development/department name and phone number
5. Type of service or repair, i.e., lube, oil filter, brakes

B. Vehicle Under Warranty

Upon receipt of the above information listed in Section III. A., *Calling for Vehicle Service*, Fleet staff:

1. Determines whether the vehicle is covered under warranty. If the vehicle is under warranty, the vehicle must go to the dealer for service. If it is not under warranty, the vehicle must go to a vendor for service.
2. Provides caller with the name and telephone number of the dealer/vendor and instructs the caller to make an appointment with the dealer/vendor for servicing.
3. Calls automobile service provider and gives them the following information:
 - a. Location, contact person, and telephone number
 - b. Fleet Authorization Number
 - c. Plate number
 - d. Type of service or repair
 - e. Symptoms of vehicle
 - f. Any/all Preventive Maintenance schedule or service
 - g. If applicable, Name of vendor to whom vehicle is being sent for repair/service

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NOTE: All repair authorizations regardless of dollar amount are referred to the following Fleet supervisors: Assistant Director, Fleet Operations Coordinator and the Assistant Chief.

IV. Ordering Tires

A. Tires for Developments

1. Requests for Replacement Tires

Developments submit a Material Requisitions (MR) to Fleet for tires that are needed for vehicles and equipment. Upon receipt of the MR, Fleet staff:

- a. Reviews the MR request for the appropriate Property Management Supervisory staff signature
- b. Reviews the accuracy of the tire request (checks against previous orders)
- c. Makes any necessary adjustments, (e.g. quantity of tires) or recommends visual inspection of tires at Vehicle Repair Shop (VRS) or Dispatcher's Office
- d. Submits to Fleet Administration's supervisory staff for approval

2. Approved Tire Requests

After receiving the appropriate approval, Fleet staff proceeds with the following:

- a. Faxes/scans the MR to the Supply Chain Operations Department (SCO) Materials Control Expediting Unit for processing and a Release Number
- b. Inputs/updates the tire(s) requisition into an Excel database
- c. Files the MRs in the Fleet's Tire folder

When SCO has finished processing the paperwork and obtain a Release Number, SCO faxes a copy of the Release Number to Fleet and a copy to the tire vendor.

3. Development Notification

Upon receiving the Release Number, Fleet staff:

- a. Notifies the Property Management Department supervisory staff that they can either pick up the tires or have the vendor make a drop shipment to the site
- b. Files the Release Number with the corresponding MR in the Fleet Tire folder

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B. Tires for Other Departments

1. Requests for Replacement Tires

For other departments requesting tires, Fleet staff:

- a. Obtains the requestor's name, department, telephone number, plate number, mileage, quantity of tires requested, and tire size
- b. Completes the MR with the aforementioned information
- c. Fills in the "keyword" section of the form with "Tire, Mounting, Balance"
- d. Submits to Fleet supervisory staff for approval

2. Approved Tire Requests

After receiving the appropriate approval, Fleet staff proceeds with the following:

- a. Faxes/scans the MR to SCO for processing and obtains a Release Number
- b. Upon receiving the Release Number, notifies the respective department that their requested tire(s) are ready for pick-up from vendor or mounting by vendor
- c. File the tire request forms with the corresponding Release Numbers in the Fleet Tire folder

3. Department Notification

Upon receiving the Release Number, Fleet staff:

- a. Notifies the Vehicle Liaison that they can either pick up the tires or have the vendor make a drop shipment to the site
- b. Files the Release Number with the corresponding MR in the Fleet Tire folder

C. Vendor Tire Invoices

1. Review of Invoices

Fleet staff reviews all tire invoices received from vendors to ensure that the following required information is included:

- a. Release Number

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b. Signature of NYCHA staff who received the indicated items

2. Approval for Payment

The reviewed tire invoices are scanned and the Assistant Director or designee signs and approves the invoices for payment.

Invoices that have been signed and approved are scanned to the General Services Department Payment Unit for processing.

3. Record Keeping

Fleet staff:

a. Inputs the information on the tire invoices into the appropriate Excel Tire database

b. Files copies of tire invoices approved for payment in the Fleet Tire folder

V. Tows

A. Development/Departments

Development/department staff calls Fleet when vehicles require tow service. Fleet staff obtains the following information from callers:

1. Name and title
2. Plate number
3. Mileage
4. Development/department name and telephone number
5. Location of vehicle, including address, and cross street

B. Location of Vehicle

1. On Street

If the vehicle is on the street, Fleet staff:

- a. Makes arrangements with VRS or private vendor to tow the vehicle immediately
- b. Instructs the driver to remain with the vehicle until the tow truck arrives

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2. On Development Grounds

- a. If the vehicle is on development grounds, Fleet staff calls VRS for pick-up with the following information:
 - (1) Plate number
 - (2) Development
 - (3) Exact location of vehicle
 - (4) Problem with the vehicle
- b. If VRS cannot tow the vehicle, Fleet staff contacts an authorized vendor and provides the following information:
 - (1) Full Name
 - (2) Fleet Authorization Number
 - (3) Plate/VIN Number
 - (4) Development's name and address
 - (5) Exact location of vehicle
 - (6) Reason for repair
 - (7) Symptoms of vehicle
 - (8) Who is towing the vehicle
 - (9) Vendor's name and address where vehicle is being sent for repair

VI. Accidents

A. Fleet Notification

Development/department staff calls Fleet when vehicles are involved in an accident. Fleet staff obtains the following information from callers:

1. Name and title
2. Plate number

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3. Mileage
4. Development/department name and telephone number, and status of filing the accident report. If an accident report was not filed, development staff must call the police and complete an accident report.
5. If vehicle is drivable, Fleet instructs development/department staff to drive vehicle to VRS for photographing and assessment of damages. If vehicle is not drivable, Fleet makes arrangement to tow vehicle to VRS for photographing and assessment of damages. Refer to Appendix A, Section V., *Tows*.

B. Risk Finance Notification

Development staff must call the Risk Finance Section and must submit the required NYCHA eForm128.076, *Automobile Accident Report* and DMV, MV-104, *Report of Motor Vehicle Accident*. Accident forms are necessary for repairs to be completed on vehicle.

C. Vehicles Requiring Repair

If vehicle requires repairs, Fleet staff:

1. Calls Vendor Accident Services Program (VASP) to open a claim
2. Requests an appraiser to go to VRS to take pictures and provide an estimate
3. Requests VASP to submit an additional estimate for repairs, if the work is extensive for vandalized vehicles

VASP makes arrangements with an independent appraiser to assess damages to vehicles at VRS. The appraiser completes a cost estimate for repairs and faxes/scans the estimate to Fleet.

D. Fleet Approval/Disapproval of Repairs

Fleet reviews the assessment and estimate of repairs and decides whether to repair vehicle by checking the following:

1. Initial purchase amount of the vehicle
2. How much was spent in repairs to date
3. Age of vehicle
4. Mileage

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5. Availability of funds
6. Whether developments/departments are willing to allocate funds for repairs

Fleet calls VASP and either approves or disapproves the repair. If disapproved, Fleet either performs the repairs in- house or condemns the vehicle for surplus.

VII. Vandalism

A. Reports of Vandalism

For all vandalized vehicles, the development/department calls Fleet. Fleet staff obtains following information from the department/development:

1. Name and title
2. Development/department name
3. Year, make, and model of the vehicle
4. Type of vandalism/damage
5. Whether a police report was filed

B. Processing

Fleet staff provides the following instructions to the development/department:

1. E-mail detailing what occurred, department/development's name, plate number, year, make and model of vehicle
2. Provide a copy of the police report. If a report was not filed, Fleet staff instructs caller to contact NYPD in order to file a report.
3. If drivable, caller is instructed to drive vehicle to VRS for photographing and assessment of damages. If vehicle is not drivable, Fleet makes arrangements to tow vehicle to VRS.

VIII. Surplus

The New York City Department of Citywide Administrative Services (DCAS), Office of Surplus Activities administers the surplus auctions at the Brooklyn Navy Yard.

A. Schedule of Vehicles/Equipment Eligible for Surplus

All NYCHA vehicles are surplus or relinquished as follows:

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1. Sedan vehicles: 7 years or 70,000 miles or if the repair costs to date exceed 70% of the initial purchase price
2. Vans, SUV's, Pickup trucks, Dump trucks: 8 years or if the repair costs to date exceed 70% of the initial purchase price
3. Oil tankers, Generators Trucks and Specialty equipment: 10 years or if the repair costs to date exceed 70% of the initial purchase price
4. Grounds equipment: Sweepers and Bobcats: 8 years, Tractors: 5 years; or when parts are unavailable or the equipment is beyond repair

B. Steps to Surplus Vehicles/Equipment

1. Requests to Surplus

To surplus a vehicle/equipment, Fleet staff:

- a. Completes and submits NYCHA form 011.016, *Surplus of NYCHA Vehicle/ Horticultural Equipment*, filling out appropriate areas and assign the vehicle or equipment the DCAS issued surplus number.
- b. Submits form to the Fleet Operations Coordinator for review and approval
- c. Forwards the approved form to the Assistant Director of Fleet Administration and the Director of General Services or designee for review and approval

2. Approved Requests to Surplus

Upon approval to surplus vehicle, Fleet staff:

- a. Completes the DCAS Relinquishment Form, (23-S-154)
- b. Sends the relinquishment form, the vehicles/equipment title(s) and accompanying memo stating that Fleet is authorizing Office of Surplus Activities (OSA) to sell the equipment as parts, (if the equipment does not have titles) to:

The New York City Department of Citywide Administrative Services (DCAS)
Office of Surplus Activities
Donald LePore
66-26 Metropolitan Avenue
Middle Village, NY 11379

OSA keeps the titles and assigns a Relinquishment Number for all the vehicles/equipment that is sent on the Relinquishment Form and returns copies of the form to Fleet.

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3. OSA Response

Upon receipt of the form, Fleet staff:

- a. Completes the General Mechanical and Equipment Form (24 WC-414) with the appropriate information including the Relinquishment Number
- b. Sends the NYCHA form 011.016, *Surplus of NYCHA Vehicle/Horticultural Equipment*, General Mechanical Form, and the vehicle registration to the Vehicle Repair Shop for delivery to the Brooklyn Navy Yard

4. Delivery of Surplus Equipment/Vehicles

Upon delivery and acceptance at the Navy Yard, the Surplus Form, copies of the General Mechanical and Relinquishment Forms are returned to Fleet Administration.

Fleet staff:

- a. Makes copies of the Relinquishment Form
- b. Files the Relinquishment Form, the Surplus Form and the General Mechanical Form in the vehicle folder.

C. The Vehicle Repair Shop (VRS)

VRS is responsible for delivering the vehicles and equipment to the Brooklyn Navy Yard for surplus and ensuring that delivery corresponds with the appropriate Auto Auction Delivery dates. The Dispatcher's Office coordinates delivery with the VRS for vehicles that are either disabled or unsafe to drive.

Prior to delivery, the vehicles and equipment are inspected by the VRS to ensure that all NYCHA logos, decals and lettering, and light bars/dome lights are removed from vehicles and equipment prior to surplus.

The vehicle and equipment plates, the registrations and NYCHA form 135.016, *Certificate of Surplus, Unusable, Worthless Property* are turned over to the Department of Motor Vehicles (DMV) who destroys the plates and returns the applicable Surplus Forms with the vehicle registration to Fleet Administration within three (3) months.

Fleet staff files the NYCHA form 135.016, *Certificate of Surplus, Unusable, Worthless Property*, and the registration into the vehicle folder.

D. Auction Process

DCAS conducts auctions periodically at the Brooklyn Navy Yard. NYCHA and the New

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York City Police Department/Housing Bureau (NYHPB) vehicles and/or equipment (of which NYCHA is responsible for surplusing) are put up for bidding by DCAS, Office of Surplus Activities. When NYCHA's vehicles/equipment are sold, the OSA sends the Director of General Services, an Auto Auction Agency Revenue Transfer list (ART), detailing which vehicles/equipment were sold, purchase price and when it was purchased.

The Director of General Services also receives a check from the New York City Department of Finance for the amount that was specified in the ART list. The check and a copy of the ART list are forwarded to the Revenue and Receivables Section of the Finance Department. A copy of the cover memo is also sent to the Accounting Section for purposes of vehicle inventory updates.

Upon receiving and reviewing the ART listing, Fleet Administration staff pulls all the vehicle folders for vehicle/equipment on the ART list, and places them in the Surplus File.

IX. Billing Procedures

A. Invoices

Fleet Management receives monthly invoices towards the end of each month. Billing invoices are separated into the following:

1. Developments
2. Dispatcher's Office and Central Office
3. Technical Services and Emergency Services Departments
4. Vehicle Repair Shop

B. Review and Audit of Invoices

Fleet staff reviews all invoices for accuracy, Authorization Numbers, Fleet Numbers, descriptions of previously authorized repairs, appropriate rates, and invoice totals.

C. Approval for Payment

If charges are correct, invoices are forwarded to the Assistant Chief, Fleet Operations Coordinator, or Assistant Director for Fleet Administration for signatures and approval for payment. Once approved, the invoices are sent to the General Services Department Payment Unit in Central Office for processing and payment.

D. Discrepancies

If there are discrepancies regarding invoices, Fleet staff contacts the vendor by telephone.

Appendix A

Discrepancies are usually corrected on the following month's invoices and the account is credited accordingly.

E. Record Keeping

Copies of all documentation are filed in the appropriate folder

X. Horticultural Equipment

A. Calls for Service

VRS staff obtains the following information from the caller:

1. Full name and title
2. Development/location
3. Type of Equipment
4. Description of Symptoms/Problems

Fleet staff then creates a work order ticket for the service of the called in horticultural equipment.

B. Field Service Trucks

VRS staff logs the location, caller's name, equipment called in, and what is wrong with the equipment in the Fleet Log Book and a Service Truck is assigned to the job. The Supervisor of Mechanics (SOM) informs the Service Truck Driver - Senior Auto Service Worker (SASW) of the development/location and the problem reported.

The SASW performs the following:

1. Reviews problem reported
2. Determines what parts may be needed
3. Checks truck inventory for parts availability
4. Requests parts from VRS shelf inventory, as needed

VRS Inventory staff makes parts available as needed and updates Ideal System (transfers parts from shelf to truck inventory) and creates a work order ticket in the system.

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C. On- Site Services

The SASW reports to the development/location and requests access to equipment from development/location supervisory staff and performs the following:

1. Checks equipment for problems reported and services equipment
2. Low tests equipment and road test it, if needed
3. Performs preventive and/or routine maintenance on equipment
4. Completes the work order ticket indicating date, development/location, equipment, parts used, and total time of service
5. Submits work order ticket to development/location Supervisor for signature
6. Checks other equipment at the request of development/location Supervisor, if needed:
 - a. Performs routine maintenance on additional equipment
 - b. Checks truck inventory for parts availability, as needed
 - c. Reschedules for next day service if parts are unavailable on Service Truck but are in stock at VRS

NOTE:	The SOM orders parts out of stock at VRS. The SASW returns to development/location when parts are received and the SASW performs the service or repair.
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7. Notes on work order ticket if repairs cannot be done on-site and equipment requires pick-up by VRS
8. The SASW Truck returns to VRS at the end of the day and work order tickets are submitted as follows:
 - a. Completed work order tickets are placed in the In Box
 - b. Pick-up work order tickets are given to the SOM who schedules pick-up dates
 - c. Open work tickets are held and shelf parts are requested from Inventory staff for next day service. If parts need to be ordered, Inventory staff informs the SOM.

D. In-House Service

For vehicle/equipment that cannot be repaired or service on-site, VRS staff picks-up equipment by either towing or flat bed. Tow work order tickets are placed in the In Box.

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The In-house Mechanic or SASW performs the following:

1. Retrieves tow work order tickets from In Box
2. Diagnoses the equipment
3. Creates an in-house work order ticket for service
4. Repairs the equipment, if parts are available

NOTE:	Parts on shelves are requested from Inventory staff who creates work order tickets and follow steps to log parts used. Out of stock parts are ordered by the SOM. In cases where repairs are determined extensive or expensive, General Services emails the Property Management Department with a request for a transfer of funds to cover the cost of repairs or a recommendation to surplus the equipment.
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VRS staff notifies the location and tows the repaired vehicle/equipment back to the development/department.

E. Parts

1. Ordering

SOM routinely checks shelf inventory, determines what is needed, and proceeds with the following:

- a. Contacts vendors for quotes on parts
- b. Requests approval via email from the Assistant Director
- c. Orders parts via iProcurement as catalog or non-catalog items
- d. Emails requisition to Deputy Director or Director for approval

2. Receiving

VRS staff:

- a. Signs-off on the delivery of parts
- b. Reviews and verifies the delivered parts (This is performed by another staff other than the one who placed the order)
- c. Logs parts in the Ideal System

Appendix A

d. Stores parts on shelves

F. Audits and Reports

1. Internal audits are conducted as follows:

a. Bi-monthly for parts

b. Quarterly for work order tickets

2. Ideal System

This database provides a variety of reports for record keeping and audits