

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 5(R)

TO BE EFFECTIVE August 1, 2010

TO: All Departments, Boards, Agencies and Commissions

FROM: Andrew Kopplin, First Deputy Mayor and Chief Administrative Officer

SUBJECT: Vehicle and Equipment Policy

DATE: July 14, 2010



1. APPLICABILITY

The purpose, spirit and intent of this policy memorandum is to state the responsibilities and accountability of each Department, Departmental Employees and Operators, and the Equipment Maintenance Division (EMD) regarding the appropriate use of City vehicles and equipment, their operations, maintenance, refueling, and the coordination of these activities. This entire policy applies to all licensed vehicles and other mobile equipment considered property of the City of New Orleans. This policy supports reduced costs, better management of City resources, reduced claims and liabilities and designation of areas of responsibility and accountability.

2. BACKGROUND

The City's fleet is assigned to and operated by individual City Departments. Maintenance and fuel services are provided by the EMD. Optimization of fleet operations and services is best accomplished by a coordinated effort between the users (the departments and their employees) and the fleet service provider (EMD).

3. VEHICLE IDENTIFICATION

Unless exempted below, all City vehicles covered by this policy are required to have a public plate and must be identified as belonging to the City of New Orleans (La. R.S. 49:121). The City has designated an authorized eight inch decal on both front doors as the City's identification. If there are no doors, the decal will be applied to the most conspicuous place. Where applicable, the City asset number shall be affixed to the vehicle in a protected location. Any vehicle not identified in accordance with this section shall be sent to EMD to have the decals installed. The requirements in this section do not apply to vehicles exclusively used by elected officials or those vehicles operated by law enforcement personnel and exempted by State Law.

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4. SECURITY

All vehicles and equipment shall be kept in a secure place when not in use. All vehicles must be locked when not in use and all equipment or valuables within the vehicle (whether City or personal) placed in a location where it is out of sight of passerbys. Missing vehicles and equipment shall be reported immediately to the Police Department and EMD.

All appointing authorities shall develop and implement a procedure for monitoring the storage of vehicles and equipment. This procedure is especially important for monitoring departmental pool vehicles which are not assigned to an individual employee.

Please be advised that personal property is not insured for loss or damage by the City.

5. DEPARTMENTAL RESPONSIBILITIES

Each department shall endeavor to deploy a suitable vehicle and equipment complement, emphasizing optimal utilization based on service requirements. Each department is responsible and will be held accountable for vehicles and equipment assigned to it. Each department is responsible and will be held accountable for monitoring and controlling employees operating vehicles and equipment. Each department will employ the following:

- (A) This CAO Policy Memorandum, and any related Circular Memorandum, must be issued to each employee with vehicle use privileges and their receipt recorded.
- (B) Employees with authority to operate City Vehicles must sign a document acknowledging receipt and understanding of this policy. This receipt document is to be kept in the employee's departmental personnel folder. Copies of this policy memorandum shall be kept in all City vehicles and distributed to all employees who operate City vehicles and their supervisors. The vehicle registration document must also be kept in the vehicle as required by law. Copies of the City's self-insurance letter shall also be kept in the vehicle at all times.
- (C) Establish and maintain a vehicle assignment data base. This data base shall include:
 - (1) vehicle description (year, make, model and color)
 - (2) license plate number (if applicable)
 - (3) vehicle identification number (VIN)
 - (4) City asset number
 - (5) name of the employee assigned the vehicle, whether that employee is authorized for take-home use of that vehicle, and if so, the justification for the take-home assignment
 - (6) certification that the vehicle is decaled and marked in accordance with this policy

This database shall serve as the basis for the quarterly departmental vehicle inventories. Departments shall immediately notify the EMD of all new vehicle assignments and any changes in vehicle assignments and/or take-home status.

- (D) Conduct a quarterly vehicle and equipment inventory and take-home assignment inventory. The inventory shall be sent to the Chief Administrative Office in the format specified by the Chief Administrative Office, and shall include all information

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detailed in 5 (B) above and any additional information as specified by the Chief Administrative Office. The inventory shall cover all vehicles owned or leased by the City and/or under control of a City department.

- (E) The appointing authority shall assign take-home use authorization on the basis of an employee's job assignment and responsibilities in instances where it is beneficial to the City, and according to the take-home assignment criteria. Departments are to ensure that each employee assigned a take-home vehicle has a Take-Home Vehicle Add/Delete/Change Form completed and submitted to the Chief Administrative Office, with a copy kept in the employee's departmental personnel folder. Departments must also notify the Chief Administrative Office of all take-home vehicle assignment information changes by submitting a revised Take-Home Vehicle Add/Delete/Change Form reflecting those changes.
- (F) In conjunction with the assignment of take-home use, each appointing authority will ensure that the appropriate take-home vehicle reimbursement is deducted from the employees payroll check.
- (G) Provide Employee Take Home Vehicle Logs (See Attachment) to departmental employees assigned take home vehicles. Collect the completed logs and keep them as a permanent record of personal and business use for a minimum of five (5) years. These are the primary written documents as required to calculate take home vehicle use as a taxable fringe benefit.
- (H) Appoint a Departmental Vehicle Coordinator and a back-up coordinator to coordinate and monitor fleet operations policies, guidelines and practices and to act as liaison to EMD. Departments shall furnish EMD with the name, title, work address, telephone number, and any other contact information for the coordinator and the back-up coordinator.
- (I) Establish minimum vehicle and equipment availability requirements consistent with service requirements and communicate those priorities to EMD.
- (J) Monitor and coordinate maintenance services with EMD. Ensure that required scheduled and unscheduled maintenance and related services are performed. Develop operator pre-trip inspection guidelines, which must be approved by EMD. Ensure that pre-trip vehicle inspections are performed before each shift or use cycle begins and communicate conditions requiring maintenance and/or services to EMD.
- (K) Initiate and/or conduct investigations for suspected vehicle or equipment misuse and/or abuse and take appropriate action. Report the results of these investigations and the actions taken to the Chief Administrative Office within one week of completion.
- (L) Establish departmental vehicle and equipment replacement requirements and assist EMD in the formulation and preparation of specifications.
- (M) Political activity is prohibited. City vehicles and equipment shall not have political bumper stickers or signs. City vehicles and equipment shall not be used to transport

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political paraphernalia or promote political activity in any other manner.

- (N) Only City employees, holding the required and appropriate vehicle operators licenses, are allowed to operate City vehicles and equipment. No non-city employee, including family members, is permitted to operate City vehicles and equipment. **Contracted** maintenance personnel are exempt from this prohibition while performing the duties of their respective jobs.
- (O) The CAO is responsible for establishing a Fuel Use Policy, as set forth below, to facilitate departmental fueling operations and maintain fuel system integrity. All requests for exemptions to this policy must be made in writing on the Request for Exemption to the Fuel Policy form (see attached) and submitted to the Fuel Services Administrator.
- (1) Each Department is responsible for the security of its fuel cards, employee PIN numbers, and all fuel transactions charged to those cards.
- (2) In each Department, the Departmental Vehicle Coordinator is responsible for:
- Auditing all departmental fuel transactions and fuel related operations.
- Reporting any lost or stolen vehicle fuel cards and/or PIN numbers to the Fuel System Administrator by telephone and in writing immediately after discovering that any card is missing and/or PIN is compromised.
- Reporting any PIN numbers that need to be deactivated to the Fuel System Administrator by telephone and in writing immediately upon termination of an employee and/or after an employee is not authorized by the department to dispense fuel.
- Monitoring and auditing the fuel use reports in order to compare fuel use to departmental operations and/or to identify any discrepancies or inconsistencies that may indicate an impropriety.
- Initiating and/or conducting investigations for any discrepancy, inconsistency, or impropriety suspected and taking the appropriate action as warranted by the situation.
- (P) Each Department will require that every employee with a take-home vehicle shall provide a copy of their current personal automobile insurance policy or their current personal non-owned automobile insurance policy to the appointing authority. It shall be the responsibility of each department to ensure that insurance policies or proof of insurance coverage are submitted as they are renewed. Copies shall be provided to the City's Risk Manager. Please be advised that personal vehicle usage is not covered by the City's self insurance program. Every employee with a take-home vehicle should endorse their current Personal Automobile Policy to ADD coverage for Use of Non-Owned Autos – Broad Form including Physical Damage Coverage. The following not less than minimum personal automobile insurance limits shall be required of every employee with a take-home vehicle:

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- (A) Bodily Injury and Property Damage Liability – Mandatory State Minimum Financial Responsibility Limits.
- (B) Medical Payments - \$1,000
- (C) Uninsured Motorists – No less than the Minimum Financial Responsibility limits, or your liability limits, whichever is greater.
- (D) Comprehensive and Collision – The deductibles will be the sole responsibility of the employee and will not be borne in any way by the City, and all property damage losses will be paid to the City.

Any employee with a take home vehicle that does not own a personal vehicle or have a Personal Automobile Insurance policy must purchase a Personal Non-Owned – Broad Form Liability Automobile Policy, including Physical Damage coverage. The liability limits shall be at least the Mandatory State Minimum Financial Responsibility Limits.

6. TAKE-HOME VEHICLES

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

- (A) *Take-home assignment criteria.* The following are the fundamental take-home vehicle assignment criteria as determined by the CAO. 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 City employees who need to respond to on-site, City business related incidences 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 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.

NOTE: A take-home vehicle may not be assigned to an employee when the one-way driving distance from the employee's actual domicile to the employee's primary reporting to work site is greater than 40 miles.

NOTE: The New Orleans Police Department may assign marked patrol vehicles as take-home vehicles to police officers who reside in Orleans Parish and who travel from their actual domicile in Orleans Parish to their primary reporting work site.

- (B) *Take-home vehicle use.* Take-home vehicles are to be used for the conduct of City 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

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authority. City vehicles, as a general rule, 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 city vehicle use is grounds for removal of take-home vehicle privileges and/or disciplinary action, not to include termination.

- (C) *Take-home vehicle use charge.* Employees with take-home vehicles will be charged a fee as determined by Circular Memorandum No. 08-06 or its latest revision. This fee will be automatically deducted from the employee's payroll check. 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.
- (D). *Taxable fringe benefit.* Employees with assigned take-home vehicles may be subject to fringe benefit withholding as provided for in accordance with Circular Memorandum 36-86 or its latest revision and under Internal Revenue Service rules and regulations.
- (E) *Actual Domicile:* for the purposes of this policy, section and attached forms, the term "Actual Domicile" is defined as it appears in ARTICLE X of the City Charter.

7. DEPARTMENTAL VEHICLE MOTOR POOLS

Departments are to establish vehicle motor pools with the basic operating procedures and protocols as described below:

- (A) The Departmental Vehicle Coordinator will have the primary responsibility of establishing and operating the departmental vehicle motor pool as best suited to the operational requirements of the department.
- (B) Departments shall designate the minimum number of departmental pool vehicles as necessary to meet operational requirements. Vehicles assigned for take-home use shall also be available for use as departmental pool vehicles at all times; which will reduce the number of designated departmental pool vehicles needed.
- (C) The Departmental Vehicle Coordinator shall establish the internal procedures for the departmental motor pool operations and submit them to the Chief Administrative Office for review and approval.
- (D) Departmental pool vehicle usage and related information shall be recorded in a log that will be kept in the pool vehicles at all times. The log format will be provided by the Chief Administrative Office. Pool vehicle logs are to be kept as permanent departmental records of vehicle use. Review and assessment of pool vehicle use (logs) is the responsibility of the Departmental Vehicle Coordinator.
- (E) Departmental pool vehicles may be assigned to employees for temporary use as take-home vehicles overnight and/or during special event seasons when warranted.

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Temporary assignment must be approved in writing by the CAO. Employees with an extended temporary take-home vehicle assignment, e.g. two weeks or longer, will be charged a pro-rated take-home vehicle use charge.

- (F) All operators of pool vehicles are required to report vehicle problems, required maintenance, or other services to their Departmental Vehicle Coordinator. The Departmental Vehicle Coordinator is responsible for coordinating vehicle maintenance or other services with EMD.
- (G) Departmental pool vehicles are assigned a fuel card specific to that vehicle. The department may assign PIN numbers to employees as necessary to meet operational requirements of refueling vehicles. Review and assessment of fuel dispensing records for pool vehicles is the responsibility of the Departmental Vehicle Coordinator.
- (H) Coordination and assignment of departmental pool vehicle parking and storage is the responsibility of the Departmental Vehicle Coordinator in conjunction with current employee parking and storage locations, constraints, and other considerations.
- (I) Requests for the replacement of departmental pool vehicles is to be submitted with the annual vehicle and equipment replacement budget request.
- (J) Departments may request use of pool vehicles from other departments when needed. EMD will maintain a small pool of vehicles in order to provide departments with vehicles in instances where their departmental vehicle motor pool is not sufficient. Contact EMD at 658-8600 for coordination.

8. AUTO ALLOWANCES

Policy Memorandum No. 21 (R) or its latest revision enumerates the procedure for obtaining, tracking, and calculating the amount of an auto allowance for eligible, approved use of private vehicles by City employees for business purposes. Please refer to Policy Memorandum No. 21 (R) or its latest revision for additional policies and procedures.

9. MILEAGE REIMBURSEMENT FOR BUSINESS-RELATED TRAVEL

Policy Memorandum No. 9 (R) or its latest revision establishes mileage reimbursements for employee travel in privately owned vehicles for business purposes. It is the traveling employee's responsibility to adhere to this policy when making travel expenditures. It is also the appointing authority's responsibility to review expenditures and reimbursements for acceptability. Please refer to Policy Memorandum No. 9 (R) or its latest revision for additional policies and procedures.

10. EMPLOYEE/OPERATOR RESPONSIBILITIES

Employee/operators will be responsible and held accountable for vehicles and equipment assigned and/or operated by them. Each employee/operator will comply with the guidelines and/or practices described as follows:

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- (A) Employee/operator will be responsible for operating City vehicles and equipment in a safe and courteous manner consistent with the operating limitations established by the manufacturer, and in accordance with the City's Vehicle and Equipment Policy and internal Departmental Fleet Operations Policies. The employee/operator must prove that they possess an appropriate, valid driver's license and/or required certification to operate the City vehicles and equipment assigned to them for operation.
- (B) Employee/operator will be responsible for performing customary operator maintenance services in the manner specified by their department. Employee/operators will perform pre-trip vehicle inspections in the manner specified by their department before each shift or use cycle begins.
- (C) Employee/operator will be responsible for ensuring that the vehicles and equipment assigned to and/or operated by them are delivered for scheduled and/or unscheduled maintenance services as required using the manufacturer's recommended maintenance schedule as a minimum and in a timely manner.
- (D) Employee/operator will be held accountable for vehicle and equipment abuse and/or misuse, and may be held accountable for repair and/or service costs resulting from their failure to obtain services and/or repairs in a timely manner.
- (E) Employee/operator will be held accountable for insuring that vehicles and equipment assigned to and/or operated by them are decaled in accordance with Louisiana State Law.
- (F) Employee/operator must comply with Circular Memorandum 07-07 which outlines the hurricane and natural disaster preparedness process.
- (G) Take-home authorization must be granted by the appointing authority and approved by the Chief Administrative Office. Employees must complete and submit a Take-Home Vehicle Add/Delete/Change Form to the departmental vehicle coordinator.
- (H) Employees must receive travel authorization to conduct business-related travel in City vehicles outside the New Orleans Metropolitan Statistical Area (MSA). For travel authorization procedures, reference Policy Memorandum No. 9 (R) or its latest revision.
- (I) Employee/operators must use safety restraints in compliance with local and state laws.
- (J) Parking and/or moving violations are the personal responsibility of the employee/operator.
- (K) Employee/operator must comply with the guidelines as established in this CAO Policy, as well as any other CAO Policy Memoranda regarding fuel use.
 - (1) Employee/operator must dispense fuel from the City facilities as listed in Section 11 (K) of this policy.

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- (2) Employee/operator must use their own Employee PIN number and the correct vehicle fuel card when obtaining fuel.
 - (3) Employee/operator may not exchange or divulge their Employee PIN number to any other person.
 - (4) If a vehicle fuel card is lost or stolen the employee/operator must notify his or her Departmental Vehicle Coordinator immediately so that appropriate action can be taken.
 - (5) If an employee is aware of, or has reason to suspect that confidentiality of his or her, or any other Employee PIN number has been compromised, the employee must notify the Departmental Vehicle Coordinator immediately so that appropriate action can be taken.
- (L) In conjunction with take-home vehicle use, employees will be responsible for obtaining, completing and submitting the Take-Home Vehicle Log (See Attachment). This log will provide the primary written documentation for recording the relative percentages of business and personal use, for the purpose of determining personal use- as a taxable fringe benefit. The original logs are to be submitted to the Departmental Vehicle Coordinator on a monthly basis.

11. EQUIPMENT MAINTENANCE DIVISION'S RESPONSIBILITIES

The Equipment Maintenance Division will be responsible for providing management, maintenance, fuel services, acquisition and disposition for the City's fleet of vehicles and equipment. These responsibilities include:

- (A) Providing scheduled and unscheduled maintenance services, and the coordination of those services.
- (B) Providing emergency services and special event support.
- (C) Providing fuel and fuel services, including fuel consumption and discrepancy reports.
- (D) Notifying individual departments and the Chief Administrative Office of suspected and/or confirmed vehicle and/or equipment misuse and/or abuse.
- (E) Assisting Departments in the preparation of vehicle and equipment replacement requirements and specifications.
- (F) Coordination of new vehicle and equipment acquisition.
- (G) Coordination of the disposition of surplus vehicles and equipment.
- (H) Provide fuel system administration, operations, and services.

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- (I) Establish a Fuel Services Administrator:
 - (1) The Fuel Services Administrator will prepare and administer fuel product and automated fuel service contracts.
 - (2) The Fuel Services Administrator will operate and maintain the City fuel facilities as listed in this Policy.
 - (3) The Fuel Services Administrator is responsible for evaluating all requests by departments for exemptions to any part or parts of this Policy.
 - (4) The Fuel Services Administrator is responsible for distribution of the monthly fuel use reports to each department for review.
 - (5) The Fuel Services Administrator will assist any department having problems with fueling operations.
 - (6) The Fuel Services Administrator will deactivate vehicle fuel cards and Employee PIN numbers as required.
 - (7) The Fuel Services Administrator will request and distribute Employee PIN Numbers and vehicle fuel cards as required.
 - (8) The Fuel Services Administrator will maintain fuel service records.
- (J) Notify the Chief Administrative Office, of suspected and/or confirmed failure of departments to comply with the City's Vehicle and Equipment Policy.
- (K) City Fuel Facilities: Subject to conditions of maintenance and repair, all City employee/operator vehicles and equipment will use the City fuel facilities listed below for all normal operational fuel services, unless otherwise authorized by the Fuel Services Administrator.

MAIN FUEL FACILITIES FOR ALL DEPARTMENTS

LOCATION

HOURS OF OPERATION

Broad St. Facility 2600 North Broad St.	24 hours a day 7 days a week
Algiers Facility 2829 Wall Blvd.	24 hours a day 7 days a week

SPECIFIC DEPARTMENTAL FUEL FACILITIES

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NOFD Facility Diesel Dispensers
City-wide locations

NOFD vehicles only
NOFD schedule

(L) Fuel Dispensing Exception: Under extenuating circumstances, such as a non-functioning vehicle fuel card or employee PIN, another employee may use a different vehicle fuel card and/or their PIN number to fuel the City vehicle in need of fuel. After the fueling is completed, the employee whose vehicle fuel card and/or PIN were used must complete and submit a Fuel Dispensing Exception Report (attached) to their Departmental Vehicle Coordinator by the next business day. A copy of each Fuel Dispensing Exception report is to be forwarded to the EMD Fuel Services Administrator and the original kept by the department.

(M) All vehicle emergencies and towing needs should be addressed to EMD at (504) 915-9833, 24 hours a day, 7 days a week.

12. ACCIDENT PROCEDURES

All incidents and/or accidents, regardless of severity, that result in property damage, injury to employees or others, or damages to City vehicles must be reported. See the attached instructions for procedures to follow in the event of an incident and/or accident. An accident report form is also included in this Policy.

13. VEHICLE OPERATIONS DURING EMERGENCIES

Circular Memorandum No. 07-07 or its latest revision details how the City will protect its vehicle assets during a weather event that is category three or greater on the Saffir-Simpson Scale. Please refer to Circular Memorandum No. 07-07 or its latest revision for additional policies and procedures.

14. RECEIPT AND ACKNOWLEDGMENT REQUIREMENTS

Employees with authority to operate City Vehicles must sign a document acknowledging receipt and understanding of this policy. Copies of this policy memorandum shall be kept in all City vehicles and distributed to all employees who operate City vehicles and their supervisors. The vehicle registration document must also be kept in the vehicle as required by law. Copies of the City's self-insurance letter shall also be kept in the vehicle at all times.

15. SUBSTANCE ABUSE AND TESTING

Policy Memorandum No. 89 or its latest revision provides for specific post-accident testing and states the City's commitment to a drug free workforce. The work environment of all City employees shall be free from adverse effects of smoking, drug and alcohol abuse. This includes City automobiles, trucks, and all other vehicles and equipment for use by authorized City employees, whether leased, owned, or used. Please refer to Policy Memorandum No. 89 or its latest revision for additional policies and procedures.

16. EXCEPTIONS

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Any department, agency, board, or commission in possession of City owned property may request specific written exception to this policy memorandum as deemed applicable for exigent circumstances from the Chief Administrative Officer.

17. INQUIRIES

Questions about the general provisions of this memorandum should be addressed to the Chief Administrative Office at (504) 658-8600. Questions regarding fuel use provisions should be addressed to the EMD Fuel Services Coordinator at (504) 658-7642. N.O.P.D. personnel should contact the Command Desk at (504) 658-5000.

PMRC/msm

Attachment(s):

Accident Procedure

Vehicle or Equipment Damage Supervisor's Report Form

Take-Home Vehicle Add/Delete Form

Fuel Dispensing Exception Report

Auto Allowance Add/Delete Form

Travel Authorization Form

Departmental Pool Vehicle Log

ACCIDENT PROCEDURE

This procedure shall apply to any accident or loss involving any licensed City vehicle and all City equipment, whether owned, leased or borrowed by the City of New Orleans, or a personal vehicle of a City employee who receives auto allowance and who is on authorized City business at the time of the accident.

- A. Call Police and stay at the scene of the accident until Police arrive, unless otherwise advised by Police. (An employee should use judgment as to whether the scene is dangerous and whether to seek treatment for an injury.) Obtain the Police report item number.
- B. Report accident, damage or loss to the City's Third Party Administrator within twenty-four (24) hours.
- C. Complete Vehicle and Equipment Damage Supervisor Report Form. A copy is included with these instructions. Particular attention should be given to the following items: time, date and location of accident; description of vehicle of other person(s) involved in accident (including insurance information); description of damages or losses; name of injured person(s); description of how accident or loss occurred (detailed); names and addresses of other occupants of vehicles; diagram of accident; appropriate signatures; any witnesses.
- D. The vehicle operator must take a drug and alcohol test promptly.
- E. Accident reports are to be completed promptly in quadruplicate and distributed as follows:
 - 1) Risk Management Unit, Law Department, with the Police report item number
 - 2) City's Third Party Administrator
 - 3) Employee's own files
 - 4) Departmental Vehicle Coordinator
- F. Where death or injury has occurred from a vehicular accident, immediately notify the City's Third Party Administrator by telephone.
- G. All Police vehicles require, in addition to the above, a Supervisory Report of Accident form to be completed by the employee's immediate supervisor. This form should be forwarded as present Police Department policy indicates.

VEHICLE OR EQUIPMENT DAMAGE
SUPERVISOR'S REPORT FORM

DATE REPORT COMPLETED: _____

IMPORTANT: THE CITY'S THIRD PARTY ADMINISTRATOR MUST BE NOTIFIED WITHIN 24 HOURS OF INCIDENT.

POLICE ITEM NO: _____ CITY VEHICLE NO: _____ VEHICLE TOWED: YES/NO

WHERE PARKED: _____ STILL IN USE: YES/NO (circle one)

PARKED AT EMD AFTER ACCIDENT: YES/NO (circle one)

CITY VEHICLE DATA

YEAR _____ MAKE _____ MODEL _____ LICENSE NO _____ MILEAGE _____ COLOR _____

IF VEHICLE IS PRIVATELY OWNED, NAME AND ADDRESS OF THE OWNER: _____

DRIVER'S NAME _____ JOB CLASSIFICATION: _____
(Last) (First) MI

FULLY DESCRIBE DAMAGE TO CITY VEHICLE: _____

NUMBER OCCUPANTS & NAMES IN CITY VEHICLE: _____

NAME AND PHONE NO. OF ANY WITNESSES:

NAME PHONE NO.

NAME PHONE NO.

INJURED PERSON(s):

CITY VEHICLE ONLY

	NAME	ADDRESS	TELEPHONE	INJURY
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____

"OTHER" VEHICLE DATA

YEAR _____ MAKE _____ MODEL _____ LICENSE NO _____ MILEAGE _____ COLOR _____

WAS VEHICLE TOWED FROM THE SCENE: YES / NO

NAME (DRIVER) _____
(Last) (First) (MI)

ADDRESS _____
(Street) (City) (Zip)

NAME (OWNER) _____
(Last) (First) (MI)

ADDRESS _____
(Street) (City) (Zip)

FULLY DESCRIBE DAMAGE TO "OTHER" VEHICLE: _____

INSURANCE CARRIER:

NAME: _____ ADDRESS: _____

TELEPHONE NUMBER: _____ POLICY NO: _____

NUMBER OCCUPANTS & NAMES IN "OTHER" VEHICLE: _____

INJURED PERSON(s): **"OTHER" VEHICLE ONLY**

	NAME	ADDRESS	TELEPHONE	INJURY
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____

OTHER PROPERTY DAMAGED (EQUIPMENT, HOUSE, FENCE, OWNER INFORMATION, ETC):

ACCIDENT INFORMATION:

LOCATION: _____
STREET ADDRESS CITY STATE/ZIP CODE

POLICE REPORT MADE? YES / NO NAME OF POLICE AGENCY: _____

POLICE ITEM NUMBER: _____ DATE OF ACCIDENT: _____ TIME: _____ AM/PM
MONTH/DAY/YEAR

WEATHER CONDITIONS: _____ ROAD CONDITIONS: _____

HEAD LIGHTS ON? YES/NO (circle one) SEAT BELTS WORN? YES/NO (circle one)

SUPERVISOR'S ACCOUNT OF ACCIDENT

COMMENTS: _____

NAME & TITLE OF INVESTIGATOR/SUPERVISOR COMPLETING THIS REPORT:

Name (Print or Type) Title Date

SIGNATURE: _____ OFFICE NO. _____ FAX NO. _____

DRAW DIAGRAM BELOW OF ACCIDENT SCENE; INCLUDE THE NUMBER OF VEHICLES INVOLVED. CITY VEHICLE ALWAYS #1

**CITY OF NEW ORLEANS
TAKE-HOME VEHICLE ADD/DELETE/CHANGE FORM**

This form is to be completed by each employee authorized to use and take home a City Vehicle, as well as for deleting authorizations **and for making any changes**. The form must be signed by both the employee and the appointing authority, forwarded to the Chief Administrative Office for approval, and the returned copy placed in the employee's personnel folder.

ADD/CHANGE AUTHORIZATION

DELETE AUTHORIZATION

EMPLOYEE NAME: _____ SS# _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DEPARTMENT: _____ ORG CODE: _____

VEHICLE ID # _____ DESCRIPTION _____

TO ADD AUTHORIZATION: EMPLOYEE MUST INITIAL NEXT TO ALL QUESTIONS BELOW (FAILURE TO COMPLETE MAY TERMINATE VEHICLE PRIVILEGES):

_____ I acknowledge receipt to CAO Circular Memorandum No. **08-06**

_____ I acknowledge that I have been authorized to use a City-owned vehicle and that I am authorized to take such vehicle home.

_____ I hereby authorize payroll deductions as specified by Circular Memorandum **08-06** and any subsequent revisions.

_____ I hereby declare that the on-way driving distance from my actual domicile to my primary reporting for work site is _____ miles.

EMPLOYEE SIGNATURE: _____ DATE: _____

APPOINTING AUTHORITY
APPROVAL / SIGNATURE: _____ DATE: _____

DATE THIS ADDITION, DELETION OR CHANGES WILL TAKE EFFECT: _____

TO BE COMPLETED BY THE CHIEF ADMINISTRATIVE OFFICE

REVIEWED BY: _____ CAO OFFICE _____ DATE: _____
(Initials)

Deduction Type: VUCHR
Deduction Plan: EXCL

4/15/09

**CITY OF NEW ORLEANS
FUEL DISPENSING EXCEPTION REPORT**

TO BE COMPLETED BY EMPLOYEE DISPENSING FUEL:

OPERATOR NAME (PRINT)

DEPARTMENT: _____ VEHICLE: _____

DATE: _____ LOCATION: _____

JUSTIFICATION AND EXPLANATION OF FUEL DISPENSING EXCEPTION REQUEST:

TO BE COMPLETED BY DEPARTMENTAL VEHICLE COORDINATOR:

DATE RECEIVED: _____ APPROVED: _____ DISAPPROVED _____

COMMENTS: _____

VEHICLE COORDINATOR SIGNATURE _____

TO BE COMPLETED BY APPOINTED AUTHORITY:

DATE RECEIVED: _____ APPROVED: _____ DISAPPROVED: _____

COMMENTS: _____

APPOINTED AUTHORIZED SIGNATURE: _____

DATE: _____ FUEL SERVICES ADMINISTRATOR: _____

**CITY OF NEW ORLEANS
AUTO ALLOWANCE ADD/DELETE FORM**

This form is to be completed by each employee authorized to use and take home a City Vehicle, as well as for deleting authorizations. The form must be signed by both the employee and the appointing authority, forwarded to the Chief Administrative Office for approval, with a copy placed in the employee's personnel folder. Send completed, signed original to City Hall, Room 9E06 Attn: Auto Allowance

ADD AUTHORIZATION

DELETE AUTHORIZATION

EMPLOYEE NAME: _____ SS# _____

DEPARTMENT: _____ ORG CODE: _____

VEHICLE ID # _____ ODOMETER READING _____

AVERAGE MONTHLY MILEAGE (ESTIMATED): _____

TO ADD ALLOWANCE ONLY

Employee must initial next to all question below (failure to complete may terminate allowance privileges)

_____ I acknowledge receipt to CAO Circular Memorandum No. 21 (R).

_____ I acknowledge that I have been authorized to use a personal vehicle for approved City business.

EMPLOYEE SIGNATURE: _____ DATE: _____

APPOINTING AUTHORITY
APPROVAL / SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY THE CHIEF ADMINISTRATIVE OFFICE

REVIEWED BY: _____ CAO OFFICE _____ DATE: _____
(Initials)

Allowance Set At: _____ miles per month

TRAVEL AUTHORIZATION

- 1) Name of Employee: _____
- 2) Name of Agency: _____
- 3) Purpose of Travel: _____
- 4) Destination: _____
- 5) Number of Day in Travel Status: _____
- 6) Source of Funds: _____
- 7) Itinerary while in Travel Status: _____

Date	Location	Telephone Number

8) I do hereby designate: _____, whose address is _____ and whose relationship to me is that of _____, as my beneficiary.

Signature of Employee

Signature of Director

Circle One

Approved: _____
Disapproved: _____

Andrew D. Kopplin
Chief Administrative Office

DUPLICATE WITHIN 40 DAYS AFTER RECEIVING TRAVEL ADVANCE, OTHERWISE THE ADVANCE SHALL BE SUBJECT TO PAYROLL DEDUCTION

Travel Expense

Name of Employee

Date

Department

Title

Travel To: _____
City

_____ Period: _____
State Date

To _____
Date

Purpose: _____

(1) EXPENSE (Note if expense are supported by receipt attached)	AMOUNT
Transportation :	\$ _____
Lodging	\$ _____
Meals:	\$ _____
Tips:	\$ _____
Taxi Cabs:	\$ _____
Other Expenses:	\$ _____
(2) TOTAL EXPENSES:	\$ _____

APPROVED:

I certify that this travel expense account is Correct that the travel was performed on the Dates specified for official business only, and that the expenses were for official business

Authorized Certifying Officer

Title

Employee's Signature

(3) AMOUNT ADVANCE ON VOUCHER NO. _____ DATED _____ \$ _____

(4) LESS: Total expenses reported in Line 2 above _____

(5) DIFFERENCE \$ _____

Excess of line 3 over 4 deposited as per copy of Receiving Warrant No. _____ attached.

SHOULD LINE 4 EXCEED LINE 3 ABOVE, COMPLETE PARAGRAPH BELOW:

Reimbursement requested for additional funds in connection with expenses in excess of Advance in the Amount \$ _____ requested on Public voucher Number _____ Dated _____, 20____.

**City of New Orleans
Departmental Pool Vehicle Log**

DEPARTMENT: _____

VEHICLE: _____

DATE	OPERATOR NAME	BEGINNING MILEAGE	ENDING MILEAGE	DESCRIPTION OF USE

DEPARTMENTAL VEHICLE COORDINATOR _____

City of New Orleans Take-Home Vehicle Log

DEPARTMENT: _____ VEHICLE ID NUMBER: _____ YEAR: _____

MAKE: _____ MODEL: _____

DATE	OPERATOR NAME	BEGINNING MILEAGE	ENDING MILEAGE	CIRCLE P for personal use or B for business use	EXPLANATION or DESCRIPTION OF USE	Mileage calculated per day	
						P	B
				P	B		
				P	B		
				P	B		
				P	B		
				P	B		
				P	B		
				P	B		
				P	B		
				P	B		
				P	B		
				P	B		
				P	B		
				P	B		
				P	B		
				P	B		

Total Personal Use Mileage: _____

Total Business Use Mileage _____

