

DMNA Regulation Number 56-1

Facilities Management and Engineering

FLEET VEHICLE OPERATION



**Military and
Naval Affairs**

**Division of Military and Naval Affairs
330 Old Niskayuna Road
Latham, New York 12110-3514**

**1 May 2023
UNCLASSIFIED**

Summary of Revision

- DMNA Regulation Number 56-1,1 May 2023. Facilities Management and Engineering - Fleet Vehicle Operation.
- This regulation supersedes DMNA Regulation 56-1, 20 October 2017 and all changes. This is a re-write of the original regulation.
- This regulation establishes policies and procedures for the use, control, and management of DMNA's fleet vehicle operation. The provisions of this regulation apply to all facilities and/or persons who operate fleet vehicles. A copy of the vehicle owner's manual is provided with each vehicle and will be referred to for information not specified by DMNA directive.
- **Applicability.** This policy applies to civilian or military employees of DMNA who operate a fleet vehicle in accordance with this regulation.

STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 Old Niskayuna Road
Latham, New York 12110-3514

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***SUPERSESION.** This regulation supersedes DMNA Reg 56-1, 20 October 2017 and all changes.

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CHAPTER 1

GENERAL

1-1. Purpose. This regulation establishes policies and procedures for the use, control, and management of DMNA's fleet vehicle operation.

1-2. References:

- a. DMNA Reg 700-1, NYS Property Management Program, Internal Control-Equipment Control and Procedures.
- b. DMNA Reg 27-11, Motor Vehicle Accident Investigation and Claims Procedure.
- c. DMNA Pam 1-2, Incident Reporting.
- d. AR 385-10, The Army Safety Program.
- e. Public Law 103-322, Drivers Privacy Protection Act (DPPA), 18 U.S.C. Section 2721.
- f. Statewide Vehicle Use Policy, Director of State Operations, NYS Executive Chamber.
- g. NYS Department of Motor Vehicles, License Event Notification Service (LENS).
- h. DMNA Budget and Finance (MNBF) Fiscal Policy Memorandum VP-004; Agency Travel Policy and Procedures.
- i. DMNA Budget and Finance (MNBF) Fiscal Policy Memorandum P-010; State Active-Duty Fuel Card.
- j. NYS Division of the Budget – Budget Policy and Reporting Manual – Budget Bulletin, D-750, NYS Vehicle Acquisitions.

1-3. Definitions.

- a. **DMNA Fleet:** All vehicles purchased or leased using New York State (NYS) resources, including pooled, leased and, rentals.
- b. **Pooled Fleet Vehicle:** Vehicles purchased and available for dispatch to DMNA employees.

c. Leased Fleet Vehicle: Vehicles leased for official NYS business in support of enduring DMNA operations.

d. Rental Vehicle: Vehicles rented for official NYS business in support of short-term emergency DMNA operations.

e. DMNA Fleet Manager: Appointed by the Director, Facilities, Management, and Engineering (MNFE), this Senior DMNA individual is responsible for the overall management of the agency's Pooled and Rental Fleet Vehicles.

f. Operational Fleet Managers: Appointed by the Director, MNFE, these individuals manage the fleets utilized in support of day-to-day agency functions and State Active Duty (SAD) operations for Camp Smith Training Site (CSTS), Joint Task Force Empire Shield (JTFES), and other enduring SAD missions, New York Naval Militia (NYNM), and Counter Drug Branch (J3-CD).

g. Emergency Operations Fleet Manager: Appointed through military operations orders, the Emergency Operations Fleet Manager is a responsibility assigned to the G4 during small operations or a designated staff officer within each JTF or named TF (i.e., TF COVID) for larger operations.

h. DMNA Property Custodian: Appointed by the Director, MNFE, this Senior DMNA individual is responsible for the day-to-day management of the Agency's State Property Book.

i. Property Custodian: Agency individuals who manage hand-receipted state property and or fleet vehicles on long-term dispatches. An individual assigned with this responsibility may include but is not limited to Regional Maintenance Supervisors, Regional Mechanics, Hub Superintendents, or Administrative Support Directorate (MNCI).

j. License Event Notification System (LENS): A web-based license validation software system required to be utilized by all NYS agencies.

k. DMNA Vehicle Request Form: Utilized to request access to DMNA Pooled Fleet Vehicles. See Appendix A.

l. Drivers Acknowledgement of Statewide Vehicle Use Policy and LENS Form: This form must be completed annually by drivers and the respective Fleet Manager that validates the Driver's License and their understanding of the rules for utilizing DMNA Fleet Vehicles. See Appendix B.

m. DMNA Vehicle Dispatch Log: Utilized by Fleet Managers to track the dispatch of the DMNA Fleet to property custodians and vehicle drivers. See Appendix C.

n. Vehicle Use and Fuel Log: Form contained in the vehicle logbook and utilized by the driver to record vehicle usage data. See Appendix D.

o. Vehicle Logbook: The Binder issued to the driver of a DMNA Fleet Vehicle. It contains the General Requirements and Restrictions to Operate a State Vehicle Placard (Appendix B), the Vehicle Use and Fuel Log, WEX Fuel Card, important information for the care and use of the vehicle and an Accident Reporting Kit.

1-4. Scope. The provisions of this regulation apply to all individuals who operate DMNA fleet vehicles of all categories.

1-5. Responsibilities.

a. The Director of MNFE is responsible for:

(1) Staff management of DMNA's Pooled and Rented Fleet vehicles.

(2) Generating appointment memorandums assigning a DMNA Fleet Manager, Operational Fleet Managers and the DMNA Property Custodian to manage and administer the agency's fleet vehicles and state property.

(3) Management and resolution of DMNA Pooled and Rented Fleet requirements.

b. DMNA Fleet Manager is responsible for:

(1) Establishing operating procedures of DMNA Pooled and Rented Fleet vehicles to ensure full compliance with all NYS and Federal laws.

(2) Serving as DMNA's Operational Fleet Manager for assigned Pooled Fleet Vehicles.

(3) Maintaining a LENS account and ensuring eligible drivers are civilian or military employees of DMNA or other authorized personnel and have a valid driver's license through LENS in accordance with paragraph 2-3.

(4) Accountability, assignment, and transfer of fleet vehicles within DMNA. The Fleet Manager will coordinate with Operational Fleet Managers and Property Custodians for acceptance and turn-in of assigned fleet vehicles.

(5) Monitoring fleet vehicle usage and services through Property Custodians and Operational Fleet Managers to ensure proper utilization and maintenance of fleet vehicles. Monitoring will include sampling and review of maintenance invoices, dispatch register, Vehicle Use and Fuel Logs and E-ZPass® expenditures.

(6) Providing all required reports to the NYS Office of General Services (OGS), Bureau of Risk, Insurance and Fleet Management (RI&FM).

c. The Operational Fleet Manager is responsible for:

(1) Briefing all vehicle drivers concerning required adherence to paragraph 1-5.e.(1) below.

(2) Maintaining a LENS account and ensuring eligible drivers are civilian or military employees of DMNA or are authorized personnel and have a valid driver's license through LENS in accordance with paragraph 2-3.

(3) Providing monthly mileage and WEX Fleet Card (see Chapter 5) report for each vehicle to the DMNA Fleet Manager.

(4) Reporting any accident or misuse within 24-hours or the next business day to the DMNA Fleet Manager as directed by paragraph 2-8.

(5) Coordinating fleet vehicle maintenance and repairs in accordance with manufacturer's recommendations and Chapter 4.

(6) Accountability and assignment of fleet vehicles within their organization and reported to the DMNA Fleet Manager.

(7) Monitoring fleet vehicle usage and services to ensure proper utilization and maintenance of fleet vehicles. Monitoring will include sampling and review of dispatch log, Vehicle Use and Fuel Logs, and E-ZPass® expenditures.

(8) Maintaining required operational, statistical or historical records and providing usage reports to the DMNA Fleet Manager.

d. The Emergency Operations Fleet Manager is responsible for:

(1) Accountability, assignment, and turn-in of rental vehicles assigned to the operation. The Emergency Operations Fleet Manager will coordinate with the Logistics and Maintenance Office (G4/MNL) and or the Budget and Finance Office (G8/MNBF) for acceptance of assigned fleet vehicles.

(2) Coordinating with Director of Joint Staff LENS account holder for emergency operation drivers to ensure eligible drivers are properly cleared for operation of state vehicles through LENS in accordance with paragraph 2-3.

(3) Briefing all vehicle drivers concerning required adherence to paragraph 1-5.e.(1) below.

(4) Providing recurring mileage and WEX Fleet Card (see Chapter 5) report for each vehicle to the G4.

(5) Reporting any accident or misuse within 24-hours to the G4 as directed by paragraph 2-8.

(6) Coordinating fleet vehicle maintenance and repairs in accordance with manufacturer's recommendations and Chapter 4.

(7) Monitoring rental vehicles to ensure proper utilization and maintenance. Monitoring will include sampling and review of dispatch log, Vehicle Use and Fuel Logs, and E- ZPass® expenditures.

(8) Maintaining required operational, statistical or historical records and providing usage reports to the DMNA Fleet Manager.

e. The Property Custodian is responsible for:

(1) Ensuring eligible drivers are civilian or military employees of DMNA or are authorized personnel and confirm each has a valid driver's license through LENS in accordance with paragraph 2-3.

(2) Briefing all vehicle drivers on required adherence to paragraph 1.5.e.(1) above.

(3) Providing monthly mileage and WEX Fleet Card report for each vehicle to the DMNA Fleet Manager.

(4) Reporting any accident or misuse within 24-hours or the next business day to the DMNA Fleet Manager as directed by paragraph 2-8.

(5) Coordinating fleet vehicle maintenance and repairs in accordance with manufacturer's recommendations, under the guidance and approval of the DMNA Fleet Manager and Chapter 4.

(6) Accountability and assignment of fleet vehicles within their organization and reported to the DMNA Fleet Manager.

(7) Monitoring fleet vehicle usage and services to ensure proper utilization and maintenance of fleet vehicles. Monitoring will include sampling and review of dispatch log, Vehicle Use and Fuel Logs, and E-ZPass® expenditures.

(8) Maintaining required operational, statistical, or historical records and providing usage reports to the DMNA Fleet Manager.

f. Vehicle driver's responsibilities:

(1) To request a DMNA Pooled Fleet Vehicle, submit a DMNA Vehicle Request Form (Appendix A) to the Fleet Manager. The Fleet Manager will prioritize requests based on operational and mission requirements.

(2) Complete the Driver's Acknowledgement and LENS Form and submit to the Fleet Manager. All vehicle drivers must possess a valid driver's license as outlined in paragraph 2-3 and acknowledge understanding and compliance to the requirements listed below.

(3) Become familiar with the vehicle owner's manual to ensure proper use and maintenance. Perform day-to-day care of the fleet vehicle. This will include, but is not limited to maintaining all fluid levels, inspection, and proper inflation of tires, and checking for and reporting body damage in accordance with Chapter 4.

(4) Understand the proper use of the WEX Fleet Card and E-ZPass® tags as outlined in Chapters 5 and 6. Safeguard the fleet vehicle, WEX Fleet Card and E-ZPass® tag against theft or misuse.

(5) Operate the fleet vehicle in full compliance with all DMNA, local and NYS Vehicle and Traffic (V&T) laws, ordinances, regulations, and safety directives. Drivers will disclose any vehicle infraction that revokes or adds restrictions to the use of their driver's license privileges. Drivers will be held responsible for any NYS Department of Motor Vehicles (DMV) violations from NYS V&T laws, E-ZPass® convictions, and/or fines, and must adhere to the following:

(a) Travel the most direct route whenever possible. Apply considerations for weather, safety, travel distance, time and cost-effectiveness when determining the best route.

(b) Drivers will be well rested and plan for appropriate rest breaks.

(c) Unofficial or unauthorized passengers in the fleet vehicle is prohibited.

(d) Ensure the mandatory use of seat belts, to include all passengers, regardless of seating location, in the fleet vehicle.

(e) Distracted driving situations to include sending and viewing e-mails or text messages or the use of cellular phones, smart phones, and other electronic devices without a hands-free adaptor while driving is prohibited.

- (f) Smoking in the fleet vehicle is prohibited.
- (g) Driving of any vehicle under the influence of drugs/alcohol is prohibited.
- (h) The possession of or use of alcohol, illegal drugs or other intoxicating substances is prohibited.
- (i) Inform all persons in the DMNA fleet vehicle that carrying, possessing or transporting firearms, other weapons, or explosive devices unless expressly authorized to do so in connection with their official duties is prohibited.
- (j) The use of radar detectors in DMNA fleet vehicles is prohibited.
- (k) Only use fleet vehicle parking permits or placards granting special parking privileges for official NYS business.
- (l) Do not affix banners, advertising, placards, decals or stickers on a fleet vehicle, unless expressly authorized by the Director, MNFE.
- (6) Report all accidents to the Fleet Manager immediately as practicable and within 24-hours, in accordance with reference 1-2,b.
- (7) Upon return, clean all interior spaces ensuring the vehicle is free of any trash or debris. If assigned a carwash pass, wash the vehicle's exterior.

g. DMNA Vehicle Dispatch Log:

- (1) The DMNA Fleet Manager and Operational Fleet Manager will utilize the DMNA Vehicle Dispatch Log (Appendix C) to track the dispatch of DMNA Fleet Vehicles to property custodians and individual vehicle drivers.
- (2) The Emergency Operations Fleet Manager will utilize the DMNA Vehicle Dispatch Log to track the dispatch of Rental Vehicles to individual vehicle drivers.
- (3) The DMNA Vehicle Dispatch Log records the fleet vehicle ID#, date of dispatch, NYS LENS approval, employee name, destination, time out, and time returned.
- (4) DMNA Fleet Manager and the Operational Fleet Manager will maintain the Vehicle Dispatch Logs in accordance with DMNA's record retention policy. Emergency Operations Fleet Managers will submit the Vehicle Dispatch Records to MNBF for retention in accordance with the DMNA's record retention policy.

h. DMNA Vehicle Use and Fuel Log:

(1) Maintain a Vehicle Use and Fuel Log (Appendix D) for all DMNA Fleet Vehicles, regardless if they are Pooled Rented for ongoing operations or a Rental supporting emergency operations.

(2) The DMNA Vehicle Use and Fuel Log will be used to record each leg of a trip and must include the date, time, purpose, driver (employee) name, occupants, odometer readings (beginning and ending mileage), starting and ending locations, fuel, and oil purchase costs. The driver must validate each leg of the trip with their signature.

(3) During use, drivers will maintain accuracy and accountability of the Vehicle Use and Fuel Log and all WEX Fleet Card receipts. Start a new blank Vehicle Use and Fuel Log Sheet on the 1st day of every month where it will remain in the Logbook until the end of each month. Submit completed Vehicle Use and Fuel Logs to the assigned Fleet Manager.

(4) Property Custodians and Operational Fleet Managers will forward copies of Vehicle Use and Fuel Logs with all associated fuel and maintenance receipts to the DMNA Fleet Manager and retain Vehicle Use and Fuel Logs in accordance with the DMNA's record retention policy.

(5) DMNA Fleet Manager will maintain a directory of employees who have had their state employment driver privileges suspended or revoked IAW the Statewide Vehicle Use Policy, per Reference 1-2.f.

CHAPTER 2

POLICY

2-1. Authorization. The Adjutant General (TAG) establishes all DMNA Fleet vehicle allowances.

a. The Director, MNFE, manages DMNA Pooled and Rented Fleet vehicles. He assigns fleet vehicles to functional areas to best support agency operational requirements and is the agency's approval authority for support location or vehicle assignment changes.

b. The Director, MNBF, in support of the Director of the Joint Staff, is the agency approval authority for Rental Vehicles in support of short-term emergency operations and is the approval authority for operational support locations and assignment changes.

2-2. Eligibility for Use of Fleet Vehicles.

a. Any person driving a fleet vehicle must be a NYS civilian or military employee assigned to DMNA. Questions regarding the use of fleet vehicles by individuals not assigned to DMNA will be forwarded to the Director, MNFE.

b. Federal contractors may not use fleet vehicles. Federal contractors may be passengers (if they are assisting on a NYS mission) in a fleet vehicle but never the vehicle driver.

c. Any person driving a fleet vehicle must have a valid driver's license of the class required for the vehicle operated. Users of fleet vehicles must immediately inform his or her supervisor of any license revocation, suspension or restriction. No person will operate a fleet vehicle if there has been a change in licensure that restricts driving privileges unless the operation of the fleet vehicle complies with such restrictions.

d. All state employees and New York Military Forces (NYMF) personnel utilizing fleet vehicles will read and acknowledge the most recent version of the Statewide Vehicle Use Policy on an annual basis. Acknowledgements will be recorded and maintained in the Statewide Learning Management System (SLMS), on boarding process for enduring SAD missions, or during the JRSOI process and becomes record.

e. DMNA retains the right to require any person using a fleet vehicle to participate in a safe driving program.

2-3. License Event Notification Service (LENS).

a. The Federal Drivers Privacy Protection Act (DPPA) permits governmental agencies access to motor vehicle records for use in carrying out agency functions. LENS is a NYS Department of Motor Vehicles (DMV) reporting tool for agencies to ensure users of the fleet vehicles currently hold a valid driver's license.

b. Eligible drivers using fleet vehicles, leased vehicles, and rental vehicles, are required to submit their driver's license number to the Fleet Manager for entry into LENS.

c. NYS DMV will report on the following:

- Accidents (Reportable)
- Convictions
- Expirations
- Point and Insurance Reduction Program Completions
- Restorations
- Suspensions and Revocations

d. The DMNA Fleet Manager or Operations Fleet Manager, as appropriate, will immediately notify the employee's supervisor if that employee's license status disallows use of fleet vehicles. That employee will no longer have access to a fleet vehicle until the DMNA Fleet Manager receives reinstatement notification through LENS. The commander or supervisor also has authority to suspend state fleet vehicle use. Suspensions must be immediately reported to the DMNA Fleet Manager. A roster of suspended drivers will be maintained by the DMNA Fleet Manager and provided to Operational Fleet Managers as updates occur.

e. Personal driver abstract information is private and for official use only. Never share personal driver abstract information outside DMNA. Supervisors must immediately report personnel leaving employment of DMNA to the DMNA Fleet Manager to ensure removal of the individual from the LENS system.

f. Authorized drivers who possess a driver's license from another state must provide a copy of their license and proof from their state's motor vehicle department that the license is current and without suspension. Authorized drivers must disclose any vehicle infraction that revokes or adds restrictions to the use of their driver's license privileges. Out-of-state license validation must be completed at least once per 12-month period.

g. The following websites are available (at the time of publication) to access and validate an out of state driver's license status or obtain a copy of a driving record. It is incumbent upon the individual to provide this information prior to use of any fleet vehicle.

Massachusetts: <https://atlas-myrmv.massdot.state.ma.us/myrmv/>
New Jersey: <https://mymvc.state.nj.us/driver-abstract/> (fee associated)
Connecticut: <https://www.dmvselfservice.ct.gov/LicenseStatusService.aspx>
Vermont: Call (802) 828-2000
New Hampshire: <https://www.nh.gov/safety/divisions/dmv/driver-licensing/index.htm> Complete and submit DSMV Form 505 (fee associated)
Pennsylvania: <https://apps.pa.egov.com/idr>
Ohio: <https://bmvonline.dps.ohio.gov/Abstract/UnOfficialDrivingRecord>

h. Authorized drivers who no longer have a requirement to utilize DMNA Fleet vehicle will have their record removed from the LENS database.

i. Temporary waiver of all or a portion of the driver's license validation requirements due to emergency conditions resides with the Director of MNBF or the Director of MNFE.

2-4. Use of Fleet Vehicles.

a. Pooled Fleet Vehicles may be reserved by contacting the DMNA Fleet Manager at least 24-hours prior to reserving the fleet vehicle and then completing the DMNA Vehicle Request Form, (Appendix A). Reservations are accepted and approved based on operational requirements. The Director, MNFE will be the decision authority regarding conflicts in reservations.

b. Rented Fleet Vehicle assignment and or dispatch occur through the long-term mission's Operational Fleet Manager and is based on operational requirements. The mission commander will be the decision authority regarding conflicts in vehicle assignments.

c. Rental Vehicles procured in response to short-term emergency missions are dispatched through the Emergency Operations Fleet Manager. Dispatches occur based on operational requirements. The J3 or senior operational commander is the decision authority regarding conflicts in vehicle assignments at the operational level.

d. Drivers will pick up and return the fleet vehicle from its assigned parking lot location. This assures vehicle accountability and allows for ease of parking lot maintenance operations during inclement weather.

e. Fleet vehicles are For Official Use Only (FOUO), and prohibited for private business use, personal errands, recreation, domicile to duty, or transporting employees or passengers outside the scope of official NYS business.

f. Transportation by fleet vehicle from home to official duty station or from official duty station to home is prohibited. The official duty station is the location of the facility to which the employee is assigned.

g. DMNA does not dedicate fleet vehicles to specific individuals except in extraordinary circumstances approved by TAG and the NYS Deputy Secretary for Public Safety. If approved, use of such vehicle shall strictly be for carrying out agency duties.

h. As head of the agency, TAG is not assigned a permanent vehicle on a permanent basis but has priority access to fleet vehicles. TAG's staff is responsible to ensure travel and cost records are provided to the DMNA Fleet Manager in a timely manner.

i. DMNA employees with physical disabilities who own specially equipped personal vehicles are authorized to use their own personal vehicles when automobile transportation is required to perform official NYS functions.

2-5. Use of Drivers. An employee may have another NYS employee drive the employee in a fleet vehicle for official business. Driving another employee cannot be the sole or primary duty of any NYS employee.

2-6. Safety. Safety programs established by NYS DMV, local or NYS ordinances, Public Employee Safety and Health Bureau (PESH), Title 49 Code of Federal Regulations (49CFR) Parts 100-177, and DMNA Reg 420-1, Real Property Operations, Maintenance and Minor Construction, will be followed at all times. In addition, all operations involving New York Army National Guard (NYARNG) and New York Air National Guard (NYANG) personnel and equipment will operate in accordance with all applicable DMNA policies and guidance.

2-7. Utilization.

a. Supervisor's Responsibilities. To ensure the efficient use and control of fleet vehicles, the following actions are required. The supervisor will ensure that the following questions are answered and/or considered before approving a travel request:

(1) Does the vehicle driver have a valid driver license, validated in LENS and deemed capable to safely operate the assigned vehicle. Note: Supervisors always have the discretion to restrict vehicle driving privileges as needed to ensure safety.

(2) Is the trip mission essential for DMNA? As a first choice, fleet users should use mass transit whenever possible.

(3) Are there other means to accomplish the mission? Microsoft Teams, conference calls, teleconferences, video conferences and webinars are viable means to conduct business.

(4) Carpooling agency wide must be considered first to avoid the need for rental cars and the reimbursement of personal car mileage. Consolidating trips with other employees saves fleet funding.

b. Supervisors will review the cost of fleet vehicle versus rental vehicle versus Personally Owned Vehicle (POV) usage to obtain the best use for the least cost.

c. In circumstances where neither mass transit nor a fleet vehicle is available, employees may use either a rental car or their POV, whichever is less expensive. A “trip calculator” for determining the least expensive option may be found at the NYS OGS website: <http://www.ogs.ny.gov/BU/SS/Trav/Calculators.asp>. Employees may opt to use their POV in non-optimal situations but will only be reimbursed for the value of the car rental. Travel expenses will be reimbursed for actual, reasonable and necessary expenses incurred by an employee while in travel status on official NYS business. Reimbursement will be in accordance with established NYS OSC travel guidelines: <http://www.osc.NYS.ny.us/agencies/travel/travel.htm>.

d. Fuel Efficiency Maximization. To the greatest extent possible, acquisitions of sport utility vehicles (SUVs) will be avoided, and alternative fuel vehicles (AFVs) will be used.

e. Risk Management. When information is available, supervisors or property custodians will inform the DMNA Fleet Manager when an employee’s driving record suggests operation of a fleet vehicle will be prohibited in order to reduce overall NYS liability as well as reducing the potential and severity of accidents. In addition, Fleet Managers will ensure to validate an employee driver’s license in accordance with paragraph 2-3.

f. Fraud Prevention. Each month, Fleet Managers and Property Custodians will reconcile the Vehicle Dispatch Log and the Vehicle Use and Fuel Log against the vehicle’s WEX Fleet Card statement, E-ZPass® tag statement and maintenance invoices. The reviewer will clearly note discrepancies that indicate potential inappropriate use of the vehicle, WEX Fleet Card or E-ZPass® tag. This reconciliation identifies and prevents inappropriate uses such as:

- excessive transactions at one station or on a WEX Fleet Card within a short period of time
- unusual E-ZPass® tag charges outside approved business or travel hours
- vehicle odometer readings that are too high or too low suggesting inappropriate fleet vehicle use

g. Reporting. Once the reconciliation is completed, Property Custodians and Operational Fleet Managers will submit each fleet vehicle’s Vehicle Use and Fuel Logs, including all WEX Fleet Card fuel receipts and maintenance invoices, and other supporting documents to the DMNA Fleet Manager NLT the 15th day of each month.

2-8. Accident Reporting.

a. All accidents involving a fleet vehicle will be reported in accordance with DMNA Reg 27-11, Motor Vehicle Accident Investigation and Claims Procedure; DMNA Pam 1-2, Incident Reporting; and NYS DMV regulations. For the vehicle driver's convenience, the fleet vehicle's logbook has an Accident Reporting Kit, containing the necessary forms (DMNA Form 77, DMNA Form 102, SF-91 and MV-104) to report an accident when property damage or personal injury is involved.

b. Accidents involving personal injury or property damage, which may give rise to a claim by third parties and/or any accident in which a fatality occurs, must be reported immediately to the Joint Operations Center (JOC) Controller at: (518) 786-6104.

c. In addition to the requirements of DMNA Reg 27-11, the vehicle driver will immediately report any accident, theft, or vandalism involving the fleet vehicle to the local law enforcement agency.

d. Within 24-hours, the vehicle driver will complete all the necessary forms for reporting a vehicle accident and submit them to the DMNA Fleet Manager. Once received, the DMNA Fleet Manager submits the completed packet to DMNA's Legal Affairs Office (MNLA) in accordance with DMNA Reg 27-11.

e. If the vehicle driver is injured and cannot comply with the above-mentioned requirements, the immediate supervisor is responsible for reporting the accident. The immediate supervisor will assemble and forward the completed Accident Reporting Kit by transmittal memorandum to the DMNA Fleet Manager within five working days. Once the DMNA Fleet Manager receives the completed Accident Reporting Kit, it will be submitted to as required by DMNA Reg 27-11.

2-9. Additional Requirements.

a. To assist with accident reporting, Fleet Managers will ensure an Accident Reporting Kit is located in the fleet vehicle's logbook. This kit will contain the necessary forms (DMNA Form 77, DMNA Form 102, SF-91 and MV-104) to report an accident when property damage or personal injury is involved.

b. In the event of a vehicle accident, the commander or supervisor is responsible for appointment of an investigating officer in accordance with DMNA Reg 27-11. Copies of the incident or accident report investigation must be forwarded to the Joint Operations Center (JOC), MNBF, DMNA Fleet Manager, MNLA, and MNAV-OS for the record no later than 30 days after the date of determination.

c. New York State Accident Review Board: DMNA is required to report all vehicle and equipment accidents involving all authorized drivers/users in the course and scope of their employment for review by the NYS Accident Review Board as

established by the NYS Division of the Budget (NYS DOB) and the NYS Executive Chamber, within ten days of occurrence, when the accident meets any one of the following:

- (1) Incident involving a fatality.
- (2) Incident which has had or will have a significant negative impact on NYS's insurance premiums and/or coverages.
- (3) Instance in which the driver has accumulated two or more moving accidents (i.e., vehicle in motion) within a 24-hour period.
- (4) Incident(s) in which a fleet vehicle(s) is deemed to be a total loss where frequency and/or cost appear to be factors.
- (5) Incident resulting in \$5,000 or more in property damage.
- (6) Incident resulting in \$10,000 or more in bodily injury damages.
- (7) Incident raising questions or concerns about fleet policy or procedure from a NYS risk management perspective.
- (8) Incident that is a legal violation reported through the NYS DMV LENS program.

e. Direct all inquiries and/or correspondence from claimants and/or their insurance companies, as well as any medical bills for passengers of state vehicles to DMNA Legal Affairs (MNLA). Any direct correspondence from claimants and/or their insurance companies must be forwarded to DMNA Legal Affairs. In order to identify the file, please include the fleet vehicle driver's name and the date of accident on all correspondence.

f. The State of New York is self-insured for motor vehicle liability. A suit for property damage, personal injury, or death, resulting from the operation of a motor vehicle, becomes a suit against the State of New York rather than against an individual, providing the vehicle driver of the motor vehicle was within the scope of employment. The prompt reporting of the accident and forwarding the required forms is important. In the event a non-DMNA third party sues a fleet vehicle driver, the fleet vehicle driver must contact MNLA immediately.

CHAPTER 3

ASSIGNMENT OF FLEET VEHICLES

3-1. General. DMNA pool-use assignments will be approved based on the following:

a. Routine dispatch of DMNA Pool Fleet Vehicles to employees is on an “as needed” basis to carry out NYS business.

b. Assignment of DMNA Fleet Vehicles to specific employees may occur under extraordinary circumstances and only when approved by TAG and the NYS Deputy Secretary for Public Safety. Minimum requirements for requesting approval for the individual assignment of fleet vehicles include:

(1) A list of the job titles and circumstances for which individually assigned fleet vehicles are requested and information as to whether the fleet vehicle may be taken home at night or used for commuting purposes or whether the fleet vehicle will be parked at NYS facilities when not in use.

(2) For each job title, an explanation in support of the request for individually assigned fleet vehicles. In cases where there is a need to carry specialized tools or equipment to accomplish job duties, it may be appropriate to individually assign a fleet vehicle, but the fleet vehicle will be parked at a NYS facility when not in use. As a general rule, only employees who are first responders, who are on call 24-hours per day or who are responsible for ensuring public safety, will be allowed to take fleet vehicles home or use fleet vehicles for commuting purposes.

3-2. Types of Vehicle Assignments.

a. DMNA Pool-Use Assignment. A vehicle assigned to DMNA and used routinely by more than one individual.

b. Enduring Mission Assignment. A vehicle, typically a rental, assigned to DMNA and assigned to a long-term SAD mission, used routinely by more than one individual.

c. Temporary Assignment. A vehicle assigned for specific DMNA functions lasting less than one month where the use of a rental vehicle or personal mileage reimbursement is neither feasible nor economical. A temporary vehicle assignment may address an essential administrative function of DMNA or support an employee on 24-hour call who must respond to emergencies on a regular basis where the emergency response to a location other than the employee’s official work location.

CHAPTER 4

MAINTENANCE

4-1. General. Procedures for day-to-day and periodic maintenance care, to include warranty and unscheduled repairs, are included in the vehicle owner's manual. Performance of routine or preventative maintenance on fleet vehicles will only be conducted through a licensed repair facility as directed/approved by the DMNA Fleet Manager.

4-2. Reporting. Property Custodians and Operational Fleet Managers will submit each fleet vehicle's Vehicle Use and Fuel Logs, including all WEX Fleet Card fuel receipts and maintenance invoices, to the DMNA Fleet Manager NLT the 15th day of each month.

4-3. Daily Maintenance. The vehicle driver must perform normal operator preventive maintenance checks. This will include checking/maintaining all fluid levels, inspection and proper inflation of tires, checking/reporting body damage and maintaining the cleanliness of the interior of the fleet vehicle.

4-4. Periodic Maintenance.

a. Inspection of the outside of the fleet vehicle, to include a thorough cleaning of the interior, must be done at least once per month by the respective property custodian or fleet manager.

b. Maintenance required beyond the vehicle driver level is accomplished by a local vendor as directed by the DMNA Fleet Manager.

c. Preventive maintenance and all repair records for fleet vehicles are maintained by the respective property custodian with copies forwarded to the Fleet Manager on a quarterly basis. Services are determined by the type, mileage, and maintenance history of the fleet vehicle.

d. The property custodian will ensure fleet vehicles are serviced no later than the listed due date at an authorized service facility to include the annual NYS vehicle inspection. Failure to comply could void the fleet vehicle's factory warranty and could result in the vehicle being damaged.

4-5. Warranty Information. The fleet vehicle is warranted as noted in the vehicle's operator's manual. If the fleet vehicle is under warranty, it must be taken to the nearest authorized service center for repair. If the warranty has expired, the property custodian will proceed as outlined in paragraph 4-6.

4-6. Unscheduled Repairs. In the event of any unexpected breakdown, the vehicle driver must obtain an estimate for the repairs and inform the property custodian. Every effort will be made to have repairs accomplished at a contracted repair shop. The property custodian must obtain approval from the DMNA Fleet Manager prior to obtaining repairs.

4-7. Emergency Repairs. In an emergency situation, where the fleet vehicle is disabled and away from the assigned location, the vehicle driver will notify the property custodian to effect corrective action. Vehicle drivers will record and report all emergency repair data and provide copies to the Fleet Manager.

4-8. Cost Limits for Maintenance and Repairs. The DMNA Fleet Manager must authorize all expenditures. Projected maintenance and/or repairs costing in excess of \$2,500 will require a written signed approval by the property custodian. All proper NYS contracting procedures must be followed in relation to maintenance and repairs. This approval will be maintained in the functional area's vehicle files and a copy will be submitted to the Fleet Manager with the next monthly report.

4-9. Fleet Vehicle Modifications. Modification of a fleet vehicle without DMNA Fleet Manger approval is not authorized. Modifications include, but are not limited to, adding, deleting, or modifying vehicle components such as trailer hitches, snowplows, electrical systems, antennas, lights, etc. Direct all requests for modification of fleet vehicles to the DMNA Fleet Manager.

4-10. Forwarding Repair Invoices. Payments for repairs will be processed in accordance with DMNA Fiscal Procedures as established by MNBF. Copies of repair invoices will be forwarded to the DMNA Fleet Manager.

CHAPTER 5

NYS FLEET FUEL CREDIT CARD

5-1. General. The NYS Fleet Fuel Card Program provides comprehensive oversight and management to ensure information accuracy, transaction monitoring, and investigative action for program violations. The DMNA Fleet Manager has overall responsibility for this program. The NYS contract for fleet vehicle fuel is currently with WEX Fleet Cards. Under the WEX contract, the DMNA Fleet Manager will be the WEX Fleet Contact Person. In the event there is a change in the NYS fuel credit cards contract, fleet vehicle credit cards will be updated.

5-2. Responsibilities.

a. The DMNA Fleet Manager will:

(1) Procure, assign, and issue NYS Fleet Fuel Cards to Operational Fleet Managers, Property Custodians and the G4 as required to support the DMNA Fleet Vehicles assigned to both enduring and emergency operations.

(2) Maintains a complete inventory listing of issued Fuel Cards and ensures accountability through periodic inventories in accordance with current property accountability procedures.

(3) Manage the procedures for assigning security PIN codes to the NYS Fleet Fuel Cards.

(4) Ensure each DMNA Fleet Vehicle is assigned a dedicated NYS Fleet Fuel Card and that vehicles are dispatched with that dedicated card. Fuel Cards assigned to a vehicle are to be used for fueling of that vehicle only.

(5) Ensure Fuel Cards assigned to individuals are used for official government or business purposes only. Mission requirements may necessitate the assignment of a fuel card to an individual instead of a vehicle.

(6) Contact NYS Fleet Fuel Card vendor to cancel fuel cards due to loss, theft and/or update property accountability documents.

(7) Periodically update and issue the NYS WEX Fleet Fuel Card Use Policy as required.

(8) Reconcile the DMNA Vehicle Use and Fuel Log/Vehicle Dispatch to the vehicle's assigned NYS Fleet Fuel Card statement each month. Note all discrepancies in a memorandum for record and forward it through the Director, MNFE to the DMNA Chief of Staff, State, for review.

(9) Coordinate all necessary training for the Fuel Card Services program, including user manuals and system documentation.

b. Operational Fleet Managers, Property Custodians and the G4 will:

(1) Ensure each DMNA Fleet Vehicle is assigned a dedicated fuel card and that vehicles are dispatched with that dedicated card.

(2) Ensure Vehicle Drivers sign for the NYS Fleet Fuel Card as part of the dispatch procedures and the driver acknowledges their understanding of the NYS WEX Fleet Fuel Card Program requirements and restrictions.

(3) Reconcile the DMNA Vehicle Use and Fuel Log/Vehicle Dispatch to the vehicle's NYS Fleet Fuel Card statement. Forward copies to the DMNA Fleet Manager by the 15th day of each month.

(4) Contact the NYS Fleet Fuel Card vendor to cancel fuel cards due to loss or theft. Immediately report the cancellation to the DMNA Fleet Manager in order to update property accountability documents.

(5) Comply with guidelines outlined in DMNA Budget and Finance (MNBF) Fiscal Policy Memorandum P-010; State Active-Duty Fuel Card, when utilizing NYS Fleet Fuel Cards issued in support of SAD missions.

c. Vehicle Driver will:

(1) Sign for the assigned NYS Fleet Fuel Card with the Dispatch of any DMNA Fleet Vehicle.

(2) Read the NYS Fleet Fuel Card Use Policy and acknowledge understanding of their responsibilities to include purchasing restrictions.

(3) Always safeguard the NYS Fleet Fuel Card, never leaving it in an unattended vehicle.

5-3. NYS WEX Fleet Fuel Card Use Policy. Upon vehicle dispatch, Vehicle Drivers must acknowledge their understanding of the following guidelines regarding the NYS Fleet Fuel Card use. Fraudulent use of a fuel card may result in criminal charges.

- a.** The use of the NYS Fleet Fuel Card is restricted to fuel/oil and windshield washer fluid purchases at any fueling location that accepts credit cards.
- b.** Use of the NYS Fleet Fuel Card for privately owned vehicles or personal expenditures is strictly prohibited.
- c.** The NYS Fleet Fuel Card will not be authorized for bulk fuel purchases. Bulk Fuel acquisitions will be accomplished through a state contracting process.
- d.** The NYS Fleet Fuel Card must be kept away from magnets or other credit cards to protect the magnetic strip.
- e.** If the NYS Fleet Fuel Card is lost or stolen, immediately notify the Fleet Manager, who will cancel the card with the vendor.
- f.** Understand that Fleet Managers and Property Custodians will review transactions for discrepancies that indicate potential inappropriate use of the vehicle or WEX Fleet Card.

CHAPTER 6**E-ZPASS® TAGS**

6-1. General. E-ZPass® tags may be supplied with the fleet vehicles. In cases involving E-ZPass®, the following items will be noted:

- a.** Vehicle drivers must approach and pass through the toll lane at the posted speed limit and the failure to do so could result in the revocation of E-ZPass® privileges.
- b.** Violations involving E-ZPass® equipped vehicles are reported by E-ZPass® directly to the Fleet Manager. Supervisors will be notified of these violations through the chain of command.
- c.** Repeated violations will result in an automatic suspension of the E-ZPass® tag by the E-ZPass® system.
- d.** E-ZPass® notifies the Fleet Manager when an E-ZPass® tag requires maintenance or replacement. Failure to respond to the Fleet Manager to handle the matter will result in an inoperative E-ZPass® tag.
- e.** Lost, stolen or non-functional E-ZPass® tags will be coordinated with the Fleet Manager.
- f.** The vehicle driver shall be personally responsible for all parking, moving, and E-ZPass® violations.
- g.** Each month, Fleet Managers and Property Custodians will reconcile the DMNA Vehicle Use and Fuel Log/Vehicle Dispatch to the vehicle's E-ZPass® tag statement. The review will note discrepancies that indicate potential inappropriate use of the vehicle or E-ZPass® tag. Forward copies to the DMNA Fleet Manager by the 15th day of each month. The DMNA Fleet Manager will note discrepancies in a memorandum for record and forward it through the Director, MNFE to the DMNA Chief of Staff State for review.

6-2. Assigned E-ZPass® Tags. E-ZPass® tags assigned to fleet vehicles are to remain in the assigned fleet vehicles. Swapping or usage in other unassigned vehicles is strictly forbidden.

6-3. Usage of E-ZPass® Tags for Tolls. E-ZPass® tags are used to pay for tolls while on the NYS Thruway (NYSTWY), Metropolitan Authority (MTA) bridges and tunnels, Port Authority of New York and New Jersey bridges and tunnels, and when on toll roads within New Jersey, Connecticut, Massachusetts, and Pennsylvania.

CHAPTER 7

TRAILER TRANSPORT

7-1. General. This chapter provides necessary guidance to DMNA, military and other authorized personnel directly involved in over the road movement of trailers.

a. Safety. A minimum of two persons is required to operate a vehicle with a trailer to ensure proper protection of equipment and to minimize risks. For consistency, they will be referred to as the "driver" and "spotter."

b. Backing of Vehicle. This provision applies when a vehicle is being moved for the purpose of connecting to a trailer and whenever a vehicle is connected to a trailer. The driver will not attempt to back up a vehicle involved in such activity without the spotter being in such a position to be directly observed by the driver. The driver must be able to see the spotter without the aid of a mirror.

c. Connecting of Trailer. Vehicle backing to position hitching mechanism is to be done with utmost care. Spotter, at no time, will stand in direct line with moving vehicle and trailer. The driver will shut down and set parking brake when proper position is achieved. Driver will dismount and work, in conjunction with spotter, to make connections. Safety chain connections are mandatory. Driver and spotter will concur that all connections are correctly made before driver returns to the operating position. The spotter will verify proper operation of signal lights and braking system on the connected trailer and signal lights on the towing vehicle in conjunction with the driver.

d. Movement of Trailer and Towing Vehicle. The loaded or unloaded trailer will be driven over the road with a minimum of two persons. Under special circumstances and with the approval of the operational commander or property custodian, a loaded or unloaded trailer may be driven over the road solely by the driver. This is permitted when the trip can foreseeably be made safely and without the need to move in reverse. If a situation does develop and a reversing movement must be made, the driver is responsible to determine if there are persons present who can be of assistance in ensuring that safety is maintained during the reversing movement. When the driver uses this option, the property custodian is to be informed as soon as practical after the completion of the movement. Property custodians will use this knowledge to minimize risk for future operations.

e. Responsibility. The driver is solely responsible to ensure that the trailer and towing vehicle is operated according to NYS V&T Law.

7-2. Training. Property custodians are responsible to insure that assigned drivers moving the trailer and towing vehicle described in this chapter are appropriately trained and licensed in the operations described. They are to be made totally familiar with operating trailer/towing vehicle combinations of the size and weight to be moved. Training is to be recorded and certified in a written signed memorandum to the individual, with concurrence endorsed by that individual. A copy is to be maintained in the property custodian's files, and, in the event of accident or incident, will be included in the package of documentation required to be submitted in accordance with DMNA Reg 27-11, DMNA Pam 1-2 and NYS V&T Laws.

CHAPTER 8

EXTERNAL REPORTING GUIDELINES

8-1. Fleet Management Reports. DMNA's Fleet Manager must submit the following reports:

- a. Energy Policy Act of 1992 Report to include any AFVs. This report will be submitted by November 15th of each year to Clean Fueled Vehicles Program Coordinator at NYS OGS, Bureau of RI&FM.
- b. Inventory of fleet vehicles along with any additions and/or deletions within the current year on a continual basis in the NYS OGS Fleet Program as changes in the DMNA fleet dictates to NYS OGS, Bureau of RI&FM.

8-2. DMNA Breakeven Fleet Mileage Analysis. See Figure 8-1, page 8-2.

DMNA BREAKEVEN FLEET MILEAGE ANALYSIS

<u>Vehicle Description</u>	<u>Number of Vehicles Per Type</u>	<u>Annual Replacement Disposal Mileage</u>	<u>Total Mileage Per Type</u>
Sedans, Sub Compact Cars	1	15,000	15,000
Station Wagons, SUVs, Trucks under 8,500 lbs.	11	16,667	183,337
Vans, Passenger	8	12,500	100,000
Trucks, Heavy Duty	3	12,500	37,500
TOTAL	23	vehicles divided by	335,837 = <u>14,602</u>

Breakeven Mileage Point

Disposal Criteria

<u>Vehicle Description</u>	<u>Age in Years</u>	<u>Maximum Mileage</u>	<u>Annual Disposal Mileage</u>
Sedans, Sub Compact Cars	6	90,000	15,000
Station Wagons, SUVs, Trucks under 8,500 lbs.	6	100,000	16,667
Vans, Passenger	8	100,000	12,500
Trucks, Heavy Duty	8	100,000	12,500

Figure 8-1. DMNA Breakeven Fleet Mileage Analysis

CHAPTER 9

NYS EMERGENCY MANAGEMENT (EM) LICENSE PLATES

9-1. General. NYS EM license plates are available to vehicles owned or controlled and registered by DMNA and will be eligible for the red emergency license plates. These license plates will aid in quickly identifying individuals with the critical need to enter areas that have restricted access and who should be on the road during times of emergency. The vehicles that play a “critical role” can be quickly identified to get immediate access to locations impacted by a NYS emergency; counter-terrorism actions, natural disaster relief, Empire Shield missions, and other just causes where DMNA and/or the NYNG needs to react or act as a first responder.

9-2. Details of NYS EM License Plates. NYS EM license plates have a white background with red details and include the official name of DMNA with an “EM” indicator. The number of NYS EM license plates that will be issued will be determined and approved by the NYS Division of Homeland Security and Emergency Services.

APPENDIX A

Submit by Email Print Form Reset Form

STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
FACILITIES MANAGEMENT AND ENGINEERING (MNFE)
330 Old Niskayuna Road
Latham, New York 12110-3514
(518) 786-4961 - Fax: (518) 786-4400

DMNA VEHICLE REQUEST FORM

REQUESTOR: [redacted] DATE: [redacted]
OFFICE: [redacted] TELEPHONE EXT: [redacted] CELL PHONE #: [redacted]
DATES: [redacted]
DESTINATION: [redacted]

OUT OF STATE TRAVEL REQUIRES SUPERVISOR'S APPROVAL PRIOR TO DEPARTURE:
[redacted] DATE: [redacted]
SUPERVISOR'S SIGNATURE

REQUIREMENTS FOR ALL USERS:

- 1. WILL NOT USE VEHICLE FOR PRIVATE BUSINESS, PERSONAL ERRANDS, RECREATION, DOMICILE TO DUTY, OR TRANSPORTING NON-GOVERNMENT EMPLOYEES.
2. ADHERING TO ALL NYS DMV, LOCAL AND NYS ORDINANCES, DMNA REGULATIONS, AND SAFETY DIRECTIVES:
a. USERS WILL NOT SMOKE IN FLEET VEHICLES.
b. USERS WILL NOT DRIVE FLEET VEHICLES UNDER THE INFLUENCE OF DRUGS OR ALCOHOL.
c. CELLULAR PHONES, SMART PHONES, AND OTHER ELECTRONIC DEVICES WITHOUT A HANDS-FREE ADAPTOR ARE PROHIBITED FOR USE WHILE OPERATING A FLEET VEHICLE.
d. THE POSSESSION AND/OR USE OF ALCOHOL, ILLEGAL DRUGS OR OTHER INTOXICATING SUBSTANCES IN THE FLEET VEHICLE ARE STRICTLY FORBIDDEN.
3. FLEET VEHICLES WILL BE CLEANED AND RETURNED WITH A FULL TANK OF FUEL.
4. SAFEGUARDING THE VEHICLE, THE VEHICLE'S WEX FLEET CARD, AND THE E-ZPASS® TAG AGAINST THEFT OR MISUSE.

[redacted]
SIGNATURE OF REQUESTOR
(I HAVE READ THE ABOVE RESPONSIBILITIES)

APPROVED [] DISAPPROVED [] [redacted] DATE [redacted]
(REASON)

NYS ID # [redacted] LENS APPROVED [redacted]
SIGNATURE OF APPROVING AUTHORITY

APPENDIX B**Drivers Acknowledgement of Statewide Vehicle Use Policy and LENS Form**

I will become familiar with the vehicle owner's manual to ensure proper use and maintenance. I will perform day-to-day care of the fleet vehicle. This will include, but is not limited to maintaining all fluid levels, inspection and proper inflation of tires, and checking for and reporting body damage in accordance with DMNA Reg 56-1, Chapter 4.

I will utilize the WEX Fleet Card and E-ZPass® tags as outlined in DMNA Reg 56-1, Chapters 5 and 6. I will safeguard the fleet vehicle, WEX Fleet Card and E-ZPass® tag against theft or misuse.

I will operate the fleet vehicle in full compliance with all DMNA, federal, local and NYS Vehicle and Traffic (V&T) laws, ordinances, regulations and safety directives including the current NYS Statewide Vehicle Use Policy. I understand that I must disclose any vehicle infraction that revokes or adds restrictions to the use of my driver's license privileges. I understand that I will be held responsible for any NYS Department of Motor Vehicles (DMV) violations from NYS V&T laws, E-ZPass® convictions and/or fines, this includes but is not limited to the following:

1. State vehicles must at all times be operated in full compliance with all applicable federal, state, and local laws and regulations.
2. Use of seat belts by drivers and all passengers, regardless of seating location, in state vehicles is mandatory.
3. No person driving a state vehicle may send or view e-mails or text messages while driving.
4. Employees are strongly encouraged to not use any mobile telephone or electronic communication device while operating a vehicle. If such use must take place, the device must be used in hands-free mode.
5. No person driving a state vehicle may be under the influence of alcohol, recreational drugs, or narcotics that would impair driving.
6. Possession or use of alcohol, illegal drugs, or other intoxicating substances by any person in a state vehicle is strictly prohibited.
7. Smoking of any kind including but not limited to (e)cigarettes, pipes and or vaping in state vehicles is strictly prohibited.
8. All persons are prohibited from carrying, possessing, or transporting firearms, other weapons, or explosive devices in a state vehicle unless expressly authorized to do so in connection with carrying out their official duties.
9. The use of radar detectors in state vehicles is strictly prohibited.
10. Except as otherwise required by traffic, weather, or road conditions, travel should be by the most direct route possible taking into consideration cost-effectiveness, actual distance traveled, and the time to travel such distance.
11. Parking permits or placards issued by the New York State Executive Chamber that grant special parking privileges for state Vehicles may be used only for official state business.
12. The unauthorized use of placards is a crime which may violate the Penal and/or Executive Laws of New York State. Duplication of placards, or the use of altered, reproduced or counterfeited placards is a felony and can result in criminal penalties. Any abuse of placards may result in a criminal referral and/or prosecution as well as non-judicial punishment by DMNA.
13. The driver of a state vehicle shall be personally responsible for all parking, moving, and E-ZPass violations.
14. Unless expressly authorized by the DMNA, no banners, advertising, placards, decals, or stickers may be placed on a state vehicle.

- 15.** All state-owned vehicles must have a permanently affixed, non-transferable E-ZPass, which may not be disabled or removed from the vehicle unless such vehicle is pending surplus procedures. (This requirement may not be applicable to all rental vehicles.)
- 16.** Each vehicle shall contain a placard or information summarizing the general requirements and restrictions on the use of the state vehicle.
- 17.** Drivers will be well rested and plan for appropriate rest breaks.
- 18.** Unofficial or unauthorized passengers in a fleet vehicle is prohibited.
- 19.** Report all accidents to the Fleet Manager within 24-hours.
- 20.** Upon return, clean all interior spaces ensuring the vehicle is free of any trash or debris. If assigned a carwash pass, wash the vehicle's exterior.

I will report all accidents to the Fleet Manager within 24-hours.

Upon return, I will clean all interior spaces ensuring the vehicle is free of any trash or debris. If assigned a carwash pass, I will wash the vehicle's exterior.

Acknowledged:

Printed Name

LENS/License Validation Date
(must be within 12 months for out of state
license holders)

Signature

Fleet Manager

**THIS PLACARD MUST BE PRESENT IN
ALL STATE VEHICLES AT ALL TIMES**



STATE VEHICLE - a vehicle owned by Division of Military & Naval Affairs (DMNA) or leased or rented by DMNA for official state business.

General Requirements and Restrictions to Operate a State Vehicle

Reference: Statewide Vehicle Use Policy, dated June 2022 issued by the Director of State Operations, NYS Executive Chamber Page 7, Paragraph I.

1. State vehicles must at all times be operated in full compliance with all applicable federal, state, and local laws and regulations.
2. Use of seat belts by drivers and all passengers, regardless of seating location, in state vehicles is mandatory.
3. No person driving a state vehicle may send or view e-mails or text messages while driving.
4. Employees are strongly encouraged to not use any mobile telephone or electronic communication device while operating a vehicle. If such use must take place, the device must be used in hands-free mode.
5. No person driving a state vehicle may be under the influence of alcohol, recreational drugs, or narcotics that would impair driving.
6. Possession or use of alcohol, illegal drugs, or other intoxicating substances by any person in a state vehicle is strictly prohibited.
7. Smoking of any kind including but not limited to (e)cigarettes, pipes and or vaping in state vehicles is strictly prohibited.
8. All persons are prohibited from carrying, possessing, or transporting firearms, other weapons, or explosive devices in a state vehicle unless expressly authorized to do so in connection with carrying out their official duties.

(See Reverse) 1

General Requirements and Restrictions to Operate a State Vehicle, page 2

9. The use of radar detectors in state vehicles is strictly prohibited.
10. Except as otherwise required by traffic, weather, or road conditions, travel should be by the most direct route possible taking into consideration cost-effectiveness, actual distance traveled, and the time to travel such distance.
11. Parking permits or placards issued by the New York State Executive Chamber that grant special parking privileges for state Vehicles may be used only for official state business.
12. The unauthorized use of placards is a crime which may violate the Penal and/or Executive Laws of New York State. Duplication of placards, or the use of altered, reproduced or counterfeit placards is a felony and can result in criminal penalties. Any abuse of placards may result in a criminal referral and/or prosecution as well as non-judicial punishment by DMNA.
13. The driver of a state vehicle shall be personally responsible for all parking, moving, and E-ZPass violations.
14. Unless expressly authorized by the DMNA, no banners, advertising, placards, decals, or stickers may be placed on a state vehicle.
15. All state-owned vehicles must have a permanently affixed, non-transferable E-ZPass, which may not be disabled or removed from the vehicle unless such vehicle is pending surplus procedures. (This requirement may not be applicable to all rental vehicles.)
16. Each vehicle shall contain a placard or information summarizing the general requirements and restrictions on the use of the state vehicle.
17. Drivers will be well rested and plan for appropriate rest breaks.
18. Unofficial or unauthorized passengers in a fleet vehicle is prohibited.
19. Report all accidents to the Fleet Manager within 24-hours.
20. Upon return, clean all interior spaces ensuring the vehicle is free of any trash or debris. If assigned a carwash pass, wash the vehicle's exterior.

An employee's or service member's failure to comply with these requirements and restrictions may subject them to administrative action, up to and including termination.

2

APPENDIX E

GLOSSARY

C-1. AFV -	Alternative Fueled Vehicles.
C-2. ARI -	Automotive Rentals, Inc.
C-3. CFR -	Code of Federal Regulations.
C-4. CSTs -	Civil Support Teams.
C-5. DHSES -	Division of Homeland Security and Emergency Services.
C-6. DMNA -	Division of Military and Naval Affairs.
C-7. DMV -	Department of Motor Vehicles.
C-8. DOB -	Division of the Budget.
C-9. DPPA -	Drivers Privacy Protection Act.
C-10. EM -	Emergency Management.
C-11. FOUO -	For Official Use Only.
C-12. GAWR -	Gross Axle Weight Rating.
C-13. GSA -	General Services Administration.
C-14. GVWR -	Gross Vehicle Weight Rating.
C-15. J3-DO -	Domestic Operations Directorate.
C-16. J3-DO-CD -	Counter Drug Branch.

C-17. JOC -	Joint Operations Center.
C-18. LENS -	License Event Notification Service.
C-19. MNAG-COS-	Chief of Staff, State.
C-20. MNAV-OS -	Safety and Occupational Health Branch.
C-21. MNBF -	Budget and Finance Directorate.
C-22. MNCI -	Office of the Chief Information Officer/G-6.
C-23. MNFE -	Facilities Management and Engineering Directorate.
C-24. MNHS -	State Human Resources Management Directorate.
C-25. MNLA -	Legal Affairs Office.
C-26. MNNM -	New York Naval Militia.
C-27. MTA -	Metropolitan Transportation Authority.
C-28. NYANG -	New York Air National Guard.
C-29. NYARNG -	New York Army National Guard.
C-30. NYC -	New York City.
C-31. NYG -	New York Guard.
C-32. NYS -	New York State.
C-33. NYSTWY -	New York State Thruway.
C-34. OGS -	Office of General Services.
C-35. OIC&C -	Officer in Charge and Control.
C-36. OSC -	Office of the State Comptroller.

- C-37. OTAG -** Office of The Adjutant General.
- C-38. PESH -** Public Employee Safety and Health Bureau.
- C-39. POV -** Personally Owned Vehicle.
- C-40. RI&FM -** Risk, Insurance and Fleet Management.
- C-41. RS-FO -** Regional Supervisor-Facilities Operation.
- C-42. SAD -** State Active Duty.
- C-43. SAR -** Search and Rescue.
- C-44. SFS -** State Financial System.
- C-45. SOP -** Standard Operating Procedure.
- C-46. SUV -** Sport Utility Vehicle.
- C-47. TAG -** The Adjutant General.
- C-48. V&T -** Vehicle and Traffic.

The proponent of this regulation is the Director of Facilities Management and Engineering. Users are invited to send comments, suggested improvements and changes on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to The Adjutant General, ATTN: MNFE, 330 Old Niskayuna Road, Latham, New York 12110-3514.

OFFICIAL:

RAYMOND F. SHIELDS, JR.
Major General, NYARNG
The Adjutant General

DIANE M. ARMBRUSTER
COL, SC, NYARNG
Chief Information Officer/G-6

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