

ST. LAWRENCE COUNTY. INDUSTRIAL DEVELOPMENT AGENCY

**FLEET MANAGEMENT POLICY**

GOVERNANCE REVIEW/APPROVAL: JANUARY 31, 2013

BOARD REVIEW/APPROVAL: FEBRUARY 27, 2013

RESOLUTION NO. IDA-13-02-03

**Introduction:**

The purpose of this policy is to establish criteria and procedures for the acceptable use and designation of all vehicles owned or leased by the St. Lawrence County Industrial Development Agency (the "SLCIDA"). Use of the vehicle is a benefit granted by the SLCIDA, subject to change at the direction of SLCIDA management. This policy shall apply to all individuals authorized to use vehicles, and establishes to single policy to guide vehicle management practices.

**Policy Guidance:**

- **Fleet Manager:** The Chief Executive Officer shall designate a Fleet Manager, whose responsibilities shall include the following:
  - a. Evaluate vehicle procurement and make recommendations to the Chief Executive Officer;
  - b. Review vehicle designations and use agreements;
  - c. Establish and implement maintenance procedures;
  - d. Identify surplus vehicles for sale or disposition;
  - e. Maintain vehicle documentation, history and other records, and
  - f. Monitor direct and indirect fleet costs.
  
- **Vehicle Designation:** For purposes of this policy, all vehicles owned or leased by the SLCIDA shall be considered fleet vehicles. All drivers shall comply with vehicle-use guidance and shall execute a Vehicle Use Agreement. The Fleet Manager will review, on a monthly basis, the use of all fleet vehicles, including an analysis of underused vehicles, and will implement adjustments as required.
  
- **Vehicle Use Guidelines:**
  - a. Only SLCIDA employees, directors and officers are authorized to drive fleet vehicles.
  - b. Prior to driving a fleet vehicle, the SLCIDA must have on file a fully-executed acknowledgement of receipt of this Fleet Management Policy.
  - c. All drivers shall comply with all traffic laws and regulations, and are liable for any penalties resulting from violating traffic laws and regulations that are caused or incurred by his/her operation of the vehicle (e.g. speeding tickets, parking tickets).
  - d. All fleet vehicles shall be used for official SLCIDA business only. Only those passengers and/or materials necessary to conduct this official SLCIDA business shall be transported. Any misuse may result in appropriate disciplinary action.
  - e. All drivers shall record days traveled, mileage and other information as may be required and in a format prescribed by the Fleet Manager.
  - f. When travelling overnight on official SLCIDA-business, a driver may be permitted to use a fleet vehicle for transportation to home, eating places, and other places for reasonable necessities and amenities incidental to a field trip or other official business. In such case, a fleet vehicle may be taken home the day prior to and the last day of a planned trip when waiting to obtain or prematurely returning a vehicle would result in efficient use of human or fiscal resources.

- g. All fleet vehicles shall be refueled utilizing the SLC Highway's fuel island. All other fuel purchases (and purchases for emergency repairs) shall be made utilizing an SLCIDA credit card. To the extent possible, all drivers shall contact the Fleet Manager before emergency repairs are completed. All purchases must be accompanied by a proper receipt and adhere to SLCIDA Procurement and Credit Card Usage policies.
  - h. All drivers shall be aware of and adhere to New York State law regarding the use of cellular phones and portable electronic devices in a moving vehicle.
  - i. No driver shall operate a fleet vehicle while under the influence of drugs or alcohol. Additionally, possession and/or use of alcohol, illegal drugs or other intoxicating substances in a fleet vehicle is strictly prohibited.
  - j. The carrying of firearms and other weapons in a fleet vehicle is strictly prohibited.
  - k. All drivers shall abide by the New York State Clean Indoor Air Act's provision prohibiting smoking within a fleet vehicle.
  - l. All drivers shall keep fleet vehicles clean and professional, and shall ensure that damage is reported to the Fleet Manager.
  - m. All drivers shall report any and all on-the-job accidents or moving violations, and cooperate fully with the insurance claims investigation; and any and all moving violations or at-fault accidents that occur off-the-job.
  - n. Any medical conditions that may impact one's ability to safely operate a fleet vehicle must be reported to the Human Resources Coordinator.
  - o. All drivers shall cooperate with the Fleet Manager to check an employee's driving record at any time the Chief Executive Officer or the SLCIDA Board may deem appropriate.
  - p. All drivers shall review the manufacturer's manual for the fleet vehicle being driven.
- **Selection of SLCIDA/Private/Rented Vehicle Support:** The most cost-efficient means of vehicle transportation shall be used whenever possible. Initial consideration shall be given to use of a fleet vehicle whenever one is available.

If it is determined more cost-efficient or if use of a fleet vehicle is inappropriate, with the Fleet Manager's approval, employees may choose to use their personal vehicles, and such cases are covered by the SLCIDA's Travel and Reimbursement Policy. Should it be deemed necessary by the Fleet Manager, use of a rental vehicle may be authorized, but only with prior approval of the Chief Executive Officer, in consultation with the Fleet Manager. Sound fiscal management principals should be used when determining if a driver uses a fleet vehicle, a personal vehicle or a rental vehicle. The goal of this policy is cost-effectiveness and flexibility given the specific circumstances.

Any employee with a physical disability or who has a documented medical condition requiring use of a personal or specially-equipped vehicle shall be exempt from the required use of fleet vehicles.

The Fleet Manager may approve the use of a privately-owned vehicle or rental vehicle when use of a fleet vehicle would present an unwarranted and counterproductive hardship on the driver (e.g., a driver traveling from an end-of-day meeting which would require backtracking to pick up a personal vehicle from a work location).

Drivers of vehicles rented by the SLCIDA shall also be subject to the Vehicle Use Guidelines, in addition to any guidelines presented by the rental agency.

- **Parking:** It is the policy of the SLCIDA that all fleet vehicles shall be parked at the SLCIDA facility, except as provided in paragraph f of the Vehicles Use Guidelines section, above.
- **Vehicle Misuse:** The unauthorized and/or inappropriate use of a fleet vehicle is considered misuse and includes but is not limited to: (i) use of a fleet vehicle for personal gain; (ii) transportation of family or friends in support of non-work related activities; and (iii) loaning the fleet vehicle to a non-SLCIDA employee. The unauthorized or inappropriate use of a fleet vehicle or any violation of this policy may result in the revocation of fleet vehicle use privileges and may subject an employee to formal disciplinary action(s).
- **Vehicle Maintenance:** The Fleet Manager is responsible for overseeing the routine service and maintenance of all vehicles. Service and maintenance shall be performed per factory recommendations specific to each manufacturer and vehicle, and should be scheduled in a way that limits the disruption of the availability of fleet vehicles. Any driver shall immediately notify the Fleet Manager of any issues, problems, etc. with a fleet vehicle. The Fleet Manager will assess the issue and make determinations as to where and when repairs will be made.
- **Emergency Maintenance:** In the case of emergency repairs, the vehicle shall be driven or towed to a secure location. The Fleet Manager (or other supervisor) should be contacted before emergency repairs are authorized.

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| Policy: | Fleet Management Policy |
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I understand that I am not allowed to drive an SLCIDA fleet vehicle until a copy of this policy is executed by all parties, below. By my signature, below, I acknowledge that I have received a copy of the policy, that I have read the policy, and that I understand the terms and conditions outlined in the policy.

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Employee  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Authorized  
by Chief  
Executive  
Officer: \_\_\_\_\_

Date: \_\_\_\_\_

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Fleet  
Manager: \_\_\_\_\_

Date: \_\_\_\_\_