

Limited Review of the Nassau County's Take-Home Vehicles

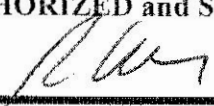
Appendix K

Attachments to the County's Response

Due to the number of attachments included in the County's Response, they are included in the report as a standalone Appendix K in the order shown below.

County Response Page Reference	Name of Document Attached to County Response	Number of Pages
Appendix A	Motor Vehicle Risk Management Policy and Procedure No. OMB-01A	26
Appendix B	County Owned or Leased Vehicles Memorandum Dated 09/28/18	2
Appendix C	Email dated 08/29/18	1
Appendix D	Motor Vehicle Policy Acknowledgement Memorandum Dated 07/20/17	1
Appendix E	Vehicle Assignment Authorization Form	1
Appendix F	Separation of Service Form	1
Appendix G	Notification of Requirement to Return County Property	1
Appendix H	Interdepartmental Memo Dated 08/22/18	1
Appendix I	Police Department Assigned Vehicle Procedure OPS3108 0	1
Appendix J	Email Dated 09/11/18	1

Appendix A

POLICY/PROCEDURE TITLE: MOTOR VEHICLE RISK MANAGEMENT POLICY AND PROCEDURE Countywide Procedure No. OMB-01A	DATE ISSUED: January 14, 2016																						
DEPARTMENT ISSUING: OMB-RISK MANAGEMENT	AUTHORIZED and SIGNED BY: 																						
POLICY:	<p>Nassau County recognizes the importance of protecting the physical, human, fiscal, and environmental assets of the County that are exposed to various risks that can result in losses to the County as a result of the operation of the County Motor Vehicle Fleet. It is the policy of the County to manage the motor vehicle fleet in a manner that will reduce, eliminate, and/or control risk to the assets of the County by the effective use of a Nassau County Motor Vehicle Risk Management Policy and Procedure.</p>																						
SCOPE:	<p>This Policy establishes risk management procedures for the operation and maintenance of all Nassau County owned vehicles, except for vehicles belonging to the Nassau County Police Department ("NCPD") and the Nassau County Sheriff's Department. Separate motor vehicle risk management protocols will be issued by the NCPD and the Sheriff's Department, subject to review and approval by Risk Management and the Office of Compliance. In addition, special procedures apply under Section VIII of this Policy for Take Home Vehicles. A separate policy will be issued regarding the maintenance and operation of personally owned vehicles that are used by County employees for County business. This policy does not supersede other County policies or regulations that address matters not specifically covered by this policy.</p>																						
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<p>DEFINITIONS and ACRONYMS</p>	<p>CA 3365(1-05) - Nassau County Motor Vehicle Accident Report Form, a copy of which is attached to this Policy.</p> <p>CDL - A Commercial Driver's License, as defined in Section 501-a(1) of the New York State Vehicle and Traffic Law ("VTL")</p> <p>COMMERCIAL VEHICLE - a commercial motor vehicle as defined in section 501-a (4) of the VTL.</p> <p>DVIR – Driver Vehicle Inspection Report</p> <p>DWAI - Driving While Ability is Impaired</p> <p>DWI – Driving While Intoxicated</p> <p>LENS – New York State Motor Vehicle Driver License Event Notification System</p> <p>MVO APPROVAL REQUEST FORM – The Nassau County Motor Vehicle Approval Request Form completed and submitted to Risk Management pursuant to Section II of this Policy.</p> <p>MV104 – New York State Department of Motor Vehicle Accident Report</p> <p>SPECIALIZED VEHICLE - A vehicle that is purchased to provide a specific or specialized function. This would include vehicles for cleaning sewer systems, grading tractors, paving machines or vehicles used for other construction, sewer maintenance vehicles or lawn maintenance vehicles that would not conform to normal traffic rules or vehicle maintenance rules.</p> <p>SPECIAL USE VEHICLE - A vehicle that has been altered (temporarily or permanently) to perform special functions. This would include snowplowing, road sanding, and other activities that require additional equipment that is added to the vehicle to perform a special function.</p> <p>TAKE HOME VEHICLE - A County vehicle that a County officer or employee is authorized to park at his or her residence and to drive to and from work on a regular basis.</p>
<p>RULES AND REGULATIONS:</p>	<p>New York State Vehicle and Traffic Law ("VTL")</p> <p>New York State Penal Law</p> <p>NYS Department of Motor Vehicles Rules (Volume 15 of the New York Codes, Rules and Regulations)</p> <p>NYS Department of Transportation Rules (Volume 17 of the New York Codes, Rules and Regulations)</p> <p>Town and Village traffic ordinances and regulations</p> <p>DPW Motor Vehicle Risk Management Policy and Procedure Manuals</p> <p>Parks Motor Vehicle Risk Management Policy and Procedure Manuals</p> <p>Sheriff's Motor Vehicle Risk Management Policy and Procedure Manuals</p> <p>Consumer Affairs Motor Vehicle Risk Management Policy and Procedure Manuals</p>

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	OEM Vehicle Motor Risk Management Policy and Procedure Manuals Fire Marshall Motor Vehicle Risk Management Policy and Procedure Manuals
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I INTRODUCTION

During the normal course of conducting the business of Nassau County, the physical, human, fiscal and environmental assets of the County are exposed to various risks that can result in losses to the County. The County Executive has directed the establishment of this Motor Vehicle Risk Management Policy to provide Nassau County employees with formal direction and procedures to ensure the safe and effective operation of County motor vehicles to protect the assets of the County and its citizens.

The discipline of risk management is a specialized process aimed specifically at minimizing and controlling the County's exposures and losses. It is the responsibility of Nassau County employees to adhere to these policies and procedures, as well as any supplemental policies and procedures, established by their Department. Employees should attempt to routinely identify all significant risks when operating motor vehicles and take reasonable and practical steps to eliminate and or avoid these risks. The health and safety of all employees and citizens of Nassau County along with the preservation of property, is a responsibility shared by all employees.

Nassau County maintains a large fleet of motor vehicles with a variety of uses. It is the objective of the County to maintain and manage the County motor vehicle fleet in the safest and most cost effective manner possible. The Nassau County Motor Vehicle Policy and Procedure establishes the policies and procedures to be followed in the operation, maintenance and management of all County owned or leased vehicles, as well as privately owned vehicles used for any County business.

The Motor Vehicle Risk Management Policy and Procedures provide the general requirements for motor vehicle operators of Nassau County motor vehicles and is further supported by Department Operations Procedures that have been established for specialized use vehicles.

The objective of the Policy and Procedures is to accomplish the following:

- Protect the general public.
- Reduce personal injuries associated with the use and operation of Nassau County motor vehicles while performing work related duties for Nassau County.
- Reduce motor vehicle accidents involving County vehicles or private vehicles used for Nassau County business.
- Reduce motor vehicle fleet operating costs.
- Protect Nassau County employees and taxpayers.

Motor vehicle fleet safety is the responsibility of all county employees. The policy and procedures outlines the duties and responsibilities of all motor vehicle operators, supervisors and managers and other key employees.

It is the responsibility of all employees to review these procedures and their Departmental procedures and follow all established procedures when operating a motor vehicle.

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II MOTOR VEHICLE OPERATOR QUALIFICATIONS

Nassau County has established meaningful and realistic qualifications for all operators of Nassau County vehicles. Additional qualifications for specialized vehicle, specialized use vehicles and all commercial vehicles have been established by DPW, Parks, the Sheriff, Consumer Affairs, OEM and the Fire Marshall and shall be addressed in the respective Department Motor Vehicle Risk Management Policy and Procedure Manuals.

Requirements	<ol style="list-style-type: none">1. Must hold a valid and unrestricted Driver License for the State of New York for the appropriate class of vehicle to be operated.2. All employees who will operate a Nassau County motor vehicle must obtain and complete a Motor Vehicle Operators Approval Request Form as outlined in this section.
MVO Approval Request Form Process	<ol style="list-style-type: none">1. The manager or supervisor of the employee requesting approval will initiate the request process by completing the Requesting Department's Section of the Motor Vehicle Operator's Approval Request Form.2. The employee will complete the Employee's Section of the form and provide a photocopy of the employee's current New York State Driver License.3. The Form will be signed by the employee, the employee's supervisor or manager and the Department Head of the requesting Department.4. The Form will be forwarded to the Risk Management bureau in the County Office of Management and Budget ("Risk Management") for final processing.
MVO Approval Process	<ol style="list-style-type: none">1. Risk Management will request and review the employee's motor vehicle records to confirm the applicant meets all requirements.2. If the application has been approved, the form will be returned to the Department Head. The driver information for the employee will be entered into the New York State Department of Motor Vehicle Driver License Event Notification System (LENS) for ongoing monitoring by Risk Management.3. If the request has not been approved, the form may be returned to the requesting department with a written explanation.

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<p>Loss of Driving Privileges</p>	<p>An employee's driving privileges shall be revoked if any of the following criteria have been met:</p> <ol style="list-style-type: none"> 1. Revocation or suspension of employee's New York State Driver's License. 2. Conviction of Driving While Intoxicated (DWI) or Driving While Ability is Impaired (DWAI) which results in suspension or revocation of the employees driving privileges in New York State. 3. As a result of misuse of a Nassau County motor vehicle.
<p>Suspension of Driving Privileges</p>	<p>An employee's driving privileges shall be suspended if any of the following criteria have been met:</p> <ol style="list-style-type: none"> 1. Involvement in a motor vehicle accident resulting in a death or "serious physical injury", as defined in Section 5102(d) of the State Insurance Law or as defined in Section 10.00(10) of the State Penal Law, while operating a Nassau County motor vehicle; in which case the employee's driving privileges shall be suspended until an investigation by Risk Management is completed. 2. The employee is the subject of an investigation involving the possible misuse of a Nassau County motor vehicle; in which case the employee's driving privileges shall be suspended until the investigation is completed. 3. Employee tests positive on a random or for cause drug or alcohol test.
<p>Additional Requirements for Specialized Vehicles, Special Use Vehicles and Commercial Vehicles.</p>	<p>Those employees who operate specialized vehicles, special use vehicles and or commercial vehicles must meet all requirements included in their respective Department Motor Vehicle Risk Management Policy and Procedure Manuals. The department policy must include the following requirements:</p> <ol style="list-style-type: none"> 1. Complete a safety and vehicle operations briefing given by the supervisor or manager responsible for the vehicle. The briefing is to include a review of all rules and procedures, stressing the motor vehicle operator's responsibilities. All maintenance and safety practices and procedures associated with the type of vehicle must also be reviewed. 2. Successfully complete a road test to be administrated by the employee's supervisor, manager or designated department trainer. 3. Complete all in-service training as directed by the employee's department.

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III OPERATING RULES FOR NASSAU COUNTY MOTOR VEHICLES

Department Policy and Procedure Manuals have been or will be established by DPW, Parks, the Sheriff, Consumer Affairs, OEM and the Fire Marshall to address specific operations and safety rules for special use vehicles, specialized vehicles and commercial vehicles. The department rules, with the approval of Risk Management, may supersede the general operating rules in these policies and procedures. All Nassau County motor vehicles shall be operated subject to the following general rules.

Driver's License Revoked, Suspended or Restricted	Any employee who has a driver's license revoked, suspended or restricted shall immediately notify their supervisor, and discontinue operation of the County vehicle. Failure to do so may result in disciplinary action up to and including dismissal.
Traffic Regulations	All Nassau County Motor Vehicles and operators are to follow and obey all traffic regulations for the jurisdiction the vehicle is being operated in.
Mobile Phones / Portable Electronic Devices / Texting	Nassau County employees may only use <u>hands free</u> mobile phones and portable electronic devices, including mobile phones, while operating a Nassau County motor vehicle.
Traffic Tickets/Summons	All traffic related offenses, including parking tickets but excluding equipment and expiration violations, are the sole responsibility of the motor vehicle operator. Any employee who receives a traffic related offense, including parking tickets shall immediately notify their supervisor.
Seat Belts	In all Nassau County vehicles equipped with seat belts, the motor vehicle operator and all passengers shall use their seat belts when the vehicle is in operation.
Authorized Drivers	Only employees authorized by Risk Management may operate a Nassau County Motor Vehicle.
Weather Conditions	All motor vehicle operators are to consider the weather conditions when operating a Nassau County motor vehicle. Speed limits and other traffic regulations have been established for ideal weather and driving conditions. Poor weather conditions can result in poor traction on the roads, reduced visibility and other problems that will require the motor vehicle operator to adjust the speed and operation of the vehicle to adjust to these conditions.
Tobacco Products	The use of tobacco products, including smokeless tobacco is prohibited in all Nassau County provided vehicles.

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<p>Vehicle Mechanical and Safety Condition</p>	<p>Motor vehicles should only be operated when all mechanical and safety equipment is operational.</p>
<p>Daily Vehicle Inspection Reports (DVIR)</p>	<p>All Nassau County Commercial Motor Vehicle (CMV) drivers of vehicles weighting over 10,001 lbs. are required to complete a Daily Vehicle Inspection Report (DVIR) each time they drive a CMV. New York has adopted the Federal Motor Carrier Safety Regulations for Inspection, Repair, and Maintenance and Driving of Commercial Motor Vehicles found in 49 CFR, Part 396 and Part 392.</p> <p>On-coming drivers must review the previous inspection report and insure any defects have been corrected prior to driving the vehicle. Each driver must complete a DVIR at the completion of their shift. Any defects noted on the DVIR must be brought to the managers / supervisors attention and promptly repaired.</p> <p>DVIRs do not need to be filled out if the vehicle has not been used on a particular day.</p> <p>Pre-Trip Inspection:</p> <p>The first thing a driver should do when beginning a tour of duty is to review the Driver Vehicle Inspection Report (DVIR) from the previous day. If there were defects noted, you should verify that the DVIR has been signed by a mechanic certifying that either the defect was repaired, or the defect does not affect the safety of the vehicle and repair was unnecessary. If the previous day's DVIR did contain a defect, you must sign the report to indicate that you have reviewed it and that the required certification and signature are present.</p> <p>Note: A driver is prohibited from operating a motor vehicle if the County fails to make this certification.</p> <p>Vehicle Inspection:</p> <p>No Commercial Motor Vehicle weighing over 10,001 pounds may be driven unless the driver is satisfied that the following parts and accessories are in good working order:</p> <ul style="list-style-type: none"> • Service brakes, including trailer brake connections • Parking (hand) brake • Steering mechanism • Lighting devices and reflectors

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	<ul style="list-style-type: none"> • Tires • Horn • Windshield wipers • Rear vision mirrors • Coupling Devices • Wheels and Rims • Emergency Equipment (fire extinguisher, spare fuses, warning devices for stopped vehicles.)
Motor Vehicle Accident Report Kit	All private passenger style Nassau County motor vehicles have been provided with an Accident Report Kit. The kit is generally located in the glove box of the vehicle. The motor vehicle operator should know the location of the kit before operating the vehicle. The use of the Motor Vehicle Accident Report Kit is addressed in the Motor Vehicle Accident Reporting Section.
Non County Personnel Passengers and Property	A Nassau County Motor Vehicle shall transport non-county personnel, packages or other property only when appropriate in the course of County business.

IV FLEET SERVICE RISK MANAGEMENT DUTIES AND RESPONSIBILITIES

This section addresses the responsibility of Fleet Services as it pertains to the risk management of Nassau County's motor vehicles. Fleet Services plays a critical role in the safe and cost effective management of Nassau County's motor vehicle fleet. Fleet Services provides for the maintenance and repair of all vehicles assigned. In DPW, Parks, the Sheriff's Department, Consumer Affairs, OEM and the Fire Marshall, the function of vehicle maintenance is provided by a Departmental Fleet Service Office. Other departments make use of the County Fleet Services Office.

Motor Vehicle Maintenance Guidelines	Each Fleet Services Office will develop a maintenance schedule for all vehicles assigned to the fleet. This schedule should be developed by type of vehicle and shall provide all motor vehicle operators responsibilities as it relates to maintenance of the vehicle. All maintenance guidelines will be reviewed with the motor vehicle operators assigned to the vehicle. The maintenance guidelines for all vehicle types are to be retained and updated as required by fleet management. These guidelines shall be available for review and inspection upon request.
Motor Vehicle Mechanical Repair	Fleet Services Offices will provide mechanical repair of motor vehicles assigned to their area as required. They will insure the vehicle is in a safe mechanical and operating condition before the motor vehicle is returned to service.

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Accident Repair	<p>Fleet Services Offices shall coordinate repair of County motor vehicles under their supervision that have been involved in accidents. They should ensure the vehicles are properly repaired in the most cost effective manner.</p> <p>Fleet Services Offices will respond to and provide required services as outlined in the Motor Vehicle Accident Reporting Section.</p>
Vehicle Selection	<p>Fleet Services shall assist in the selection of motor vehicles for purchase and use by Nassau County by means of making recommendations based on the cost of operation and repair of vehicles now in use by the county.</p> <p>Repair costs should include mechanical repair and accident repair.</p>
Record Keeping	<p>Each Fleet Services Office shall maintain the repair history records of all vehicles assigned to that Office. These records should be available for inspection upon request.</p>
Safety and Recall Notification	<p>The County Fleet Services Office shall notify all motor vehicle users and departments of any safety or recall notifications that apply to the motor vehicles that are assigned to their department. The County Fleet Services Office should also advise all motor vehicle operators and departments of any problem or frequency of common problems they are observing in vehicles Nassau County has in service that may not have been subject of a notice from the manufacturer.</p>

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V DEPARTMENT RISK MANAGEMENT DUTIES AND RESPONSIBILITIES

Senior and mid-level managers play a very important role in risk management. The emphasis they place on risk management techniques within in their work areas and to their employees bears directly on the success the risk management program. The risk management role of each department includes the following:

- Implement risk management and loss control policies, programs, and procedures in their work areas.
- Establish operational plans with risk management loss control techniques as important features of all plans.
- Maintain and promote a safe and healthy work environment.
- Require complete staff cooperation during accident investigations, safety inspections or program reviews.
- Take prompt and appropriate corrective actions to correct unsafe conditions.

All Departments that utilize Nassau County motor vehicles have a shared responsibility to operate and maintain all vehicles used by Nassau County employees in a safe and cost effective manner. Each Department has a direct responsibility to monitor and maintain records on all motor vehicle operators within their Department. The Departments' responsibilities are addressed in this section. In addition to the responsibilities enumerated in this section, DPW, Parks, the Sheriff, Consumer Affairs, OEM and the Fire Marshall have responsibilities enumerated in their own Policy and Procedure Manuals relating to specialized vehicles, special use vehicles and commercial vehicles.

Record Keeping	It is very important to maintain accurate records of all training, safety training, vehicle operational training and vehicle maintenance training provided to the motor vehicle operators of each department and each type of vehicle. A Motor Vehicle Operator's Record shall be maintained for each approved motor vehicle operator assigned to that Department. The record will include the name of the motor vehicle operator, a copy of his or her MVO authorization form, the operator's New York State Motorist Identification Number, the vehicles, listed by classification, that the operator is authorized to operate, a history of all accidents involving a Nassau county vehicle, and all training programs completed. Each County motor vehicle operator shall be advised of the existence of his or her Motor Vehicle Operator Record and be permitted to inspect their Record upon request, subject to reasonable departmental restrictions regarding the time, place and manner of inspection.
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<p>Annual Motor Vehicle Operators Safety Meeting</p>	<p>All Departments with assigned motor vehicles or motor vehicle operators shall conduct an Annual Motor Vehicle Operators Safety Meeting for all motor vehicle operators assigned to the department. This meeting shall address vehicle operators' responsibility, vehicle maintenance, and the safe operation of all vehicles. The Motor Vehicle Operator's Record shall record the attendance at these meetings.</p>
<p>Accident Reporting</p>	<p>Departments will ensure all motor vehicle operators adhere to and comply with all motor vehicle and accident reporting policies and procedures provided in the Motor Vehicle Accident Reporting section. Departments with special use vehicles, specialized vehicles or commercial vehicles will develop and maintain additional procedures for accidents involving those classifications of vehicles.</p>
<p>Motor Vehicle Accident Follow-Up Report</p>	<p>Within one business day of any motor vehicle accident involving a Nassau County Vehicle or involving a Nassau County employee while on county business, the Department shall complete a Nassau County Motor Vehicle Accident Follow-Up report and forward it to Risk Management.</p>
<p>Vehicle Profile Report</p>	<p>Departments that make use of specialized vehicles, special use vehicles or commercial vehicles shall complete and update as required, a Specialized or Commercial Vehicle Profile Report, for each class or type of vehicle used by the Department. The Profile Report shall specify the make, model and year of the vehicle, its registration number, and the purposes for which the Department intends to use the vehicle. A copy of the report is to be maintained by the department in a secure location and be available for inspection. Copies of the report are to be provided to Risk Management, Nassau County Fleet Services and the Department's Fleet Service Office, if one exists.</p>
<p>Vehicle Operator's Safety Manual for Specialized and Commercial Vehicles.</p>	<p>For each classification or type of specialized vehicle, special use vehicle and commercial vehicle assigned to a department, the Department shall develop (or obtain) and maintain a Vehicle Operator's Safety Policy and Procedure Manual. This manual shall provide all required information on the safe operation of the vehicle for each specific task the vehicle is to perform. The manual should also detail all responsibilities of the vehicle operator. All motor vehicle operators authorized to operate the vehicle shall be provided training on the vehicle. The completion of all training programs shall be recorded on the Motor Vehicle Operator's Record to be created and maintained by the Department. In addition to training information, the Motor Vehicle Operator's Record shall record all accidents and accident investigations in which the operator has been involved. The manual should be available for inspection as part of an accident review or safety audit.</p>

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Motor Vehicle Maintenance of Specialized and Commercial Vehicles Manual	All Departments with specialized vehicles, special use vehicles or commercial vehicles shall develop and maintain a Maintenance Policy and Procedure Manual for all such vehicles assigned to the department. The manual should be reviewed with and available to all motor vehicle operators authorized to operate the vehicle. The completed training on the manual shall be recorded in the Motor Vehicle Operators Record. The manual shall be available for review by the vehicle operator at any time. The manual should also be available for inspection as part of a safety audit.
Vehicle Selection	It is the responsibility of all Departments that utilize specialized vehicles, special use vehicles or commercial vehicles to recommend the type and best classification of vehicle to the Dept of Purchasing that can provide the services and perform the tasks required. The department should take into consideration vehicle safety, cost of operation of the vehicle and the anticipated life of service for the vehicle.
Overall Management of Motor Vehicle Fleet	All departments will adhere to all requirements, policies and procedures associated with this Policy and the Department Policy and Procedure Manuals concerning the Risk Management of Nassau County Motor Vehicles. As required, all departments will develop and address any special training programs or procedures needed for the motor vehicle assigned to the department or the motor vehicle operators assigned to the department. Keys to all motor vehicles shall be kept in a secure location and released only upon the approval of the appropriate Department designee.

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VI MOTOR VEHICLE ACCIDENT AND CLAIM REPORTING

This policy provides the procedures and responsibilities of the motor vehicle operator to be followed should the individual be involved in a motor vehicle accident while operating a Nassau County motor vehicle, or while operating another vehicle while on business for Nassau County. This policy also addresses the procedures to be followed if the Nassau County motor vehicle assigned to or in the care, custody and control of a Nassau County employee is damaged in anyway regardless of cause.

It is the responsibility of all motor vehicle operators to report all motor vehicle accidents and all occurrences that result in damage to a Nassau County vehicle or to any vehicle being used while on county business.

Motor Vehicle Accidents	This includes any accident that results in bodily injury, damage to a motor vehicle and damage to property and vehicles hit while parked.
Motor Vehicle Operators Responsibility at Scene of Accident.	<p>At the time of a motor vehicle accident, the motor vehicle operator should take the following actions while at the scene of the accident. It is understood that if the motor vehicle operator is injured or if the accident occurs outside the County or outside of business hours, it may not be possible for all steps to be completed or undertaken by the motor vehicle operator.</p> <p>Do not leave the scene of the accident</p> <ol style="list-style-type: none"> 1. Request Police to respond to the accident. If anyone involved in the accident has any injuries request an ambulance to respond. 2. Do not admit any responsibility or liability for the accident. Your vehicle should be equipped with a Nassau County Motor Vehicle Accident Report Kit. You should follow all instructions in the kit. 3. Obtain the names, addresses, and contact information of all witnesses. 4. Make no statements to anyone other than the Police and any representative of Nassau County who may respond to the accident. 5. Contact your supervisor, manager or a representative of your department to advise them of your involvement in the accident. 6. If the accident results in serious injury or death contact the Nassau County Motor Vehicle Accident Emergency Number at 571-6900. 7. If the vehicle needs to be towed, contact fleet services at normal hours 572-0296 or 571-6966 (off hours and weekends and holidays 571-6900.) 8. Do not leave the scene of the accident until you have been told to do so by the police officer in charge of the accident scene. 9. If an accident qualifies for <u>drug and alcohol testing</u> under the County's "Drug and Alcohol Testing Policy for Operators with Commercial Driver's Licenses", adopted pursuant to Resolution No. 135 of 1995, the employee is to request the responding NCPD officer to transport the employee to NUMC for testing. An accident qualifies for testing under the Drug and Alcohol Testing Policy if it involves an employee with a CDL operating a commercial vehicle, and results

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	<p>in either:</p> <ul style="list-style-type: none"> ➤ a fatality; or ➤ the employee being issued a summons for a moving violation and either: <ul style="list-style-type: none"> ❖ a vehicle being towed from the scene; or ❖ someone being injured and immediately being treated for those injuries away from the scene.
<p>Upon Leaving the Accident Scene</p>	<p>You should return to your work location and complete the following:</p> <ol style="list-style-type: none"> 1. Obtain and complete a Nassau County Motor Vehicle Accident and Loss Report Form this form is in the accident kit in the motor vehicle. 2. If as a result of the accident, there was bodily injury to anyone involved in the accident or if there is a reasonable possibility that the damages from the accident will exceed \$1,000, you must complete a MV-104. This is a New York State Accident Report Form. The original form must be sent to the Department of Motor Vehicles, a copy should be sent with the Nassau County Motor Vehicle Accident report and you should retain one copy for your records. 3. Submit the Nassau County Motor Vehicle Accident Report to Risk Management and the County Attorney. The completed MV104 information may have to be sent after you have received a copy of the police incident report. 4. Within one business day of the motor vehicle accident, you will participate in an accident follow-up meeting. At this meeting you will review the accident details with a designated member of your Department who will complete a Department Accident Follow-up Report. In the event that the motor vehicle operator is a member of a Union, provision will be made for the presence of a Union representative at the meeting, whether or not it is anticipated that the meeting will result in employee discipline. 5. Any correspondence you receive regarding the accident should be forwarded to the County Attorney <u>immediately</u>. A County Representative will be assigned your accident for processing and will contact you regarding any follow-up activity.
<p>Department Responsibilities</p>	<p>The Department the motor vehicle operator is assigned to will have the following responsibilities concerning a motor vehicle accident.</p>

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	<ol style="list-style-type: none"> 1. Assign a designated individual in the Department who will coordinate all motor vehicle accident reporting. 2. Maintain a supply of all required accident reporting forms. 3. At the time the Department is notified of the accident, verify the vehicle operator has completed all responsibilities as outlined in the accident reporting procedures above. 4. Provide assistance to the employee in completing all required forms. If the employee is unable to complete the report as a result of the accident the Department Head shall designate someone to complete all reports on the accident. 5. Provide the motor vehicle operator with copies of all relevant paperwork completed. 6. Conduct an Accident Follow-up Meeting by the end of the next business day of the accident, including determining the need for Union representation at the meeting. (If there is a question concerning the need for Union representation, the Department will consult with the Nassau County Office of Labor Relations or the County Attorney.).
<p>Theft of Vehicle or Contents</p>	<p>If the motor vehicle has been stolen, or damaged from vandalism or an attempted theft of the vehicle has occurred the following actions shall be taken:</p> <ol style="list-style-type: none"> 1. Request police to the scene of the incident and file a police report. 2. Contact your Department and notify them of the theft. If the vehicle has been damaged but is drivable return to your work place. 3. Complete the Nassau County Motor Vehicle Accident Report for those sections of the report that are applicable. 4. Forward the report to Risk Management and the County Attorney.
<p>Other Damages</p>	<p>Motor vehicles may be damaged by non accident or theft related reasons. These comprehensive type losses include glass breakage, fire, flood damage, any damage other than a collision. The following procedure should be followed for these situations:</p> <ol style="list-style-type: none"> 1. Contact your department and advise them of the damages. If the vehicle cannot be driven, contact the applicable Fleet Services Office. 2. Upon your return to your work area, complete a Nassau County Motor Vehicle Accident Report Form for those areas of the form that are applicable. 3. Forward the report to Risk Management and the County Attorney.

VII MOTOR VEHICLE ACCIDENT INVESTIGATIONS

Appendix A

All motor vehicle accidents involving a Nassau County vehicle or a Nassau County employee involved in a motor vehicle accident while on business for Nassau County shall be subject to an investigation.

Department Motor Vehicle Accident Follow- Up Report	Within one business day of a motor vehicle accident involving a Nassau County motor vehicle or a Nassau County employee while on business for Nassau County, a Departmental Accident Follow-Up Report will be completed and forwarded to Risk Management. This review will be conducted by the employee's supervisor, manager or a designated senior department member and must include an interview with the motor vehicle operator and any passengers or county employees who witnessed the accident.
------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Appendix A

VIII TAKE HOME VEHICLES

In addition to its "pool" vehicles that are kept in the custody of the County Fleet Services Office and the Department Fleet Services Offices, the County has vehicles that are assigned on a take home basis to elected officials and to certain other personnel. The following special rules are applicable to take home vehicles.

<p>Assignment of Take Home Vehicles</p>	<p>Elected officials may be assigned a take home motor vehicle if they or an employee designated to drive them has a valid New York State driver's license.</p> <p>Other officers and employees may be assigned a take home vehicle if and only if:</p> <ul style="list-style-type: none"> ➤ They meet all the Motor Vehicle Operator's Qualifications set forth in Section II of this Policy; ➤ They sign a Take Home Vehicle Agreement in which they shall affirm that they understand all the requirements for operators of County motor vehicles set forth in this Policy and agree to comply with these requirements, as well as any further requirements for maintaining and securing their assigned vehicle, as may be imposed by the County Office of Fleet Services or the applicable Departmental Office of Fleet Services; ➤ The head of their department or agency has included use of a County take home motor vehicle in the officer or employee's written job description based upon considerations of operational efficiency and effectiveness (examples may include, but are not limited to, officers and employees who are regularly "on call" or whose jobs require frequent vehicle travel to different job sites). Regardless of the inclusion of a County take home vehicle in a County written job description, assignment of a take home motor vehicle can be revoked by the County if the public health or safety of County residents is threatened by the continued use of said vehicle by the employee.
<p>Annual Review of Take Home Vehicle Assignments</p>	<p>On or before December 1st each year, the head of each department or agency that has employees who have been assigned take home vehicles shall review those assignments and assess whether the job descriptions of these employees should continue to include assignment of a take home vehicle in the following year.</p> <p>On or before December 8th each year, each such department or agency head shall send a report to Risk Management listing:</p> <ul style="list-style-type: none"> ➤ all individuals in the agency who either currently are assigned a take home vehicle or will be assigned one in the upcoming year; ➤ the job description of each such individual; and

Appendix A

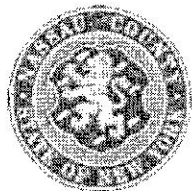
	<p>➤ the make and model of the vehicle assigned to each such individual.</p>
<p>Use of Vehicles</p>	<p>A take home vehicle, like any other County vehicle, may be used only for County business.</p> <p>A take home vehicle may never be used when the assigned officer or employee is off-duty, except to commute to and from work.</p> <p>When an individual assigned a take home vehicle uses the vehicle to travel for official County purposes away from his or her regular work station, the vehicle may be used for travel to obtain meals and other necessities, but not for entertainment or other personal purposes.</p> <p>As with other County vehicles, persons who are not employed by the County may be transported in a County take home vehicle only when appropriate in the course of County business.</p> <p>Take home vehicles shall be operated in accordance with the general requirements for operation of County vehicles set forth in Part III of this Policy.</p>
<p>Vehicle Use Reporting Requirements</p>	<p>Individuals who have been assigned a take home motor vehicle must maintain records regarding vehicle usage in compliance with the requirements of Publication 15-B of the Internal Revenue Service ("Employer's Tax Guide to Fringe Benefits"). A form for such reports is attached hereto in Section XI.</p> <p>In addition, individuals who have been assigned a take home motor vehicle must complete such vehicle usage and expense reports as directed by their Department or agency.</p>
<p>Accident Reporting And Procedures</p>	<p>All accidents associated with take home County motor vehicles shall follow the same procedures and requirements applicable to other County vehicles under this Policy and Procedure.</p>
<p>Vehicle Maintenance and Security</p>	<p>Individuals assigned take home County motor vehicles shall comply with the maintenance and security procedures specified by the County Fleet Services Office or the Department Fleet Services Office that is responsible for the vehicle.</p>

Appendix A

IX FORMS

- MV-104
- Motor Vehicle Accident Department Follow up Report
- Driver Vehicle Inspection Report (DVIR)
- Motor Vehicle Operators Approval Request Form

Appendix A



NASSAU COUNTY MOTOR VEHICLE ACCIDENT REPORT

THIS FORM SHOULD BE COMPLETED WITHIN 24 HOURS OF THE ACCIDENT

PLEASE COMPLETE THIS FORM AS THOUROUGHLY AS POSSIBLE. ALL DEDETAILS OF THE ACCIDENT ARE IMPORTANT TO ACCURATELY PROCESS THIS CLAIM.

1. COUNTY EMPLOYEE INFORMATION (Vehicle Operator)

Name: _____
Home Address _____
City/Town: _____ State: _____ Zip _____
Driver's License No: _____ Date of Birth: _____ Sex: _____ Age: _____
Department: _____ Job title: _____

2. COUNTY VEHICLE INFORMATION:

Make: _____ Year: _____ Body Type _____ Model _____ Plate # _____
Identification # _____ County Vehicle No _____

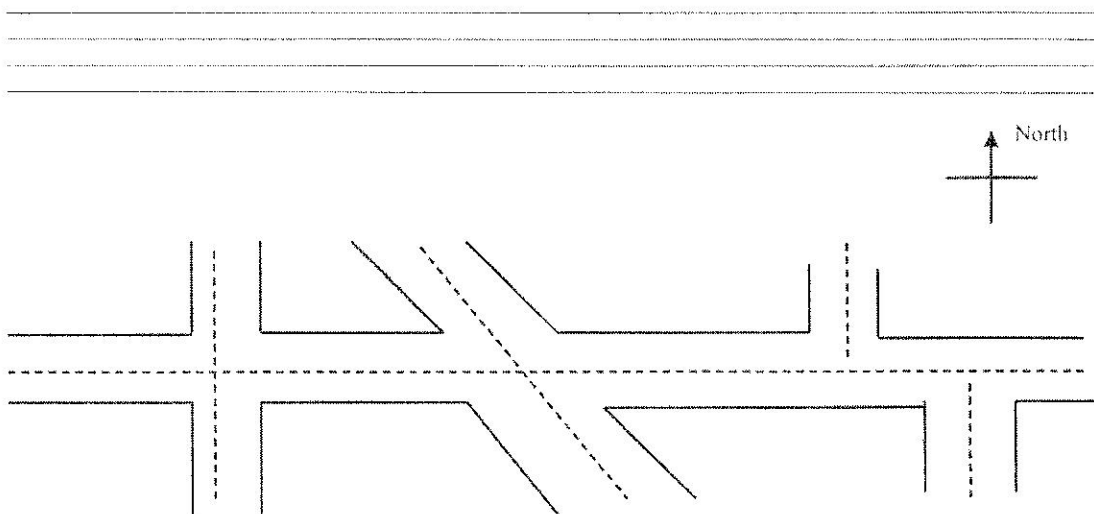
3. VEHICLE OCCUPANT INFORMATION

Name	DOB	County Employee	Injury
_____	_____	Yes / No	_____
_____	_____	Yes / No	_____
_____	_____	Yes / No	_____

4. ACCIDENT INFORMATION

Date _____ 20____ Time _____ AM PM
Where did accident occur? _____ Town _____ State _____
Purpose vehicle was being used _____
Was vehicle towed from scene? _____ by whom? _____
Direction County Vehicle was going? _____ Type of Weather Conditions _____
What side of street _____ How fast _____ Speed Limit _____ Headlights on _____ Signals _____
Direction of other Vehicle _____ Roadway conditions (Wet/Dry) _____
What side of street _____ How fast _____ Speed Limit _____ Headlights on _____ Signals _____
Was either driver violating traffic regulations? _____ Were traffic controls present? _____ If so not indicate below
Was accident investigated by Police? _____ What Department and Precinct? _____
Was anyone charged? _____ Who? _____ What was the charge? _____
State full details of how Accident happened and complete diagram below:

Appendix A



Use diagram above to show course and position of all automobiles, vehicles, injured persons, stop signs and other objects. Use → to show direction of moving objects. Give names of streets. Mark X where collision occurred.

5. PERSONAL INJURIES

Name of person injured: _____

Address _____

Occupation: _____ Date of Birth _____ Age _____

Injuries: _____

Was person taken to hospital? _____ What hospital _____ By: _____

Where was injured person at time of accident? _____

What statements were made by injured person? _____

What safety equipment if any was in use at time of accident? _____

6. DAMAGE TO OTHER VEHICLE OR PROPERTY:

Describe what was damaged: _____

If another vehicle Make _____ year _____ Model _____ Body type _____

Damage to vehicle or property: _____

Name of vehicle driver _____ Address _____

Drivers license no> _____ Licensed Plate No _____

Appendix A

Name of vehicle or property owner: _____

Address: _____

Occupants of vehicle _____

Name of insurance company _____ Policy number _____

7. DAMAGE TO COUNTY VEHICLE

Describe parts and extent of damage: _____

Has your department been notified _____ Who was notified _____

WITNESSES (GIVE NAME, ADDRESS AND PHONE NUMBER OF ANY WITNESSES)

Name _____ Phone No _____

Address _____

Name _____ Phone No _____

Address _____

Name _____ Phone No _____

Address _____

CERTIFICATION

I CERTIFY THAT THE FOREGOING IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature of County Employee Making Report

Date

Print Name of County Employee Making Report

Contact Number

Appendix A



NASSAU COUNTY MOTOR VEHICLE ACCIDENT DEPARTMENT FOLLOW-UP REPORT

This report is to be completed by the supervisor, manager or senior department representative as a follow up on any motor vehicle accident involving a Nassau County motor vehicle or a Nassau County employee while on Nassau County business. The completed report must include an interview with the motor vehicle operator of the county vehicle and any passengers of that vehicle at the time of the accident. The report must be completed and received by Risk Management within one business day of the motor vehicle accident.

Date of Accident:	Time of day:	
Date of Interview:	Interviewer's Name and Job title	
Name of vehicle operator	Job title	
Vehicle involved:	Type of vehicle and plate #:	
List name and contact number of all passengers of the vehicle		
Name	Contact number	Interviewed
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Task being performed at time of accident:		
Describe Accident in Detail as reported to you by motor vehicle operator:		
Was the employee authorized to operate this vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Has motor vehicle operator completed all training programs on the vehicle and was operator familiar with all operation and safety procedures on this vehicle?		
Weather Conditions at time of Accident:		
Road conditions at time of accident:		
Describe any bodily injuries from accident: (all persons involved)		
Describe any vehicle damage from the accident (all vehicles involved)		
Was other property damaged? If so please describe:		
Motor vehicle operator's print name	Date	
Motor vehicle operator's signature	Contact Number	
Interviewer's signature	Date	Contact Number

Appendix A

Driver's Vehicle Inspection Report

Check Any Defective Item and Give Details Under "Remarks."

DATE: _____

TRUCK/TRACTOR NO. _____

- | | | |
|--------------------------------------------|--------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Air Compressor | <input type="checkbox"/> Horn | <input type="checkbox"/> Springs |
| <input type="checkbox"/> Air Lines | <input type="checkbox"/> Lights | <input type="checkbox"/> Starter |
| <input type="checkbox"/> Battery | Head - Stop | <input type="checkbox"/> Steering |
| <input type="checkbox"/> Brake Accessories | Tail - Dash | <input type="checkbox"/> Tachograph |
| <input type="checkbox"/> Brakes | Turn Indicators | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Carburetor | <input type="checkbox"/> Mirrors | <input type="checkbox"/> Transmission |
| <input type="checkbox"/> Clutch | <input type="checkbox"/> Muffler | <input type="checkbox"/> Wheels |
| <input type="checkbox"/> Defroster | <input type="checkbox"/> Oil Pressure | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Drive Line | <input type="checkbox"/> On-Board Recorder | <input type="checkbox"/> Windshield Wipers |
| <input type="checkbox"/> Engine | <input type="checkbox"/> Radiator | <input type="checkbox"/> Other |
| <input type="checkbox"/> Fifth Wheel | <input type="checkbox"/> Rear End | |
| <input type="checkbox"/> Front Axle | <input type="checkbox"/> Reflectors | |
| <input type="checkbox"/> Fuel Tanks | <input type="checkbox"/> Safety Equipment | |
| <input type="checkbox"/> Heater | Fire Extinguisher | |
| | Flags-Flares-Fusees | |
| | Spare Bulbs & Fuses | |
| | Spare Seal Beam | |

TRAILER(S) NO.(S) _____

- | | | |
|----------------------------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Brake Connections | <input type="checkbox"/> Hitch | <input type="checkbox"/> Tarpaulin |
| <input type="checkbox"/> Brakes | <input type="checkbox"/> Landing Gear | <input type="checkbox"/> Tires |
| <input type="checkbox"/> Coupling Chains | <input type="checkbox"/> Lights - All | <input type="checkbox"/> Wheels |
| <input type="checkbox"/> Coupling (King) Pin | <input type="checkbox"/> Roof | <input type="checkbox"/> Other |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Springs | |

Remarks: _____

CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY

DRIVER'S SIGNATURE _____

ABOVE DEFECTS CORRECTED

ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE _____ DATE _____

DRIVER'S SIGNATURE _____ DATE _____

Appendix A

**NASSAU COUNTY RISK MANAGEMENT
MOTOR VEHICLE OPERATORS APPROVAL REQUEST FORM**

Include a photocopy of your current New York State Driver's License with this application.

TO BE COMPLETED BY REQUESTING DEPARTMENT:				
Department				
Employee Name			License Classification Required	
Job Title			Type of Vehicle to be Operated	
TO BE COMPLETED BY EMPLOYEE				
Name, as it appears on New York State Drivers License (Last, First, Middle)				
Address:				
Number	Street Name	Town Name	State	Zip Code
Motorist Identification No.			Age	Date of Birth
Employee's Signature			Date	
Supervisor's Signature			Date	
Dept. Head Signature			Date	

TO BE COMPLETED BY RISK MANAGEMENT

Application approved	Date:
Application declined	Reason:

Risk Management

Appendix B

LAURA CURRAN
NASSAU COUNTY EXECUTIVE



MARK PAGE
DEPUTY COUNTY EXECUTIVE

OFFICE OF THE COUNTY EXECUTIVE
THEODORE ROOSEVELT EXECUTIVE & LEGISLATIVE BUILDING

MEMORANDUM

TO: All Executive Staff, Commissioners, Department Heads, Acting Department Heads and Directors

CC: Helena Williams, Chief Deputy County Executive
John Chiara, Deputy County Executive for Compliance

FROM: Mark Page, Deputy County Executive for Finance

DATE: September 28, 2018

RE: County-Owned or Leased Vehicles

To further strengthen our vigilance over use of county-owned vehicles, the following directive is being distributed so that everyone is aware of their role with regard to the assignment and use of County-owned vehicles.

Vertical Deputy County Executives will be required to review and certify reports of take-home vehicles assigned to Departments in their respective verticals on a yearly basis. All records regarding take-home vehicles will be managed centrally by DPW Fleet Management through approval forms including the Motor Vehicle Operators Approval Request and the Vehicle Assignment Authorization Forms. Any and all corrections to the list must be sent to DPW Fleet Management, [REDACTED], to ensure a complete and accurate master inventory of take home vehicles is maintained. Written approval must be obtained from the Chief Deputy County Executive, Deputy County Executive for Finance, and the Vertical Deputy County Executive before any take home vehicle can be re-assigned.

Responsibilities of Department Heads, Commissioners, Directors, Agency Heads:

1. Report on County-owned vehicles in use by their department every May 1 and December 31. This report will include a listing of who is assigned a car, the justification behind the use of a county-owned vehicle, and the make and model of the vehicle assigned to that employee.

Appendix B

2. Ensure that all employees under their purview who have been assigned a vehicle have read, signed and submitted the Motor Vehicle Risk Management Policy and Acknowledgement, the Motor Vehicle Operators Approval Request, the Vehicle Assignment Authorization Forms and are entered into the NYS DMV LENS Program. The Vehicle Assignment Authorization Form captures all necessary data for LENS and requires approval from the Department Head, the appropriate DCE and the CDCE, in addition to certifications from OMB-Risk Management and Human Resources that the individual is listed in LENS and has both a Motor Vehicle Policy Acknowledgement and Motor Vehicle Operators Approval Request Form on file before a take-home vehicle can be assigned. The Acknowledgement will be forwarded to the Departmental HR Representative for inclusion in the employee's personnel file, as well as the County's LENS Coordinator to supplement the entry into the LENS System.
3. Responsible for recording and tracking all violations and fines incurred by their employees while operating County-owned vehicles and must hold their employees accountable for unjustifiable violations and fines. Violations and fines are received by DPW Fleet Management. They will review and send to the appropriate Department copying OMB-Risk Management on all emails regarding violations and toll bills.
4. Take-home vehicles are accounted for at all time and returned to the Department when no longer being utilized. New line items have been added to the *Separation of Service* and *Notification of Requirement to Return County Property* forms for take-home and pool vehicles and keys to ensure all County vehicles are returned when an individual exits employment with the County.

Appendix C

From: [REDACTED]
Subject: Operating a County Vehicle
Date: Wednesday, August 29, 2018 11:01:00 AM
Attachments: [image001.png](#)

Good Morning,

In order to ensure that you have access and the appropriate approval to operate a County vehicle, a Motor Vehicle Operators Approval Request Form and a copy of your current NYS DL must be on file.

Please complete the form provided in the hyperlink below, print, and provide me with the original copy. In addition to the document, please provide me with a current copy of your valid New York State Driver's License.

<http://webconnect/agencies/RiskManagement/docs/Motor-Vehicle-Operators-Approval-Request-Form-2015.pdf>

It is very important that with this additional responsibility that you take the time to review the County's Motor Vehicle Policy. The policy goes over the protocols and regulations for operating a County vehicle.

<http://webconnect/agencies/RiskManagement/docs/Motor%20Vehicle%20Risk%20Management%20Policy%20and%20Procedure%2014-16.pdf>. You were provided this when you last took the Motor Vehicle Test.

Should you have specific questions regarding the Motor Vehicle Policy, please reach out to Steve Munzig in Risk Management. If possible, please return the form and copy of your valid driver's license to my attention as soon as possible.

Thank you,

[REDACTED]

Nassau County Human Resources
One West Street, Mineola
(516) [REDACTED]



Please consider the environment before printing this

Appendix D

EDWARD P. MANGANO
County Executive



CARNELL T. FOSKEY
County Attorney

COUNTY OF NASSAU
OFFICE OF THE COUNTY ATTORNEY
One West Street
Mineola, New York 11501-4820
516-571-3056
FAX: 516-571-6604

MEMORANDUM

To: All Department Heads

From: Carnell T. Foskey, Nassau County Attorney

Date: July 20, 2017

Re: Nassau County Motor Vehicle Policy Acknowledgment

Please inform all of your employees that operate a County vehicle that they must acknowledge that they have read and will comply with the terms of Nassau County's Motor Vehicle Risk Management Policy and Procedure ("Policy").

The Policy and acknowledgement process can be accessed at https://apex4.nassaucountyny.gov/apex/apexprod/f?p=360:1:2255248939561::NO:1:P1_TEST_ID:430. Please note that the "Employee ID" referenced on the registration page is the INTIME user ID of each employee. Please have all applicable employees complete this process by August 4, 2017 and subsequently provide my Office with a list of said employees.

Every employee shall provide a copy of the Completion Certificate to the department's human resources representative.

Thank you in advance for your cooperation.

Appendix E



Vehicle Assignment Authorization Form

Name: _____

Dept: _____

Home Address: _____

Drives License #: _____

Employee ID #: _____

Department Head Approval:

Sign

Date

OMB-Risk Management:

The above listed employee has been enrolled in the NYS DMV LENS System and holds a valid NYS Drivers License.

Sign

Date

Vertical DCE Approval:

Sign

Date

CDCE Approval

Sign

Date

HR Approval:

The above listed employee has a Motor Vehicle Risk Management Policy & Procedure Acknowledgement and a Motor Vehicle Operators Approval Request Form on file.

Initial



Appendix F
Nassau County
Separation of Service

EMPLOYEE INFORMATION

Name: _____
 Department: _____
 Title: _____

CHECKLIST

Item	Date	Comments
Cancelled Direct Deposit		
Reviewed Health Benefits		
Reviewed Dental Benefits		
Reviewed Optical Benefits		
Reviewed Pension Options		
Unemployment Insurance Form		
Returned Photo ID		
Returned County Keys		
Returned Parking Decal		
Returned Take-Home Vehicle/Keys (if applicable*) <small>*Vehicle must be returned to fleet</small>		
Returned Pool Car Vehicle Keys (if applicable)		
Returned Cellular Phone		
Returned Laptop/iPad/Surface Pro		
Returned Other		
Received Completed Deferral form (if applicable)		
Received Completed Lag form(s) (if applicable)		

I certify that the information form, notifications and policy statements as listed above regarding program benefits or obligations pertaining to Nassau County separation were given/returned by me on this date(s) listed above

Employee Signature _____

	Date	Department Representative Initials
Notification to Communications	_____	_____
Notification to IT	_____	_____
Notification to Risk Management	_____	_____

DEPARTMENT REPRESENTATIVE SIGNATURE _____



Appendix G

Nassau County

Notification of Requirement to Return County Property

EMPLOYEE INFORMATION

Name: _____

Department: _____

Title: _____

I, the undersigned, do hereby state that I am an employee of Nassau County and that I have been issued the following Nassau County property authorized for my use only during my employment at the County.

Received (check)	Item	Issue Date	Return Date	Comments
	Photo Identification			
	Desk Keys / FOB			
	Building Keys			
	Pager			
	Cellular Phone			
	Laptop/iPad/Surface Pro			
	Parking Decal			
	Take-Home Vehicle/Keys			
	Pool Car Vehicle Keys			
	Other			
	Other			

I understand and agree that upon termination of my employment the above listed items must be returned to my most recent department's Human Resources representative. I also understand that my failure to do so may result in a delay or withholding of my final pay check and/or further action.

I verify that I have read and received a copy of this notification.

Employee Signature

Date


Appendix H



COUNTY OF NASSAU
DEPARTMENT OF PARKS, RECREATION & MUSEUMS
EISENHOWER PARK - EAST MEADOW, NEW YORK 11554
www.nassaucountyny.gov/parks


Inter-Departmental Memo

TO: DCE John Chiara


FROM: Eileen Krieb, Commissioner 


DATE: August 22, 2018

SUBJECT: **LIMITED REVIEW OF NASSAU COUNTY'S TAKE-HOME VEHICLES**

Cc: 

In response to your e-mail to me dated Monday, August 20, 2018, same subject, please be advised that I was informed that this issue has been discussed since 2015.

 who is presently a Greenskeeper IV is also the Lead Mechanic for Golf. He is responsible for all golf related equipment at all locations.

 begins and ends his day repairing maintenance equipment at the different courses. He sometimes starts his day at N. Woodmere and ends at or Morley. He is "on-call".

Limited Review of the Nassau County's Take-Home Vehicles

Appendix I

Police Department Assigned Vehicle Procedure OPS3108 0

The Nassau County Police Department provided the Auditors with their "Assigned Vehicles" Departmental Procedures for their review.

At the request of the Police Department, the full procedure document is not being published.

Appendix J

From: [REDACTED]
Subject: NC Motor Vehicle Policy Acknowledgment
Date: Tuesday, September 11, 2018 4:25:00 PM
Attachments: [image001.png](#)
Importance: High

Good Afternoon,

County Records indicate that you have been authorized to operate a County vehicle. It is very important that with this responsibility that you take the time to review the County's Motor Vehicle Policy.

The policy goes over the protocols and regulations for operating a County vehicle. The policy is available for your review at <http://webconnect/agencies/RiskManagement/docs/Motor%20Vehicle%20Risk%20Management%20Policy%20and%20Procedure%201-14-16.pdf>.

It is necessary that you acknowledge that you have received and will adhere to this policy. This can be done electronically at https://apex4.nassaucountyny.gov/apex/apexprod/f?p=360:1:4351366332194::NO:1:P1_TEST_ID:430.

Should you have specific questions regarding the Motor Vehicle Policy, please reach out to Steve Munzing in Risk Management.

If possible, please return your Certificate of Completion as soon as possible.

Thank you,

[REDACTED]

Nassau County Human Resources
One West Street, Mineola
(516) 571- [REDACTED]



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