

Sewerage and Water Board Take-Home Vehicles

Final Report • October 28, 2015



E. R. Quatrevaux, Inspector General

Sewerage and Water Board Take-Home Vehicles

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The New Orleans Office of Inspector General (OIG) conducted an investigation of Sewerage and Water Board (S&WB) take-home vehicle policies based on allegations that S&WB vehicles were repeatedly driven outside of Orleans Parish.

S&WB vehicles were seen outside of Orleans Parish because in 2014 45 percent of employees with take-home vehicle privileges resided outside of Orleans Parish. Some employees with take-home vehicle privileges lived as far away as Ascension and Livingston Parishes. This practice came at a significant cost; the S&WB spent \$394,388 in fuel and repair costs for all take-home vehicles in 2014.¹ On July 27, 2015, the S&WB reduced the number of employees with take-home vehicles from 110 to 89. However, 48 percent of the employees with take-home vehicle privileges still reside outside of Orleans Parish.

The S&WB vehicle policy required that all take-home vehicle assignments had to be reviewed by the S&WB Vehicle Committee.² Each take-home vehicle recommendation form had to be approved and signed by the Safety Committee Chairman. However, the S&WB did not adhere to the policy because the Safety Committee Chairman did not sign 104 out of 105 forms provided to the OIG.³ The only form that included a signature was completed by the Safety Committee Chairman himself.⁴ On March 15, 2015, the S&WB revised its vehicle policy and eliminated the requirements that forms must be completed by employees, approved by the vehicle committee, and signed by the Safety Committee Chairman.⁵

According to senior S&WB officials, employees are assigned take-home vehicles in order to respond directly to emergencies after normal duty hours. However, the S&WB was unable to provide an accurate count of how many times their employees responded to after-hours emergencies because the S&WB does not

¹ The estimated fuel cost was \$322,128.63 and repair costs were \$72,260.10. However, not all fuel and repair costs were provided by S&WB in time for the release of this report.

² S&WB Policy Memorandum No. 94, Company Vehicle Policy, Revised 08/11.

³ Although 110 employees have take-home vehicle privileges, the S&WB could not find the other five forms.

⁴ However, other parts of the form were incomplete.

⁵ S&WB Policy Memorandum No. 94, Company Vehicle Policy, Revised 03/15.

have a system in place to monitor and review vehicle usage. Although each vehicle is equipped with a Global Positioning System (GPS) unit, senior S&WB officials do not use GPS to track the vehicles on a daily basis.⁶

⁶ According to S&WB officials, GPS units were originally obtained in order to address vehicle misuse complaints.

I. RESULTS OF INVESTIGATION

The Office of Inspector General (OIG) initiated an investigation based upon citizen complaints that S&WB vehicles were being repeatedly driven outside of Orleans Parish. The complainants also observed many S&WB vehicles parked overnight and on weekends at S&WB employee residences.

Investigators interviewed S&WB management and employees, reviewed documents, policies and procedures including the S&WB “Company Vehicle Policy Memorandum 94, Revised 08/11” (Appendix A) and “Company Vehicle Policy Memorandum 94, Revised 03/15” (Appendix B).

S&WB TAKE-HOME VEHICLES

According to S&WB management, the only reason for employees to have take-home vehicles is to respond to emergencies. In 2015 under the direction of Executive Director Cedric Grant, the S&WB reduced the number of employees with take-home vehicles from 110 to 89; a reduction of approximately 19 percent. Despite the overall reduction, the number of employees with take-home vehicles who reside outside of Orleans Parish actually increased from 45 percent to 48 percent. Two employees who retained their take-home vehicle privileges live over 40 miles from their work site yet have not responded to an after-hours emergency in the previous eight months. The map in Figure 1 shows where S&WB take-home vehicles are being parked overnight and on weekends.

Figure 1: Overnight and Weekend Parking Locations of S&WB Take-Home Vehicles (2015)



The decision to provide S&WB employees with take-home car privileges resulted in higher than necessary fuel and maintenance costs. In 2014 the S&WB spent approximately \$322,128 on fuel for 110 take-home vehicles. Eight of the top ten employees with the highest estimated annual fuel expenditures lived within the New Orleans metropolitan area (see Figure 2). However, the OIG could not determine if these employees used the vehicles for travel in violation of the vehicle policy since the S&WB did not use any system to monitor and/or review vehicle usage.

Figure 2: Highest Fuel Usage by S&WB Employees with Take-Home Vehicles (2014)

	S&WB Department	Domicile	Estimated Annual Fuel Costs (2014) ⁷
Employee 1	Facility Maintenance	Metairie	\$7,826
Employee 2	Networks	New Orleans	\$6,807
Employee 3	Networks	Marrero	\$6,657
Employee 4	Networks	New Orleans	\$6,503
Employee 5	Facility Maintenance	Albany	\$6,188
Employee 6	Facility Maintenance	Gretna	\$5,734
Employee 7	Networks	New Orleans	\$5,182
Employee 8	Operations	New Orleans	\$5,010
Employee 9	Facility Maintenance	Madisonville	\$4,961
Employee 10	Support Services	New Orleans	\$4,807

The OIG also requested information about maintenance costs for the take-home vehicle fleet and were provided with the cost of parts for 86 vehicles.⁸ According to this information, the S&WB spent approximately \$72,260, or an average of \$657 per take-home vehicle, on repairs and maintenance in 2014.⁹

To reduce costs associated with take-home cars, the S&WB created a program in which employees parked the vehicles overnight at S&WB facilities located between the employees' residences and their work locations. This program was put into place during July 2014 and was referred to as "Ready Immediate Access Vehicle."

However, the S&WB did not follow through to ensure that employees complied with the program's requirements. Nine S&WB employees interviewed by investigators did not participate in the program or did not know it existed. In addition, the S&WB did not verify that the immediate access vehicles were being parked at the aforementioned facilities overnight instead of at the employees' residences. The S&WB did not have any controls in place such as a logbook or a sign-in/out sheet to determine if a vehicle was parked overnight at the facility.

⁷ These annual amounts were projected using 8-10 months of fuel expenses provided by S&WB.

⁸ Parts listed include: brake pads, bumpers, emblems, sheet metal, engines, and filters. Oil was not included.

⁹ The S&WB has its own garage which handles the majority of repairs, body work, and maintenance of their fleet.

Supervisors did not perform random checks at the facilities nor did S&WB management check the GPS system to determine compliance.

INTERNAL CONTROLS

In addition to the problems described above, investigators identified several examples that indicated the internal controls in place to protect against waste and abuse of S&WB take-home vehicles were ineffective.

Response Time Requirements for Employees with Take-Home Vehicles

S&WB managers contend that certain employees require take-home vehicles to enable them to respond directly to emergencies. They have informally defined emergencies as anything that poses a risk to the health, property, or continuation of service for its customers. They cited the sudden loss of water pressure and drainage issues resulting from a forecasted rain event as examples of emergencies that require an immediate response. However, the S&WB does not have a policy that establishes the required employee response time for emergencies. Instead, they expect employees to respond in 30 minutes to 4 hours depending on the distance between the employee's domicile and the emergency job site.¹⁰

S&WB does not have a guideline for responding to emergencies, but Policy Memorandum No. 94 enables S&WB management to withdraw the take-home vehicle privilege as a disciplinary action if an employee "...repeatedly fails to respond to emergency or stand-by request when called within a 45-minute response time."¹¹ However, none of the S&WB employees interviewed by investigators, including S&WB managers, were aware of this rule.

Personal Use of Take-Home Vehicles

S&WB Policy Memorandum No. 94 allows employees to use their take-home vehicles to: "perform minor, personal errands so long as the errands are conducted to and from work [and] are brief in nature... ." ¹² S&WB employees

¹⁰ S&WB management was unable to provide documentation defining response-time goals to various emergency scenarios.

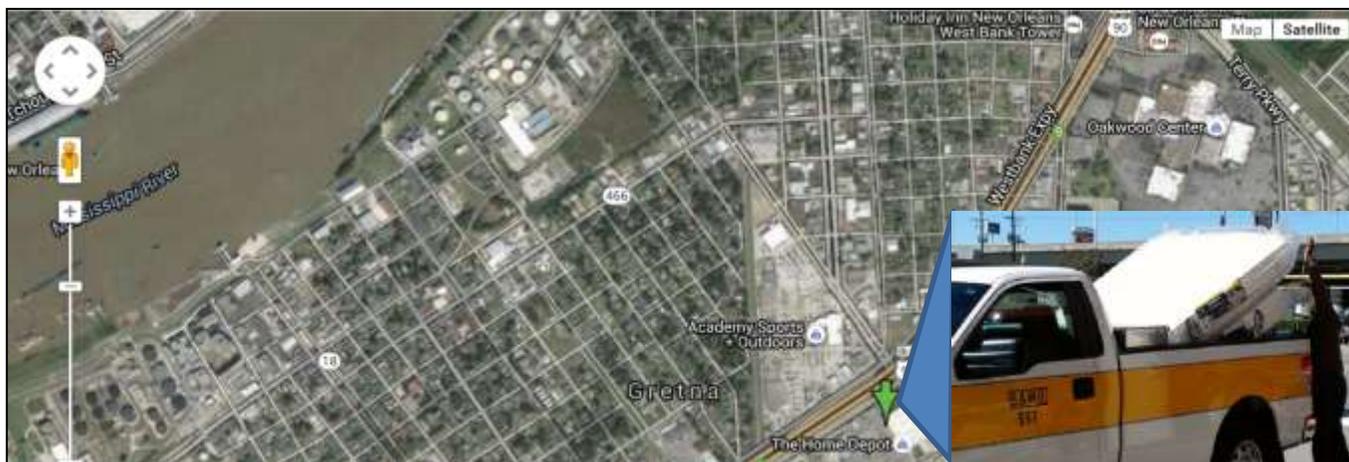
¹¹ This rule appears in both S&WB Policy Memorandum No. 94, Company Vehicle Policy, Revision 08/11 and 03/15.

¹² S&WB Policy Memorandum No. 94, Company Vehicle Policy, Revision 08/11 and 03/15.

generally begin their workday, Monday through Friday, between 7:00 a.m. and 7:30 a.m., and finish between 3:00 p.m. and 3:30 p.m. S&WB employees are not authorized to use S&WB vehicles for any purpose if they are not scheduled to work that day.

The OIG received a photograph from a concerned citizen about personal use of S&WB vehicles. In the photo, an individual can be seen loading mattresses into S&WB Vehicle #557. Using the metadata embedded in the photograph, investigators determined that the photograph was taken on Saturday, February 16, 2013 at 12:36 p.m. Investigators used the latitude and longitude data to conclude that the photo was taken at or near the Rooms to Go location in Gretna, Louisiana.

Figure 3: Photograph and Map of S&WB Employee Using Vehicle for Personal Use



The S&WB employee in the photograph above was reprimanded by S&WB for violating the vehicle policy.

Frequency of After-Hours Emergencies

The guidelines in S&WB Policy Memorandum No. 94, Revision 08/11 concerning the assignment of a take-home vehicle also required:

[A]n employee's "on-call" job status requires them to respond to emergency situations outside of normal work hours... . This provision will be considered to be attained when an employee is regularly and

recurrently called out during an employee's non-traditional working hours... (at least four times a month).

The S&WB Vehicle Use Recommendation form requires the Supervisor to list the number of times employees responded after-hours to critical job assignments in the last twelve months. Investigators reviewed 105 forms and found that the Supervisors' responses on this section of the form varied from "numerous occasions," "20 times a year," "more than 40," "countless," "once a month," "3 times a week," "8," "4," "2," and, "many incidences but not tracked." On several forms the question remained unanswered. Figure 4 is an excerpt from a S&WB Vehicle Use Recommendation Form that was reviewed by investigators.

Figure 4: S&WB Vehicle Use Recommendation Form with Lack of Details about Frequency of After-Hours Emergencies

EMPLOYEE AREA OF RESPONSIBILITY:
Carrollton Water Treatment Chemical House, Industrial Ave., River Station chemical facilities, response to marine traffic accidents on the Mississippi River

LIST # OF TIMES EMPLOYEE RESPONDED AFTER HOURS TO CRITICAL JOB ASSIGNMENTS IN THE LAST TWELVE MONTHS: (Including most recently completed calendar Year)
Many incidences but not tracked

INDICATE IF THE EMPLOYEE RECEIVED ON CALL/STANDBY PAY:
Yes

WHAT SPECIAL SKILLS OR KNOWLEDGE DO THE EMPLOYEE POSSES OR WHAT CRITICAL FUNCTIONS DO THE EMPLOYEE REQUIRES TO REMAIN ON CALL/STANDBY?
Detailed knowledge and troubleshooting skills for the equipment and operations of the water treatment process at the Carrollton Plant

WHEN WAS THE LAST OCCASION THIS EMPLOYEE PERFORMED THIS CRITICAL FUNCTION?
March / 2 / 2013
MONTH DAY YEAR

SUPERVISOR APPROVAL: *Vincent P. Fouchi, Jr.*
SIGNATURE

SUPERVISOR'S NAME: Vincent P. Fouchi, Jr. **DATE:** Mar 14, 2013

DEPARTMENT HEAD APPROVAL: *B. M.*
SIGNATURE **DATE:** 3/15/13

Although S&WB's policy requires employees to "regularly" respond to four emergencies in a month to qualify for a take-home vehicle, S&WB does not have a formal system in place to track this information. As a result, the S&WB was unable to provide the OIG with any documentation showing the number of times

an employee with take-home vehicle privileges was called out after normal duty hours once take-home vehicle approval had been granted.

Investigators interviewed five S&WB employees who live over 40 miles from their work site to obtain information about how frequently they responded to emergencies outside of their normal work hours. Three stated they had responded to an emergency after hours in the last month and two had not responded at all in over eight months. Of the three S&WB employees who responded after hours in the last month, one responded once, one responded twice, and the last responded over six times. On March 15, 2015, the S&WB issued a revision to the vehicle policy that eliminated the requirement that an employee respond at least four times a month in order to qualify for a take-home vehicle privilege.

Distance from Primary Work Location

S&WB management recognized that some employees do live outside of the 40 mile range described in their vehicle policy. This policy states:

A take-home vehicle may not be assigned to an employee when the one-way driving distance from the employee's residence to the employee's primary work site is greater than 40 miles without special circumstances and approval of the S&WB Vehicle Committee.¹³

S&WB managers stated that some of their employees, whom they described as the "MVPs" of the S&WB, live beyond the 40-mile range because they were displaced by Hurricane Katrina. The other employees who live beyond the 40-mile range were hired immediately after Hurricane Katrina. However, S&WB's vehicle policy states, "nor shall a take-home assignment be for the purpose of compensating an employee or for an employee's convenience."¹⁴

S&WB managers did not know if these employees received prior written approval to exceed the 40 mile allowable distance. The S&WB was unable to provide documentation citing the special circumstances or the approvals for the issuance of a vehicle to the eight employees who live beyond the 40-mile range.

¹³ S&WB Policy Memorandum No. 94, Company Vehicle Policy, Revised 08/11.

¹⁴ S&WB Policy Memorandum No. 94, Company Vehicle Policy, Revision 08/11 and 03/15.

On March 15, 2015, the S&WB issued a revision to its vehicle policy that eliminated the provision that requires special permission if the “the one-way driving distance from the employee’s residence to the employee’s primary work site is greater than 40 miles.” In the new policy revision, the S&WB increased the allowable distance by mandating that the mileage between the employee’s residence and the Orleans Parish line cannot exceed 40 miles.¹⁵ As a result of this policy change, S&WB likely extended the allowable commuting distance for employees with take-home vehicles.

Written Approvals for Take-Home Vehicle Privileges

The S&WB also did not adhere to its policy stipulating that take-home vehicle assignments must be approved in writing beforehand. The vehicle policy states that “all S&WB take home vehicle assignments will be reviewed by and must have the written approval of the S&WB VEHICLE COMMITTEE.”¹⁶

The S&WB Vehicle Use Recommendation Form requires multiple signatures and approvals before an employee can be granted take-home vehicle privileges. First, the driver must complete and sign the form. Next, the employee’s supervisor must complete and sign the form to provide their approval. Third, the department head has to sign and approve the request. Finally, the Safety Committee Chairperson provides a recommendation and their signature. A note on the form states, “this form is invalid unless it has been approved by [Safety] Committee” (see Figure 5).

¹⁵ S&WB Policy Memorandum No. 94, Company Vehicle Policy, Revision 03/15.

¹⁶ S&WB Policy Memorandum No. 94, Company Vehicle Policy, Revision 08/11.

Figure 5: S&WB Vehicle Use Recommendation Form with Missing Signatures

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TO BE COMPLETED BY SUPPORT SERVICES/EMIS

VEHICLE NUMBER ASSIGNED: _____ DATE ASSIGNED: _____

NOTE: THIS FORM IS INVALID UNLESS IT HAS BEEN APPROVED BY COMMITTEE

SAFETY COMMITTEE CHAIRMAN: _____

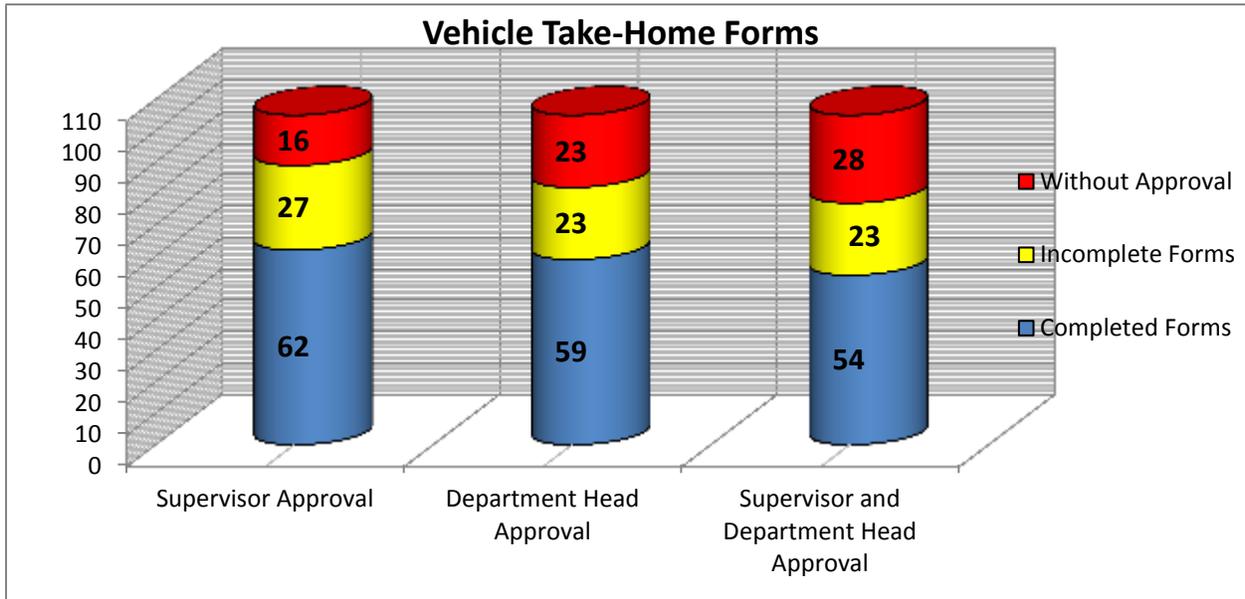
RECOMMENDATION: _____

* SUPERVISOR MUST COMPLETE THE BACK PORTION OF THIS FORM AND RETURN IT TO THE SUPPORT SERVICES/EMIS DEPARTMENT.

REVISED 12/12

The S&WB provided 105 Vehicle Use Recommendation Forms to the OIG. Completed forms required signatures from the supervisor, the department head, and the Safety Committee Chairman. The signature of the Safety Committee Chairman did not appear on 104 of these forms. The only form that included the Chairman's signature was completed by the Safety Committee Chairman himself, but the required signatures from his supervisor and the department head were missing, and he left many of the other questions unanswered. Figure 6 provides a summary of the incomplete approvals on the Vehicle Use Recommendation Forms.

Figure 6: Missing Approvals on Vehicle Use Recommendation Forms



In addition, 36 forms were approved even though several of the questions were left unanswered (Figure 7).

Figure 7: S&WB Vehicle Use Recommendation Form with Unanswered Questions

LIST CRITICAL JOB SKILLS/DUTIES:
 Certified welding for high pressure pipe, vessel, autocad drawing for fabricating parts, by-pass pumping on sewers/water main breaks & Operation of various types of equipment.

EMPLOYEE AREA OF RESPONSIBILITY:
 Crane operator, Truck & equipment repair, fabrication, repair & maintenance for entire S&WB system

LIST # OF TIMES EMPLOYEE RESPONDED AFTER HOURS TO CRITICAL JOB ASSIGNMENTS IN THE LAST TWELVE MONTHS: (Including most recently completed calendar Year)

INDICATE IF THE EMPLOYEE RECEIVED ON CALL/STANDBY PAY:

WHAT SPECIAL SKILLS OR KNOWLEDGE DO THE EMPLOYEE POSSES OR WHAT CRITICAL FUNCTIONS DO THE EMPLOYEE REQUIRES TO REMAIN ON CALL/STANDBY?

WHEN WAS THE LAST OCCASION THIS EMPLOYEE PERFORMED THIS CRITICAL FUNCTION?

MONTH _____ DAY _____ YEAR _____

SUPERVISOR APPROVAL: _____ SIGNATURE

SUPERVISOR'S NAME: Randy Catchot PRINT DATE: 3/7/13

DEPARTMENT HEAD APPROVAL: _____ SIGNATURE DATE: 3/8/13

The 104 S&WB employees with take-home vehicle privileges were in violation of the S&WB Company Vehicle Policy since it required that all S&WB take-home vehicle assignments be reviewed by and have the written approval of the S&WB Vehicle Committee. On March 15, 2015, the S&WB issued a revision to its vehicle policy that eliminated the requirement that all S&WB take-home vehicle assignments require review and written approval from the S&WB Vehicle Committee.¹⁷

Screening and Monitoring of S&WB Employees' Driving History

The S&WB monitors the driving history of its employees by conducting an annual check of all eligible drivers. The S&WB obtains the driving history of its employees from the Louisiana Department of Public Safety Office of Motor Vehicles. Per S&WB Policy, the privilege of driving a S&WB vehicle may be withdrawn if the employee has “more than 3 moving violations in a consecutive 3 year period,” has had his “license revoked,” or has a “conviction plea to driving a S&WB vehicle under the influence of alcohol or an illegal controlled substance.” The S&WB Policy does not mention a conviction while driving a non-S&WB vehicle under the influence.

Take-Home Vehicle Use Charge

The S&WB collects a “Take-Home Vehicle Use Charge” from employees with take-home vehicle privileges.¹⁸ From June 4, 2012, to May 17, 2015, the sum of \$3.00 per day was deducted from the earnings of each employee with take-home vehicle privileges. Under the terms of the new policy issued on March 3, 2015, employees with take-home vehicles whose domicile is located less than 20 miles from the Orleans Parish boundary pay \$4.81 per day, while employees whose domicile is greater than 20 miles from the Orleans Parish boundary pay \$14.42 a day.¹⁹

However, the S&WB did not apply the new rate of \$4.81 per day until May 18, 2015. The implementation of the \$14.42 per day assessment for employees residing beyond 20 miles of the Orleans Parish line was delayed until July 27, 2015 because the S&WB did not have an accurate list of employees who fell in

¹⁷ S&WB Policy Memorandum No. 94, Company Vehicle Policy, Revision 08/11 and 03/15.

¹⁸ S&WB Policy Memorandum No. 94, Company Vehicle Policy, Revision 08/11 and 03/15.

¹⁹ S&WB Policy Memorandum No. 94, Company Vehicle Policy, Revision 03/15.

this category. The S&WB advised that the \$14.42 per day assessment will be deducted retroactive to May 18, 2015.

S&WB Comments Regarding Internal Controls Take-Home Vehicle Use

S&WB management does not view the take-home vehicle situation as a large risk when compared to other day-to-day operations. S&WB management emphasized that the S&WB has a “high rate of completion” but a “low documentation rate for most activities” and “cannot verify that policies are being followed.” Management acknowledged that they have limited internal controls in place to regulate and monitor vehicle usage which exposes the S&WB to fraud, misuse, and abuse. In addition, they recognize that the controls that are in place do not function.

GPS TRACKING DEVICES

In the second quarter of 2014, the S&WB began to install GPS tracking devices in their “highway legal” registered vehicles. It was an initiative started under the former Executive Director to address citizen complaints about vehicle misuse. S&WB management can monitor vehicle usage by accessing a web-based software program from their desktop computer. The system provides real time data as to the location of each vehicle. The system also provides real time and historical data as to the number of miles each vehicle has been driven and the routes of travel.

Each employee who operates an S&WB vehicle has a small device (referred to as a “key fob”) assigned to them that acts as a “driver login.” If an employee attempts to use a vehicle without logging in, an alert will be sent to the system. Alerts can also be sent for “harsh” acceleration, “harsh” braking, start/stop, idling for a certain duration, violating a designated maximum speed, and when a vehicle travels outside of a designated area or “geofence.”

Since the date of installation, the travel and location data for all SW&B vehicles has been recorded and stored. In one instance, SW&B management used this historical data to terminate an employee for misrepresenting his whereabouts. The S&WB does not utilize any of the above-described features to track vehicle usage on a daily basis.

III. CONCLUSION

The S&WB should be commended for reducing the number of take-home vehicles, re-writing the take-home vehicle use charge policy, and installing GPS tracking systems. However, the absence of oversight and significant supervision in addition to a lack of compliance with its own internal policies has exposed S&WB to potential fraud, waste, and abuse of its take-home vehicles.

The S&WB reduced the number of employees with take-home vehicle privileges from 110 to 89. However, 48 percent of the employees with take-home vehicle privileges still reside outside of Orleans Parish.

The S&WB was not in compliance with its own vehicle policies. A revision to their company vehicle policy was issued in March 2015 that extended domicile ranges and eliminated the Vehicle Use Recommendation Form requirement that was intended to provide oversight. S&WB employees who have take-home vehicle privileges are to respond to emergencies after normal duty hours, yet the S&WB does not have any policies defining what qualifies as an emergency or establishing response time goals for these emergencies. The S&WB noted that it is deducting or has increased the amount it charges for the benefit of having a take-home vehicle from a flat rate of \$3.00 a day to \$4.81 or \$14.42 depending on the distance from the Orleans Parish line.

The S&WB installed a GPS tracking system on its fleet without creating or instituting a policy for the use of the system or its alerts. The tracking system has been installed on some vehicles for over one year and there is currently no policy for the use of the GPS system or its alerts. The complete functionality of this system is not being used and S&WB employees are not fully informed of its capabilities. The S&WB plans to develop a GPS policy in the future.

The lack of oversight and noncompliance with internal policies exposed S&WB to potential fraud, waste, and abuse of its take-home vehicles. Policies were in place but S&WB management did not ensure that these policies were being implemented or followed correctly. This report cites multiple instances where the S&WB violated its own policy. The S&WB did not put controls in place to

correct these violations. Instead, for each of these violations the S&WB simply eliminated the policy requirements.

APPENDIX A. S&WB COMPANY VEHICLE POLICY MEMORANDUM 94,
REVISED 08/11

DATE: August 30, 2011
FROM: Marcia St. Martin, Executive Director
TO: All Employees
RE: Company Vehicle Policy

Policy Memorandum
No. 94
Revised 08/11

This latest revision of the Company Vehicle Policy replaces the existing Board Policy No. 94. All Sewerage and Water Board personnel should acquaint themselves with the new procedures relative to the assignment, operation, and use of all Board owned vehicles and any other vehicle operated on behalf of the Board for S&WB business purposes.

In addition to updating, this revision includes new guidelines for the assignment of a Board owned "take-home" vehicle and the administration of "Automated Traffic Enforcement", more commonly known as "red light cameras".

This Policy Memorandum covers five categories that directly affect all employees who use and or have access to company vehicles. These categories include: Driver Eligibility, Responsibility & Personal Use, Selection and Assignment of Board Vehicles, Vehicle Operating Guidelines, Accident Procedure, and Insurance Licensing & Registration.

PLEASE NOTE THE SIGNIFICANT CHANGE IN THE REIMBURSEMENT BY EMPLOYEES WITH TAKE-HOME VEHICLES ON PAGE 4 OF THE POLICY. THE DEDUCTION WILL NOW BE AUTOMATIC, UNLESS INDICATED OTHERWISE ON THE EMPLOYEES TIMESHEET.

It is mandatory that all Board employees read and familiarize themselves with this revised policy to insure that all vehicles are handled responsibly. Employees should further note that any other Board policies relative to the use and operation of Sewerage and Water Board vehicles remain in effect.

This revision and restatement of the existing policy will be effective October 1, 2011.



Marcia A. St. Martin
Executive Director

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PURPOSE

- TO ESTABLISH A STANDARIZED POLICY FOR ALL EMPLOYEES TO FOLLOW IN THE ASSIGNMENT, AND USE OF SEWERAGE AND WATER BOARD VEHICLES OR ANY OTHER VEHICLES FOR THE EXPRESS PURPOSES OF CARRYING OUT BOARD DUTIES AND RESPONSIBILITIES.
- THIS STANDARIZED POLICY AND OPERATIONAL PROCEDURE FOR VEHICLES IS ESSENTIAL TO MINIMIZE THE BOARD'S LIABILITY WHICH MAY OR MAY NOT ARISE DUE TO IMPROPER USE OF VEHICLES IN THE PERFORMANCE OF BOARD DUTIES.

POLICY STATEMENT

- It is the general policy of the Sewerage and Water Board of New Orleans that any and all vehicles used for Board business purposes be operated in a prudent and responsible manner. Only authorized employees shall be granted the use of Board vehicles or approved to use their personal vehicle in the performance of their job duties.
- Personal use of Board vehicles should be kept to an absolute minimum and only with the authorization of the employee's supervisor.
- The goal of the Sewerage and Water Board of New Orleans is to ensure the effective and efficient use of any and all vehicles operated in the performance of Board business.

I. DRIVER / VEHICLE ELIGIBILITY, ASSIGNMENT & RESPONSIBILITY

A. GENERAL INFORMATION

Prior to operation of any vehicle on behalf of and/or in the performance of Board duties or responsibilities an employee must have a valid LA State driver's license, which is not suspended or revoked, appropriate for the type of vehicle he or she will operate.

The sole determinant in authorizing or allowing an employee to use their personal vehicle for business purposes and/or assigning a Board take-home vehicle is the necessity to accomplish specific Sewerage and Water Board of New Orleans functions.

Employees will not presume any special privileges with Board take home vehicles. Nor shall a take-home assignment be for the purpose of compensating an employee or for an employee's convenience.

S&WB vehicles are to be used primarily for Board business only.

The S&WB also prohibits:

- 1) The transport of a hitchhiker or family members (unless on official business). This policy has been established by the Board's insurance carrier and must be observed for the protection of the employee and the Company. (Reference Board Policy Memorandum #51)
- 2) The use of a S&WB vehicle for any business venture other than that pertaining to the employee's job duties and responsibilities.
- 3) The transportation of employees in vehicles other than that which they are assigned (unless authorized by the Department Head).

Any employee assigned a take home vehicle who will be absent more than two (2) consecutive days due to annual or personal leave must so notify their immediate supervisor and make arrangements for the assigned vehicle to be returned to its assigned domicile (Board facility) where it can be garaged in the vehicle pool.

B. USE OF PERSONAL VEHICLE FOR BOARD BUSINESS

The use of an employee's personal vehicle for business purposes should be kept to an absolute minimum and is permitted only with the prior authorization from the Board's Risk Manager.

The following personal vehicle insurance coverage is mandatory for authorization:

- 1) **Pre-Inspection** and approval of vehicle type and physical condition.
- 2) **Minimum Limit of Personal Automobile Liability Insurance**

\$100,000.00 BI/PD Combined
Single Limit
\$100,000 / \$300,000 Bodily Injury
\$100,000 Property Damage
- 3) **Business Use Endorsement** on Personal Vehicle Policy.
- 4) **Additional Insured Endorsement** in favor of the Sewerage and Water Board of New Orleans.

Prior to any authorization of the use of an employee's personal vehicle for S&WB business purposes, evidence of all such applicable insurance satisfactorily of the Board shall be filed with the Risk Management Office of the Sewerage and Water Board of New Orleans.

C. GUIDELINES FOR ASSIGNMENT OF TAKE-HOME VEHICLE

Board employees may be assigned a S&WB vehicle to use in the performance of job duties during normal work hours and other than normal work hours to commute to and from the work site and their actual domicile (as defined in the City Code, Part II, Chapter 2, Article X, Sec 2-972) or any portion thereof based on the following criteria:

- 1) An employee's "on-call" job status requires them to respond to emergency situations outside of normal work hours. This criterion will not be considered to be attained by employees simply being available on a 24-hour basis. This provision will be considered to be attained when an employee is regularly and recurrently called out during an employee's non-traditional working hours to perform duties associated with that employee's duties and responsibilities (at least four times a month).
- 2) The employee's presence at the jobsite is critical for the immediate assessment and direct response to address the identified problem which, if

not responded to in a timely manner, could cause serious health and/or safety hazards, operational problems, and/or extensive property damage.

- 3) The employee's job skills or duties are deemed critical and they have been designated a "first responder" by their Department and Division head, or the S&WB Emergency Management Department, AND the S&WB has received advance notice of adverse weather conditions; i.e. flooding, hurricane warning, or other serious or potentially dangerous situation which affects or threatens the employees' area of responsibility with Board operations.
- 4) The employee's job duties require that they attend activities on behalf of the Board outside of their regular working hours on a routine basis at areas removed from their regular work area.
- 5) A take-home vehicle may not be assigned to an employee when the one-way driving distance from the employee's residence to the employee's primary work site is greater than 40 miles without special circumstances and approval of the S&WB Vehicle Committee.
- 6) All S&WB take home vehicle assignments will be reviewed by and must have the written approval of the S&WB VEHICLE COMMITTEE. This committee will have between four and six members, with representation from the Board's Administrative and Operations Divisions, in addition to one standing member from the Support Services Department.
- 7) Any employee who is transferred, promoted or changes duties on the job is subject to a vehicle review at the time the change takes place and must be reinstated by fulfilling the conditions set forth in this section. Any employee who fails to meet the criteria as set forth above shall be removed from the list of employees who are approved for assignment of a Board take home vehicle.

PERSONAL USE

- 8) As employees of the Sewerage Water Board of New Orleans we are entrusted by our customers to safeguard their assets through efficient management. Therefore, as a general rule, Board vehicles should not be used to perform personal business. However, in some instances, take-home cars may be used to perform minor, personal errands so long as the errands are conducted to and from work, are brief in nature, and do not detract from the employee's activities as a public servant. Any abuse of the discretion of Board vehicle use is grounds for removal of take-home vehicle privileges and /or disciplinary action.

REIMBURSEMENT

- 9) Employees with take-home vehicles will be charged a fee of \$3.00 per work day. This fee will be automatically deducted from the employee's payroll check on a weekly basis, unless indicated otherwise on the employee's timesheet. This fee is for the purpose of reimbursement for operational costs and deferred maintenance incurred as a result of use of the vehicle to and from the work site. (Employees whose compensation does not qualify under IRS Regulations for the \$3.00 per day deduction will be charged according to the lease value of the vehicle, or \$3.00 a day, whichever is greater.
- 10) Employees with assigned take-home vehicles may be subject to fringe benefit withholding under Internal Revenue Service rules and regulations.

D. BOARD POOL VEHICLES

All S&WB vehicles not assigned to a primary operator for business usage or as a take-home vehicle shall be considered a pool vehicle and must be parked and garaged over-night in designated parking areas at one of the following Board owned facilities:

- 625 St. Joseph St. - ADMINISTRATION BUILDING
- 2900 Peoples Ave. - CENTRAL YARD
- 2800 Peoples Ave. - STATION D – DRAINAGE & SEWERAGE OPERATIONS
- 8800 S. Claiborne Ave. - CARROLLTON WATER PLANT
- 900 Lamarque St. - ALGIERS WATER PLANT

This pool of vehicles will be available for assignment and use by all Board employees and shall be maintained by the designed department manager and/or location supervisor under the jurisdiction of the Board's Support Services Administrator in collaboration with the Board's "Vehicle Committee".

Pool vehicles with special tools and/or equipment, required to perform specialized work, will be reserved for use by employees of specific departments and such vehicles will only be assigned to employees within those departments.

Requests for assignment of pool vehicles will be made by the S&WB employee, with the approval of their departmental supervisor, according to the following criteria:

- 1) Vehicle is required to perform scheduled work and/or report to the jobsite with special tools or equipment that can only be carried by or is a permanent part of the vehicle needed to accomplish the work.
- 2) Vehicle is needed to attend a meeting or other Board related business away from their regularly assigned work area.
- 3) Employee and departmental supervisor responsible have satisfied all requirements of the normal chain of command in making their request and have obtained authorization from their responsible Department Head and the approval of their Division Administrator.
- 4) Pre-Operation and Post-Operation visual inspections must be performed by the vehicle operator and recorded into the written log of the assigned pool vehicle.

E. WITHDRAWAL OF PRIVILEGE TO OPERATE BOARD VEHICLE

The privilege of driving a S&WB vehicle may be withdrawn by the Vehicle Committee or a Department Head for any of the following reasons:

- 1) Abuse or misuse of the vehicle or failure to comply with the rules and procedures stipulated in this company policy.
- 2) A driving record that becomes deficient (i.e., more than 3 moving violations in a consecutive 3 yr. period; license revoked; etc.) during the course of employment.
- 3) Conviction or a guilty plea to driving a S&WB vehicle under the influence of alcohol or an illegal controlled substance. (Ref. Policy # 67 on Substance and Alcohol Abuse).
- 4) Any eligible driver who has had a long-term disability, upon recovery and return to work, must be cleared by Board medical before being assigned another S&WB vehicle.
- 5) Any employee who is transferred, promoted or change duties on the job is subject to review at the time the change takes place and must be reinstated by fulfilling the conditions set forth in this section. Any employee who fails to meet the criteria as set forth above is subject to being removed from the list of employees who are approved for assignment of a Board take home vehicle.

- 6) Anyone who repeatedly fails to respond to emergency or standby request when called within a 45-minute response time.

F. DRIVER RESPONSIBILITIES

All eligible drivers are responsible for driving their assigned Board vehicle in a safe and reliable manner. Employees must know and abide by all driving laws in all areas where they operate the company vehicle. Additionally, employees must maintain a valid driver's license for the State of Louisiana. If, for any reason, an employee's driver license is revoked, suspended, or restricted, it is mandatory that the employee notify his/ her Supervisor and Department Head immediately.

The Board will secure an annual driver's license check for all eligible drivers and random checks may be conducted. Where Board vehicles are used by more than one driver, the designated location supervisor who assigns the vehicle must keep a daily log of each driver who operates the vehicle that includes the time frame used in case of accident or damage.

G. SAFETY GUIDELINES

It is mandatory that all occupants of a company vehicle, use seat belts at all times, without exception. It is the Board driver's responsibility to ensure that all occupants fasten their seatbelts prior to operating the vehicle. Any malfunctioning seat belt should be reported to the Automotive Maintenance Garage immediately so that it can be repaired and/or replaced as soon as possible. The Board reserves the right to revoke the driving privilege of any driver not complying with this policy.

In addition, all employees are expected to drive defensively at all times, to obey the traffic laws, and not to drive under the influence of drugs, alcohol, or prescription drugs that affect one's ability to react quickly or cause drowsiness.

If during the course of driving an operator begins to experience a physical and/ or mental feeling that affects his or her operation of the Board vehicle the driver should pull over to the side of the road as soon as it is safe to do so and call for assistance in lieu of attempting to continue driving the vehicle.

Operation of all types of communication equipment should never be conducted while driving and only when the vehicle is legally and safely parked to the side of the roadway in a manner that does not affect the moving flow of traffic.

H. TRAFFIC VIOLATIONS

Multiple speeding violations, accidents, and /or a reckless driving citation may exclude an employee from being covered by the company-provided insurance and may make him/ her ineligible to operate any S&WB owned vehicle.

Should an employee for any reason, receive a summons for a traffic violation or a parking ticket, he or she must personally pay it as soon as possible. Under no circumstances are tickets for moving violations or illegal parking fines to be charged to the Board. All traffic moving violations should be reported to the employee's supervisor and to the Risk Manager as quickly as possible. All parking tickets involving S&WB vehicles should be reported immediately to the Administrative Services Department, Room 247, 625 St. Joseph St. as specified in Board Policy Memorandum No. 71.

A driver with three (3) moving violations while operating a Board vehicle or any combination of three accidents and/or moving violations within a consecutive three-year period may be prohibited from driving a S&WB vehicle.

I. AUTOMATIC TRAFFIC ENFORCEMENT (Red light Cameras)

The City of New Orleans has instituted an Automated Traffic Enforcement System. This program, commonly referred to as "Red light Cameras", was instituted to promote safety and homogeneous traffic flow in the City of New Orleans. All drivers/operators of Board vehicles are subject to the traffic rules of the City of New Orleans as enforced by NOPD or the Automated Traffic Enforcement System. Tickets issued by the Automated Traffic Enforcement System are considered moving violations by the Board, subject to loss of driving privileges as stated in Section H.

Upon receipt of tickets from the City of New Orleans, or any other jurisdiction, for violations captured by the Automated Traffic Enforcement System the Board will notify the employee who is assigned to the vehicle. The employee is expected to pay the violation, or contest liability, before the "Administrative Hearing Date", which is printed on the Notice of Violation, or provide proof that he/she was not the driver. When the ticket has been paid he/she should then bring the proof of payment receipt to the Administrative Services Department Rm. 247, St Joseph Street. It is the employee's responsibility to provide proof of payment.

If the employee fails to pay the fine on or before the "Administrative Hearing Date" an additional penalty will be imposed. If the violation has

not been paid on or before the Administrative Hearing Date, the Board will pay the amount owed. The employee must reimburse the Board, within ten (10) days of the Administrative Hearing Date, the amount paid. If the employee fails to timely reimburse the Board, the amount of the ticket, including any penalties and late fees, an administrative fee of twenty percent (20%) will be deducted from his/her paycheck. This deduction will be considered reimbursement rather than a fine. All driver/operators, either express or implied, agree to this deduction by virtue of use of the SWB vehicle.

J. VEHICLE MAINTENANCE

Every driver of a S&WB vehicle is expected to maintain his or her assigned vehicle in a safe operating condition. Maintenance schedules maintained by the Board's Automotive Maintenance facilities must be adhered to and documentation on the prescribed service work shall be maintained as completed. Particular attention should be paid to performing the preventative maintenance requirements necessary to keep a vehicle's warranty in effect, i.e. maintaining liquid levels of oil, water and transmission fluid, etc. No driver should ever leave a S&WB vehicle at a Board service facility without specific instruction as to what work needs to be done. Employees who are assigned a Board take home vehicle are responsible for washing, and cleaning, as needed to promote a positive public image.

K. PARKING/STORAGE

Employees who use Board vehicles are responsible for ensuring all necessary precautions are taken to prevent damage and theft at all times. Whenever and wherever a S&WB vehicle is parked, employees should take the following precautions:

- 1) Roll up all windows.
- 2) Lock all doors.
- 3) Do not leave merchandise and equipment in open view inside a vehicle, which may tempt break-in. Lock all valuable items inside the trunk when the vehicle is left unattended.

Take reasonable precautions to safeguard the vehicle and its contents. For instance, when possible, select an off-street, lighted area (park in a legal parking space in the direction of traffic flow close to a business or hotel entrance where normal police surveillance or security protection exists, if nearby). All employees must follow Policy Memo No. 71 concerning parking citations.

II. SELECTION AND ASSIGNMENT OF BOARD VEHICLES

A. VEHICLE ASSIGNMENT

Before a S&WB vehicle is assigned to an employee, it is the Board's policy to first determine if there is an unassigned vehicle currently available with the S&WB's vehicle fleet. If an appropriate vehicle is available, it will be assigned to the employee.

B. VEHICLE SELECTION

Board standards for vehicle size; make; model; equipment, and/ or replacement cycle are reviewed annually by the Support Services Administrator.

No optional equipment may be installed without the prior approval of the S & W B Fleet Manager and the authorization of the Support Services Administrator.

C. VEHICLE REPLACEMENT /EXCHANGE

A vehicle turn-in must be conducted at the time of an employee's departure from the Board or when an employee changes classification or departments within the Board. A condition report on the vehicle must be carefully prepared by the employee and verified by his immediate supervisor at that time. This report must be completed in the presence of the employee's immediate supervisor. Upon completion of the report, both the employee, to whom the vehicle was assigned, and his/her immediate supervisor must sign off on the form and submit one copy of it to the Automotive & Stores Superintendent and one copy to their Department Head.

Prior to turning in a Board vehicle, the driver must have the vehicle's interior and exterior washed and cleaned and ashtrays and trunks must be emptied.

When a replacement Board vehicle is picked up, the Employee assigned the vehicle should conduct a "walk around" inspection to insure the vehicle is not damaged and all equipment is operational and fill out a condition report which he must sign and forward to the Equipment Maintenance information System (EMIS) Supervisor and their Department Head as notification of the date the vehicle was picked up. This report should contain all vehicle identification data such as make and model, vehicle identification number (VIN), and mileage on the odometer at the

time of pickup, as well as the name and group number to whom it will be assigned.

D. S&WB VEHICLE ODOMETERS

S&WB vehicle odometers shall be maintained in accordance with the following federal odometer laws and regulations:

- 1) Change of mileage indicated on the odometer is prohibited. No person shall disconnect, reset, or alter, or cause to be disconnected, reset, or altered, the odometer of any motor vehicle with intent to change the number of miles indicated thereon.
- 2) Operation of a motor vehicle with knowledge of disconnected or non-functional odometer is prohibited.
- 3) No person shall, with intent to defraud, operate a motor vehicle on any street or highway knowing that the odometer of such vehicle is disconnected or non-functional.
- 4) Criminal penalties: Any person who knowingly and willfully commits any of the two items listed above is liable to be fined not more than \$50,000 or imprisoned not more than three years, or both.

Any employee who knowingly violates the federal laws specified in items 1 and/or 2 above will be immediately terminated and the Board may pursue available civil remedies.

III. VEHICLE OPERATING GUIDELINES

A. VEHICLE OPERATING EXPENSES.

The Board pays for all costs to operate a Board vehicle except for the employee's transportation cost to and from work and the washing, cleaning and waxing of a Board vehicle which are the driver's responsibility.

B. TIRE CONSERVATION

Tires are a costly operating expense. An employee must comply with the following to reduce operating costs of the Board vehicle by:

- 1) Maintain the manufacturer's recommended tire pressure.
- 2) Check tire pressure at least once a week, including the spare.

- 3) Carefully inspect tires for uneven wear, cuts, fabric breaks and abrasions.

Proper tire inflation is a do-it-yourself job that requires only a few minutes of work each week that will minimize expenses by extending tire life and enhancing the safe operation of the vehicle.

The repair of flat tires resulting from the operation of Board vehicle is the Board's responsibility. The employee should stop the vehicle as soon as they realize they have a flat tire and not attempt to ride on the flat tire, which could ruin both the tire and the rim. The employee should then call the Automotive Garage, during regular work hours or the On-Call Mechanic after hours, to remove, repair and reinstall the tire.

The determination of Driver abuse is a function of the Automotive Maintenance Shop and shall be dealt with through the Board's disciplinary policies and procedures where applicable.

C. FUEL CONSERVATION

Drivers are not to exceed the posted speed limit while operating a Board owned vehicle.

A vehicle's engine is not to be left running when the vehicle is not occupied by the driver.

D. ALTERNATE TRANSPORTATION

An employee can be reimbursed for use of a personal vehicle on Board business by completing a S&WB expense report (showing business miles driven which does not include commuting mileage to work and home), reference Section III and Policy Memorandum 46.

E.. USE OF VOICE/ DATA TRANSMISSION DEVICES

For safety reasons, it is mandatory that all drivers pull to the side of the road before attempting to receive or send any voice or data transmissions. The driver should pull off the side of the road, completely out of the flow of traffic, as soon as it is safe to do so.

F. TRAILER TOWING

No Board vehicle should be fitted with a trailer hitch to pull a trailer or boat without prior authorization from the Support Services Director. In addition, a Board vehicle should not be used to push another vehicle.

G. BUMPER STICKERS, DECALS, ETC.

No bumper or window stickers, i.e., political endorsements, slogans, etc. should be affixed to a Board vehicle. (includes tinted glass and other decals that reduce light or vision - See Policy Memorandum # 51).

IV. ACCIDENT PROCEDURE

All accidents involving a S&WB vehicle must be immediately reported to the Board's Risk Manager and to the driver's immediate Supervisor. The driver involved in the accident must fully complete the S&WB Accident Investigation Form (within 24 hrs. of the accident) and submit this form to the Board's Risk Manager (See instructions set forth in S&WB Board Policy Memorandum's 11, 34, and 44).

V. INSURANCE, LICENSING, & REGISTRATION

A. BOARD INSURANCE

Board owned vehicles are insured through the Board's Vehicle Fleet insurance policies. The name of the company covering your vehicle along with appropriate information on the vehicle's insurance coverage will be supplied to you at the time a Board vehicle is assigned. If you do not receive this information at the time your vehicle is assigned to you, please contact the S&WB Fleet Manager and EMIS Supervisor immediately.

Insurance cards and packets are issued once a year, and these are to be kept in the vehicle at all times. Failure to do so will result in a fine in most states.

Terminations, new hires, and driver change of vehicles should be reported by the department managers to the S&WB Fleet Manager and EMIS Supervisor as soon as they take place in order to keep the Board's driver information and fleet vehicle records current and accurate.

The Board's Vehicle Fleet insurance policies do not provide individual liability coverage for vehicles owned by S&WB employees. Liability protection is afforded to the Board only.

B. LICENSING/ REGISTRATION/ RENEWALS

All licensing, registration and renewals of Board vehicles will be administered by the S&WB Fleet Manager. Vehicle registration,

insurance cards, and accident report envelopes and forms must be kept current and in the glove compartment of the vehicle. The proper information must be typed on the insurance card. As an assigned driver of the vehicle, it is the employee's responsibility to maintain these items in the vehicle at all times.

The S&WB Fleet Manager will authorize payment for all vehicle renewal notices from the State Motor Vehicle Department and distribute tags to the vehicles as required. The Board will pay the cost of license and registration fee where applicable.

VI. S&WB POLICIES

The following Sewerage and Water Board Policies have been referenced in this policy and remain in effect:

- A. Policy Memorandum No. 11, "New Worker's Compensation Procedure" as revised November 11, 1991.
- B. Policy Memorandum No. 30, "Traffic Violations" dated June 13, 1980.
- C. Policy Memorandum No. 34, "Vehicular Accident Procedure: as revised December 1, 1994.
- D. Policy Memorandum No. 44, "Reporting of Accidents To The Police" dated October 1, 1981
- E. Policy memorandum No. 51, "Bumper Stickers on S&WB Vehicles" and "Unauthorized Passengers in S&WB Vehicles" dated May 27, 1983.
- F. Policy Memorandum No. 67, "Substance and Alcohol Abuse Policy" as revised August 7, 1992.
- G. Policy Memorandum No. 71, "Parking Citations" as revised January 14, 2004.
- H. Policy Memorandum No. 97, "Communication Policy" as revised August 2004.

TO BE COMPLETED BY SUPPORT SERVICES/EMIS

VEHICLE NUMBER ASSIGNED: _____ DATE ASSIGNED: _____

NOTE: THIS FORM IS INVALID UNLESS IT HAS BEEN APPROVED BY COMMITTEE

SAFETY COMMITTEE CHAIRMAN: _____

RECOMMENDATION: _____

*** SUPERVISOR MUST COMPLETE THE BACK PORTION OF THIS FORM AND RETURN IT TO THE SUPPORT SERVICES/EMIS DEPARTMENT.**

REVISED 08/11

TO BE COMPLETED BY THE SUPERVISOR

CHECK ALL THAT APPLY:

- Job requires (a) maintaining cell phone/radio contact while in transit or (b) relaying critical information to work crews being dispatched to perform work.

DESCRIPTION OF CELL PHONE/RADIO CONTACT NEEDED:

- Vehicle carries special tools/equipment needed to perform work.

DESCRIPTION OF SPECIAL NATURE OF EQUIPMENT; JOB:

- Vehicle must cross police/fire barricades. Must park in metered parking areas without being ticketed.
- Job skills/duties are deemed critical to the operation of a board facility, individual subject to callout for situations, which threaten his/her area of responsibility.

LIST CRITICAL JOB SKILLS/DUTIES:

EMPLOYEE AREA OF RESPONSIBILITY:

LIST # OF TIMES EMPLOYEE RESPONDED AFTER HOURS TO CRITICAL JOB ASSIGNMENTS IN THE LAST TWELVE MONTHS:

INDICATE IF THE EMPLOYEE RECEIVED ON CALL/STANDBY PAY:

WHAT SPECIAL SKILLS OR KNOWLEDGE DO THE EMPLOYEE POSSES OR WHAT CRITICAL FUNCTIONS DO THE EMPLOYEE REQUIRES TO REMAIN ON CALL/STANDBY?

WHEN WAS THE LAST OCCASION THIS EMPLOYEE PERFORMED THIS CRITICAL FUNCTION?

_____/_____/_____
MONTH DAY YEAR

SUPERVISOR APPROVAL: _____
SIGNATURE

SUPERVISOR'S NAME: _____ **DATE:** _____
PRINT NAME

S&WB VEHICLE TAKE HOME FORM

DEPARTMENT: _____	GROUP #: _____
IMMEDIATE SUPERVISOR: _____	
WORK TELEPHONE: _____	CELL #: _____
FAX NUMBER: _____	HOME PHONE: _____

DRIVER'S NAME: _____
(Last) (First) (Middle Initial)

ADDRESS: _____
(Mailing Address, City, State & Zip)

ADDRESS: _____
(S&WB DEPARTMENTAL LOCATION) i.e. Carrollton, Central Yard, St. Joseph St., Algiers, etc.

WILL THIS VEHICLE BE GARAGED OUT OF PARISH? _____
IF SO, PLEASE GIVE COMPLETE ADDRESS

WILL THIS VEHICLE BE GARAGED OUT OF STATE? _____
IF SO, PLEASE GIVE COMPLETE ADDRESS

HOW MANY MILES DO YOU DRIVE TO AND FROM WORK DAILY? _____

BIRTH DATE: ____/____/____ SOC. SEC. NO. _____

DRIVER'S LICENSE NUMBER AND STATE: _____

DO YOU HAVE A VALID DRIVER'S LICENSE IN ANY OTHER STATE?
_____ YES (List State) _____ NO

DO YOU HAVE A COMMERCIAL DRIVER'S LICENSE (CDL)? YES _____ NO _____

The undersigned hereby authorizes the Sewerage and Water Board of New Orleans, or its designee, to obtain and release any and all information pertaining to my driving record to S&WB's Risk Manager.

I understand that the SWB will pay parking violations and violations of Photo Safety Programs (Red Light Camera) that I receive while operating a SWB vehicle. I agree to promptly reimburse the SWB the amount of the ticket, as well as any fines or penalties assessed. I also agree to payroll deduction, including an administrative fee, should I fail to promptly reimburse the SWB. I agree that this deduction shall simply be a reimbursement and is not to be considered a disciplinary action.

I also understand, and agree, to the deduction from my pay of a fee for the privilege of use of a take-home vehicle.

I have received, read, and understood the Company Vehicle Policy and hereby, by way of my signature agrees to abide by all said policies.

DRIVER'S SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

SUPERVISOR'S APPROVAL:

(Supervisor's Signature) (Supervisor's Printed Name)

TO BE COMPLETED BY SUPPORT SERVICES/EMIS

VEHICLE NUMBER ASSIGNED: _____ DATE ASSIGNED: _____

NOTE: THIS FORM IS INVALID UNLESS IT HAS BEEN APPROVED BY COMMITTEE

SAFETY COMMITTEE CHAIRMAN: _____

RECOMMENDATION: _____

APPROVED BY COMMITTEE: _____

*** SUPERVISOR MUST COMPLETE THE BACK PORTION OF THIS FORM AND RETURN IT TO THE SUPPORT SERVICES/EMIS DEPARTMENT.**

REVISED 08/11

TO BE COMPLETED BY THE SUPERVISOR

CHECK ALL THAT APPLY:

- Job requires response to critical situation outside of normal work hours. Maximum required response after notification to the normal work site must be less than 45 minutes

DISCRIPTION OF "CRITICAL" SITUATIONS

- Job requires (a) maintaining cell phone/radio contact while in transit or (b) relaying critical information to work crews being dispatched to perform work.

DESCRIPTION OF CELL PHONE/RADIO CONTACT NEEDED:

- Vehicle carries special tools/equipment needed to perform work.

DESCRIPTION OF SPECIAL NATURE OF EQUIPMENT; JOB:

- Vehicle must cross police/fire barricades. Must park in metered parking areas without being ticketed.
- Job requires attendance at activities outside assigned working hours at locations removed form regular work areas.

LIST ACTIVITIES TYPES:

- Job skills/duties are deemed critical to the operation of a board facility, individual subject to callout for situations, which threaten his/her area of responsibility.

LIST CRITICAL JOB SKILLS/DUTIES

EMPLOYEE AREA OF RESPONSIBILITY:

APPENDIX B. S&WB COMPANY VEHICLE POLICY MEMORANDUM 94,
REVISED 03/15

DATE: March 3, 2015

FROM: Cedric S. Grant, Executive Director

TO: All Employees

RE: Company Vehicle Policy

Policy Memorandum
No. 94
Revised 03/15

This latest revision of the Company Vehicle Policy replaces the existing Board Policy No. 94. All Sewerage and Water Board personnel should acquaint themselves with the new procedures relative to the assignment, operation, and use of all Board owned vehicles and any other vehicle operated on behalf of the Board for S&WB business purposes.

This Policy Memorandum covers five categories that directly affect all employees who use and or have access to company vehicles. These categories include: Driver Eligibility, Responsibility & Personal Use, Selection and Assignment of Board Vehicles, Vehicle Operating Guidelines, Accident Procedure, and Insurance Licensing & Registration.

It is mandatory that all Board employees read and familiarize themselves with this revised policy to insure that all vehicles are handled responsibly. Employees should further note that any other Board policies relative to the use and operation of Sewerage and Water Board vehicles remain in effect.

These revisions were disseminated to Executive Staff in December 2014 so that its implementation could be efficient. Therefore the restatement of the existing policy as contained herein will be effective immediately.


Cedric S. Grant
Executive Director

COMPANY VEHICLE POLICY

Date: March 3, 2015

Policy Memorandum No. 94

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PURPOSE

- TO ESTABLISH A STANDARDIZED POLICY FOR ALL EMPLOYEES TO FOLLOW IN THE ASSIGNMENT, AND USE OF SEWERAGE AND WATER BOARD VEHICLES OR ANY OTHER VEHICLES FOR THE EXPRESS PURPOSES OF CARRYING OUT BOARD DUTIES AND RESPONSIBILITIES.

POLICY STATEMENT

- It is the general policy of the Sewerage and Water Board of New Orleans that any and all vehicles used for Board business purposes be operated in a prudent and responsible manner. Only authorized employees shall be granted the use of Board vehicles or approved to use their personal vehicle in the performance of their job duties.
- Personal use of Board vehicles should be kept to an absolute minimum and only with the authorization of the employee's supervisor.
- The goal of the Sewerage and Water Board of New Orleans is to ensure the effective and efficient use of any and all vehicles operated in the performance of Board business.

I. DRIVER / VEHICLE ELIGIBILITY, ASSIGNMENT & RESPONSIBILITY

A. GENERAL INFORMATION

Only S&WB employees are allowed to operate S&WB vehicles and equipment. Contracted maintenance personnel are exempt from this prohibition while performing the duties of their respective jobs, provided such personnel secure permission from a qualified S&WB Supervisor.

Prior to operation of any vehicle on behalf of and/or in the performance of Board duties or responsibilities an individual must have a valid LA State driver's license, which is not suspended or revoked, appropriate for the type of vehicle he or she will operate.

The Executive Director may assign a Board take-home vehicle based upon the employee's job assignment and responsibilities where it is beneficial to accomplish specific Sewerage and Water Board of New Orleans functions and according to the take home assignment criteria.

Employees will not presume any special privileges with Board take home vehicles, nor shall a take-home assignment be for the purpose of compensating an employee or for an employee's convenience.

S&WB vehicles are to be used primarily for Board business only.

The S&WB also prohibits the transport of a hitchhiker or family members.

Any employee assigned a take home vehicle who will be absent more than two (2) consecutive days due to annual or personal leave must so notify their immediate supervisor and make arrangements for the assigned vehicle to be returned to its assigned domicile (Board facility) where it can be garaged in the vehicle pool.

B. USE OF PERSONAL VEHICLE FOR BOARD BUSINESS

The use of an employee's personal vehicle for business purposes should be kept to an absolute minimum and is permitted only with the prior authorization from the Board's Risk Manager.

The following personal vehicle insurance coverage is mandatory for authorization:

- 1) **Pre-Inspection** and approval of vehicle type and physical condition.
- 2) **Minimum Limit of Personal Automobile**

2.

Liability Insurance \$100,000.00 BI/PD Combined
Single Limit
\$100,000 / \$300,000 Bodily Injury
\$100,000 Property Damage

3) Business Use Endorsement on Personal Vehicle Policy.

4) Additional Insured Endorsement in favor of the Sewerage and Water Board of New Orleans.

Prior to any authorization of the use of an employee's personal vehicle for S&WB business purposes, evidence of all such applicable insurance satisfactorily of the Board shall be filed with the Risk Management Office of the Sewerage and Water Board of New Orleans.

C. GUIDELINES FOR ASSIGNMENT OF TAKE-HOME VEHICLE

Board employees may be assigned a S&WB vehicle to use in the performance of job duties during normal work hours and other than normal work hours to commute to and from the work site and their actual domicile (as defined in the City Code, Part II, Chapter 2, Article X, Sec 2-972) or any portion thereof.

These additional rules and procedures apply specifically to vehicles that have been assigned to employees as take-home vehicles:

1) Take-Home Assignment Criteria. The following are the fundamental take-home vehicle assignment criteria as determined by the Executive Director. These are the minimum requirements that must be applied to all take-home assignments in addition to any departmental assignment criteria:

Take-home vehicles will only be assigned to full-time S&WB employees who need to respond on-site to S&WB business related incidents on a 24-hour basis. This criterion will not be considered to be attained by employees simply being available on a 24-hour basis. This provision will be considered to be attained when an employee, because of their skill and position, is regularly and recurrently called out during an employee's non-traditional working hours to perform duties associated with that employee's duties and responsibilities.

A take-home vehicle may not be assigned to an employee when the one-way driving distance from the employee's actual domicile to Orleans Parish is greater than 40 miles, except if that employee holds a critical position as set forth in Section (3) hereof.

2) Take-Home Vehicle Use. Take-home vehicles are to be used to conduct S&WB business. In addition, employees are permitted to travel to and from work in accordance with Internal Revenue Service rules and regulations, and during those times when they could be recalled to work as determined by their

appointing authority. Employees of the S&WB are entrusted by our customers to safeguard our assets through efficient management. Therefore, as a general rule, S&WB vehicles should not be used to perform personal business. However, in some instances, take-home cars may be used to perform minor, personal errands so long as the errands are conducted to and from work, are brief in nature, and do not detract from the employee's activities as a public servant. Any abuse of the discretion of S&WB vehicle use is grounds for removal of take-home vehicle privileges and/or disciplinary action, up to and including dismissal.

3) Key Position Vehicle Use. However, there exists within the S&WB, certain key positions that require these individuals to be available for a 24hrs/7 days a week availability that is linked to timely and immediate response based upon the activities of the departments supervised and the duties for which they are responsible. Not having use of a take-home vehicle could jeopardize the performance of their duties during critical times. Therefore, those individuals holding the following positions will be authorized an assigned take-home vehicle:

Executive Director	Chief of Facility Maintenance
General Superintendent	Director of Environmental Affairs
Emergency Management	Director of Support Services
Deputy General Superintendent	Plant Maintenance Head
Chief of Engineering	Electric Shop Head
Chief of Operations	Welding Shop Head
Chief of Network Engineering	Machine Shop Head
Chief of Plumbing	Plant Maintenance Head

4) Take-Home Vehicle Use Charge. Employees with take-home vehicles will share in the operating expenses through changes and/or increases in the Take Home Vehicle Use Charge. This fee is for the purpose of reimbursement for operational costs and deferred maintenance incurred as a result of use of the vehicle to and from the work site. This fee will be automatically deducted from the employee's payroll check as follows:

For those employees on a bi-weekly pay cycle, \$48.08 per pay period will be deducted bi-weekly for the personal use of a take-home vehicle, where the employee is domiciled in Orleans parish or the one way driving distance from the employee's actual domicile to the Orleans parish boundary is less than 20 miles; and

For those employees on a bi-weekly pay cycle, \$144.24 per pay period will be deducted bi-weekly for the personal use of a take-home vehicle, where the one way driving distance from the employee's actual domicile to the Orleans parish boundary is over 20 miles.

5) Taxable Fringe Benefit. Employees with assigned take-home vehicles may be subject to fringe benefit withholding as provided for under Internal Revenue Service rules and regulations

D. BOARD POOL VEHICLES

All S&WB vehicles not assigned to a primary operator for business usage or as a take-home vehicle shall be considered a pool vehicle and must be parked and garaged over-night in designated parking areas determined by the supervisor at one of the Board owned facilities:

This pool of vehicles will be available for assignment and use by all Board employees and shall be maintained by the designed department manager and/or location supervisor under the jurisdiction of the Board's Support Services Administrator in collaboration with the Board's "Vehicle Committee".

Pool vehicles with special tools and/or equipment, required to perform specialized work, will be reserved for use by employees of specific departments and such vehicles will only be assigned to employees within those departments.

Requests for assignment of pool vehicles will be made by the S&WB employee, with the approval of their departmental supervisor, according to the following criteria:

- 1) Vehicle is required to perform scheduled work and/or report to the jobsite with special tools or equipment that can only be carried by or is a permanent part of the vehicle needed to accomplish the work.
- 2) Vehicle is needed to attend a meeting or other Board related business away from their regularly assigned work area.
- 3) Employee and departmental supervisor responsible have satisfied all requirements of the normal chain of command in making their request and have obtained authorization from their responsible Department Head and the approval of their Division Administrator.
- 4) Pre-Operation and Post-Operation visual inspections must be performed by the vehicle operator and recorded into the written log of the assigned pool vehicle.

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E. WITHDRAWAL OF PRIVILEGE TO OPERATE BOARD VEHICLE

The privilege of driving a S&WB vehicle may be withdrawn by the Executive Director for any reason, to include but not be limited to the following:

- 1) Abuse or misuse of the vehicle or failure to comply with the rules and procedures stipulated in this company policy.
- 2) A driving record that becomes deficient (i.e., more than 3 moving violations in a consecutive 3 yr. period; license revoked; etc.) during the course of employment.
- 3) Conviction or a guilty plea to driving a S&WB vehicle under the influence of alcohol or an illegal controlled substance. (Ref. Policy # 67 on Substance and Alcohol Abuse).
- 4) Any eligible driver who has had a long-term disability, upon recovery and return to work, must be cleared by Board medical before being assigned another S&WB vehicle.
- 5) Any employee who is transferred, promoted or change duties on the job is subject to review at the time the change takes place and must be reinstated by fulfilling the conditions set forth in this section. Any employee who fails to meet the criteria as set forth above is subject to being removed from the list of employees who are approved for assignment of a Board take home vehicle.
- 6) Anyone who repeatedly fails to respond to emergency or standby request when called within a 45-minute response time.

F. DRIVER RESPONSIBILITIES

All eligible drivers are responsible for driving their assigned Board vehicle in a safe and reliable manner. Employees must know and abide by all driving laws in all areas where they operate the company vehicle. Additionally, employees must maintain a valid driver's license for the State of Louisiana. If, for any reason, an employee's driver license is revoked, suspended, or restricted, it is mandatory that the employee notify his/ her Supervisor and Department Head immediately. However, if the employee fails to notify the aforementioned personnel the employee may be subject to a disciplinary action.

The Board will secure an annual driver's license check for all eligible drivers and random checks may be conducted. Where Board vehicles are used by more than one driver, the designated location supervisor who

assigns the vehicle must keep a daily log of each driver who operates the vehicle that includes the time frame used in case of accident or damage.

G. SAFETY GUIDELINES

It is mandatory that all occupants of a Board vehicle use seat belts at all times, without exception. It is the Board driver's responsibility to ensure that all occupants fasten their seatbelts prior to operating the vehicle. Any malfunctioning seat belt should be reported to the Automotive Maintenance Garage immediately so that it can be repaired and/or replaced as soon as possible. The Board reserves the right to revoke the driving privilege of any driver not complying with this policy.

In addition, all employees are expected to drive defensively at all times, to obey the traffic laws, and not to drive under the influence of drugs, alcohol, or prescription drugs that affect one's ability to react quickly or cause drowsiness.

If during the course of driving an operator begins to experience a physical and/ or mental feeling that affects his or her operation of the Board vehicle the driver should pull over to the side of the road as soon as it is safe to do so and call for assistance in lieu of attempting to continue driving the vehicle.

Operation of all types of communication equipment should never be conducted while driving and only when the vehicle is legally and safely parked to the side of the roadway in a manner that does not affect the moving flow of traffic.

H. TRAFFIC VIOLATIONS

Multiple speeding violations, accidents, and /or a reckless driving citation may exclude an employee from being covered by the company-provided insurance and may make him/ her ineligible to operate any S&WB owned vehicle.

Should an employee for any reason, receive a summons for a traffic violation or a parking ticket, he or she must personally pay it as soon as possible. Under no circumstances are tickets for moving violations or illegal parking fines to be charged to the Board. All traffic moving violations should be reported to the employee's supervisor and to the Risk Manager as quickly as possible. All parking tickets involving S&WB vehicles should be reported immediately to the Administrative Services Department, Room 247, 625 St. Joseph St. as specified in Board Policy Memorandum No. 71.

A driver with three (3) moving violations while operating a Board vehicle or any combination of three accidents and/or moving violations within a consecutive three-year period may be prohibited from driving a S&WB vehicle.

I. AUTOMATIC TRAFFIC ENFORCEMENT (Red light Cameras)

The City of New Orleans has instituted an Automated Traffic Enforcement System. This program, commonly referred to as "Red light Cameras", was instituted to promote safety and homogeneous traffic flow in the City of New Orleans. All drivers/operators of Board vehicles are subject to the traffic rules of the City of New Orleans as enforced by NOPD or the Automated Traffic Enforcement System. Tickets issued by the Automated Traffic Enforcement System are considered moving violations by the Board, subject to loss of driving privileges as stated in Section H.

Upon receipt of tickets from the City of New Orleans, or any other jurisdiction, for violations captured by the Automated Traffic Enforcement System the Board will notify the employee who is assigned to the vehicle. The employee is expected to pay the violation, or contest liability, before the "Administrative Hearing Date", which is printed on the Notice of Violation, or provide proof that he/she was not the driver. When the ticket has been paid he/she should then bring the proof of payment receipt to the Administrative Services Department Rm. 247, St Joseph Street. It is the employee's responsibility to provide proof of payment.

If the employee fails to pay the fine on or before the "Administrative Hearing Date" an additional penalty will be imposed. If the violation has not been paid on or before the Administrative Hearing Date, the Board will pay the amount owed. The employee must reimburse the Board, within ten (10) days of the Administrative Hearing Date, the amount paid. However, if the employee fails to timely pay the amount owed and the Board pays the violation the employee shall be subject to disciplinary action. In addition to a disciplinary action, the employee must reimburse the Board, the amount of the ticket, including any penalties and late fees, an administrative fee of twenty percent (20%) will be deducted from his/her paycheck. This deduction will be considered reimbursement rather than a fine. All driver/operators, either express or implied, agree to this deduction by virtue of use of the SWB vehicle.

J. VEHICLE MAINTENANCE

Every driver of a S&WB vehicle is expected to maintain his or her assigned vehicle in a safe operating condition. Maintenance schedules maintained by the Board's Automotive Maintenance facilities must be adhered to and documentation on the prescribed service work shall be

maintained as completed. Particular attention should be paid to performing the preventative maintenance requirements necessary to keep a vehicle's warranty in effect, i.e. maintaining liquid levels of oil, water and transmission fluid, etc. No driver should ever leave a S&WB vehicle at a Board service facility without specific instruction as to what work needs to be done. Employees who are assigned a Board take home vehicle are responsible for washing, and cleaning, as needed to promote a positive public image.

K. PARKING/STORAGE

Employees who use Board vehicles are responsible for ensuring all necessary precautions are taken to prevent damage and theft at all times. Whenever and wherever a S&WB vehicle is parked, employees should take the following precautions:

- 1) Roll up all windows.
- 2) Lock all doors.
- 3) Do not leave merchandise and equipment in open view inside a vehicle, which may tempt break-in. Lock all valuable items inside the trunk when the vehicle is left unattended.

Take reasonable precautions to safeguard the vehicle and its contents. For instance, when possible, select an off-street, lighted area (park in a legal parking space in the direction of traffic flow close to a business or hotel entrance where normal police surveillance or security protection exists, if nearby). All employees must follow Policy Memo No. 71 concerning parking citations.

II. SELECTION AND ASSIGNMENT OF BOARD VEHICLES

A. VEHICLE ASSIGNMENT

Before a S&WB vehicle is assigned to an employee, it is the Board's policy to first determine if there is an unassigned vehicle currently available with the S&WB's vehicle fleet. If an appropriate vehicle is available, it will be assigned to the employee.

B. VEHICLE SELECTION

Board standards for vehicle size; make; model; equipment, and/ or replacement cycle are reviewed annually by the Support Services Administrator.

No optional equipment may be installed without the prior approval of the S & W B Fleet Manager and the authorization of the Support Services Administrator.

C. VEHICLE REPLACEMENT /EXCHANGE

A vehicle turn-in must be conducted at the time of an employee's departure from the Board or when an employee changes classification or departments within the Board. A condition report on the vehicle must be carefully prepared by the employee and verified by his immediate supervisor at that time. This report must be completed in the presence of the employee's immediate supervisor. Upon completion of the report, both the employee, to whom the vehicle was assigned, and his/her immediate supervisor must sign off on the form and submit one copy of it to the Automotive & Stores Superintendent and one copy to their Department Head.

Prior to turning in a Board vehicle, the driver must have the vehicle's interior and exterior washed and cleaned and ashtrays and trunks must be emptied.

When a replacement Board vehicle is picked up, the Employee assigned the vehicle should conduct a "walk around" inspection to insure the vehicle is not damaged and all equipment is operational and fill out a condition report which he must sign and forward to the Equipment Maintenance information System (EMIS) Supervisor and their Department Head as notification of the date the vehicle was picked up. This report should contain all vehicle identification data such as make and model, vehicle identification number (VIN), and mileage on the odometer at the time of pickup, as well as the name and group number to whom it will be assigned.

D. S&WB VEHICLE ODOMETERS

S&WB vehicle odometers shall be maintained in accordance with the following federal odometer laws and regulations:

- 1) Change of mileage indicated on the odometer is prohibited. No person shall disconnect, reset, or alter, or cause to be disconnected, reset, or altered, the odometer of any motor vehicle with intent to change the number of miles indicated thereon.

- 2) Operation of a motor vehicle with knowledge of disconnected or non-functional odometer is prohibited.
- 3) No person shall, with intent to defraud, operate a motor vehicle on any street or highway knowing that the odometer of such vehicle is disconnected or non-functional.
- 4) Criminal penalties: Any person who knowingly and willfully commits any of the two items listed above is liable to be fined not more than \$50,000 or imprisoned not more than three years, or both.

Any employee who knowingly violates the federal laws specified in items 1 and/or 2 above will be immediately terminated and the Board may pursue available civil remedies.

III. VEHICLE OPERATING GUIDELINES

A. VEHICLE OPERATING EXPENSES.

The Board pays for all costs to operate a Board vehicle except for the employee's transportation cost to and from work and the washing, cleaning and waxing of a Board vehicle which are the driver's responsibility.

B. TIRE CONSERVATION

Tires are a costly operating expense. An employee must comply with the following to reduce operating costs of the Board vehicle by:

- 1) Maintain the manufacturer's recommended tire pressure.
- 2) Check tire pressure at least once a week, including the spare.
- 3) Carefully inspect tires for uneven wear, cuts, fabric breaks and abrasions.

Proper tire inflation is a do-it-yourself job that requires only a few minutes of work each week that will minimize expenses by extending tire life and enhancing the safe operation of the vehicle.

The repair of flat tires resulting from the operation of Board vehicle is the Board's responsibility. The employee should stop the vehicle as soon as they realize they have a flat tire and not attempt to ride on the flat tire, which could ruin both the tire and the rim. The employee should then call

the Automotive Garage, during regular work hours or the On-Call Mechanic after hours, to remove, repair and reinstall the tire.

The determination of Driver abuse is a function of the Automotive Maintenance Shop and shall be dealt with through the Board's disciplinary policies and procedures where applicable.

C. FUEL CONSERVATION

Drivers are not to exceed the posted speed limit while operating a Board owned vehicle.

A vehicle's engine is not to be left running when the vehicle is not occupied by the driver.

D. ALTERNATE TRANSPORTATION

An employee can be reimbursed for use of a personal vehicle on Board business by completing a S&WB expense report (showing business miles driven which does not include commuting mileage to work and home), reference Section III and Policy Memorandum 46.

E.. USE OF VOICE/ DATA TRANSMISSION DEVICES

For safety reasons, it is mandatory that all drivers pull to the side of the road before attempting to receive or send any voice or data transmissions. The driver should pull off the side of the road, completely out of the flow of traffic, as soon as it is safe to do so.

F. TRAILER TOWING

No Board vehicle should be fitted with a trailer hitch to pull a trailer or boat without prior authorization from the Support Services Director. In addition, a Board vehicle should not be used to push another vehicle.

G. BUMPER STICKERS, DECALS, ETC.

Political Activity is prohibited. No bumper or window stickers, i.e., political endorsements, slogans, etc. should be affixed to a Board vehicle. (includes tinted glass and other decals that reduce light or vision - See Policy Memorandum # 51).

IV. ACCIDENT PROCEDURE

All accidents involving a S&WB vehicle must be immediately reported to the Board's Risk Manager and to the driver's immediate Supervisor. The driver involved in the accident must fully complete the S&WB Accident Investigation Form (within 24 hrs. of the accident) and submit this form to the Board's Risk Manager (See instructions set forth in S&WB Board Policy Memorandum's 11, 34, and 44).

V. INSURANCE, LICENSING, & REGISTRATION

A. BOARD INSURANCE

Board owned vehicles are insured through the Board's Vehicle Fleet insurance policies. The name of the company covering your vehicle along with appropriate information on the vehicle's insurance coverage will be supplied to you at the time a Board vehicle is assigned. If you do not receive this information at the time your vehicle is assigned to you, please contact the S&WB Fleet Manager and EMIS Supervisor immediately.

Insurance cards and packets are issued once a year, and these are to be kept in the vehicle at all times. Failure to do so will result in a fine in most states.

Terminations, new hires, and driver change of vehicles should be reported by the department managers to the S&WB Fleet Manager and EMIS Supervisor as soon as they take place in order to keep the Board's driver information and fleet vehicle records current and accurate.

The Board's Vehicle Fleet insurance policies do not provide individual liability coverage for vehicles owned by S&WB employees. Liability protection is afforded to the Board only.

B. LICENSING/ REGISTRATION/ RENEWALS

All licensing, registration and renewals of Board vehicles will be administered by the S&WB Fleet Manager. Vehicle registration, insurance cards, and accident report envelopes and forms must be kept current and in the glove compartment of the vehicle. The proper information must be typed on the insurance card. As an assigned driver of the vehicle, it is the employee's responsibility to maintain these items in the vehicle at all times.

The S&WB Fleet Manager will authorize payment for all vehicle renewal notices from the State Motor Vehicle Department and distribute tags to the

vehicles as required. The Board will pay the cost of license and registration fee where applicable.

VI. S&WB POLICIES

The following Sewerage and Water Board Policies have been referenced in this policy and remain in effect:

- A. Policy Memorandum No. 11, "New Worker's Compensation Procedure" as revised November 11, 1991.
- B. Policy Memorandum No. 30, "Traffic Violations" dated June 13, 1980.
- C. Policy Memorandum No. 34, "Vehicular Accident Procedure: as revised December 1, 1994.
- D. Policy Memorandum No. 44, "Reporting of Accidents To The Police" dated October 1, 1981
- E. Policy memorandum No. 51, "Bumper Stickers on S&WB Vehicles" and "Unauthorized Passengers in S&WB Vehicles" dated May 27, 1983.
- F. Policy Memorandum No. 67, "Substance and Alcohol Abuse Policy" as revised January 31, 2014.
- G. Policy Memorandum No. 71, "Parking Citations" as revised January 14, 2004.
- H. Policy Memorandum No. 97, "Communication Policy" as revised April 2, 2014.

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