

VEHICLE RISK MANAGEMENT AND REPORTING POLICY

City of Mount Vernon
Finance Department
New York



City Council

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Mayor

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City Comptroller

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VEHICLE RISK MANAGEMENT AND REPORTING POLICY

CITY OF MOUNT VERNON

CITY VEHICLES

The City shall provide vehicles for various departments and employees for the purpose of conducting City business when determined necessary by the Department of Public Works, Mayor, Comptroller and/or City Council.

All vehicle maintenance is the responsibility of the respective department Fleet Manager. No political paraphernalia or other markings such as bumper stickers, signs or advertisements are allowed on City vehicles.

Any employee who is charged with a traffic violation while driving a City vehicle shall be held personally responsible for the payment of any fines incurred during such use. In addition, the employee shall bring such violation(s) to the attention of their Department Head through written memorandum.

Any employee who is involved in an accident with a City vehicle regardless of severity, shall obtain a Police Accident Report on the circumstances of the accident. The Department Head will in turn submit such report to the City's Claims Investigator and the City Comptroller or his/her designee.

The City's Law Department and/or Comptroller will submit and follow up with the City Insurance Carrier regarding any claim, settlement and payment. The City Corporation Counsel shall recommend any settlement, if applicable, to the Board of Estimates and Contracts for approval, with notice to the City Council.

The use of City vehicles for personal purposes, use by unauthorized individuals, or operation of a City vehicle in an unsafe manner is strictly prohibited. Any such use will result in the revocation of vehicle use privileges and/or other disciplinary action as deemed appropriate and necessary by the Comptroller and/or City Council.

Any vehicle assigned to an employee as a "take home" vehicle must comply with this policy, the City Vehicle Use Policy and the Internal Revenue regulations pertaining to vehicle fringe benefits, including the annual report of use and mileage.

NOTE: For positions requiring licensure, annual license checks will be required. Employees should request a certified copy of their driving record from DMV and submit the report to their supervisor.

NOTE: License revocations, suspensions and other limitations and restrictions must be reported to your supervisor within 24 hours of the notification and where applicable may affect your title and salary grade.