MEMORANDUM

TO: Thomas Raftery, Inspector General
FROM: Kelly Forbes
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SUBJECT: Amendment to DRPA/PATCO Motor Vehicle Policies
DATE: November 21, 2012

The attached document amends DRPA/PATCO motor vehicle policies (Manual Series #203 et al.) governing the assignment and proper use of DRPA and PATCO pool and non-pool vehicles.

Please confirm that the DRPA has adopted the following policy in the letter and spirit of the 2010 reform resolutions.

By: [Signature]
   Inspector General

Date: [Signature]
SCOPE

Outlines policies and procedures applicable to the assignment and use of DRPA and PATCO pool and non-pool vehicles.

POLICY

1) DRPA and PATCO vehicles are to be driven by DRPA and PATCO employees only. All employees must abide by the requirements outlined in the DRPA/PATCO Fleet Safety Program. Violations of these requirements may result in disciplinary action up to and including suspension of Authority driving privileges or termination of employment. (See Series No. 145)

2) All employees to whom a vehicle is assigned must provide proof of a valid operating license appropriate to the class of vehicle to be used. Employees operating under a commercial driver’s license (CDL) must hold a valid medical certificate and must have satisfactorily completed a DRPA-authorized Defensive Driving course.

3) Vehicles are to be operated at a safe speed and with proper care and caution. All operators are subject to DRPA, state and municipal motor vehicle regulations. Drivers must respond to and be responsible for all fines, penalties, summonses and traffic violations arising out of, or in connection with, use of the vehicle and must provide written notice of same to the Vehicle Pool Coordinator or Fleet Department and his or her department Chief.

4) All DRPA and PATCO owned vehicles will have the words “For Official Use Only” and the DRPA or PATCO logo prominently displayed.

5) All travel outside the Port District with a DRPA or PATCO-owned vehicle requires the prior written approval of the Chief Executive Officer. "Port District" shall mean all the territory within the counties of Bucks, Chester, Delaware, Montgomery and Philadelphia in Pennsylvania, and all territory within the counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Ocean and Salem in New Jersey.

6) Vehicle log books must be maintained currently. Log books will be subject to periodic audit.

7) Drivers employed by the Authority/PATCO are required to complete a pre-trip inspection form prior to departing. A pre-trip inspection form is required from all CDL drivers assigned a fleet non-pool vehicle for daily use.

8) Drivers are required to notify their immediate supervisors as soon as possible after any accident that occurs during the course and scope of employment, whether the accident involves an Authority/PATCO or non-Authority/PATCO vehicle. Supervisors are to notify DRPA Claims Administration. In addition, the departmental director is responsible for reporting serious on-the-job motor vehicle accidents to the director of risk management & safety. The driver is required to notify DRPA Public Safety of any on-the-job motor vehicle accident – or any accident involving a DRPA/PATCO vehicle – as soon as practical. If the accident occurs outside of the Authority’s public safety jurisdiction, the driver must report the accident to local law enforcement. The
supervisor shall notify an Authority/PATCO safety specialist immediately to determine if a drug or alcohol test is needed.

9) Employees are prohibited from using Authority-issued or personal cellular telephones or other electronic equipment to make calls or to send text messages while operating any DRPA/PATCO pool or non-pool motor vehicles. This prohibition does not apply to Authority police officers who, when necessary in the course of official duties, must use mobile communication devices while operating a police vehicle.

10) While in the course of Authority business, drivers are required to drive with vehicle headlights on at all times for the enhancement of safety. This section does not apply to Authority police officers who, when necessary in the course of official duties, must dim headlights while operating a police vehicle.

VIOLATIONS

7) The following actions are considered violations of this policy:

   a. Consistent and/or flagrant violation of traffic laws;

   b. Operator of a vehicle causing an avoidable or preventable accident, as determined by the Accident Investigation Committee;

   c. Use of vehicle for unauthorized personal business or unauthorized commutation;

   d. Driving the vehicle after consuming any amount of alcohol, illicit narcotics, legal narcotics or medications whose use would be illegal if they were not prescribed by a licensed physician and dispensed by a licensed pharmacist, or legally prescribed or purchased (over-the-counter) narcotics or medications whose presence in the human body while operating motor vehicles or heavy machinery is counter-indicated by a prescribing physician, a dispensing pharmacist or an over-the-counter manufacturer;

   e. Keeping, placing, transporting, or otherwise permitting the presence of alcoholic beverages, or illegal or controlled substances in the vehicle; (See Series No. 146)

   f. Smoking in a DRPA/PATCO vehicle (See Series No. 200);

   g. Allowing a non-DRPA/PATCO employee to operate a DRPA/PATCO vehicle;

   h. Failure to maintain vehicle log books;

   i. Parking or stopping a DRPA/PATCO vehicle at public beaches, public beach parking lots or other places of public or private recreation – including, but not limited to, public pools, public parks, swimming clubs, bowling alleys, cinemas, theaters, golf courses, country
clubs, amusement parks, playgrounds, water parks, skating rinks, athletic clubs, gaming facilities or any other places of amusement or recreation. This prohibition does not apply to DRPA/PATCO employees on authorized DRPA/PATCO business;

j. Parking or stopping a DRPA/PATCO vehicle at places where illegal gambling takes place, strip clubs, illicit massage parlors, places of prostitution, retailers/renters of sexually explicit content/goods or any other places where the presence of a DRPA/PATCO vehicle might subject the DPRA/PATCO to disrepute. This prohibition does not apply to DRPA/PATCO employees working on authorized DRPA/PATCO business.

k. Violation of any memorandum which may be issued by the Chief Executive Officer governing the assignment, use, operation, repair and/or maintenance of vehicles.

NON-POOL VEHICLES

Non-pool vehicles are vehicles assigned to specific employees holding positions that require twenty-four (24) hour on-call availability. The following policies apply to the assignment and use of such vehicles:

1) The Chief Executive Officer shall identify positions that require twenty-four (24) hour on-call duty status. This duty status will be noted in the position description.

2) Bridge and PATCO Directors and Managers and the Police Chief and Police Captains and Lieutenants may be assigned vehicles for use on a twenty-four (24) hour basis within the Port District.

3) In January of each year for the forthcoming year and as needed throughout the year, the Director, Fleet Management will recommend to and request from the Chief Executive Officer a written determination of all positions requiring twenty-four (24) hour on-call duty status that shall have vehicles assigned to them.

4) Non-Pool vehicles may be used for commutation to and from the assigned driver’s private residence and to and from places within the Port District where authorized, workday meal breaks might be taken.

5) Any other use of a company vehicle for personal business must be authorized in writing by the Chief Executive Officer or responsible Chief prior to such use.

6) Any accidents, mechanical defects, maintenance or other problems with assigned vehicles are to be reported to the Fleet Coordinator or the Fleet Department immediately.

7) Where required under IRS regulations, business and personal mileage must be reported by the fifth workday after the end of a quarter to the Fleet Department. The Fleet Department will summarize this information and report it to the Payroll Department.
POOL VEHICLES

The following regulations apply to the assignment and use of pool vehicles:

1) The Chief Executive Officer may at his discretion assign vehicles to particular divisions for divisional pool usage. Other vehicles will be assigned to a general pool for Authority-wide usage.

2) Pool vehicles are not to be used for commuting to and from private residences, except that they may be taken to private residences on a temporary basis to satisfy specific job requirements when prior authorization is granted *in writing* by the Chief Executive Officer or responsible Chief.

3) Authorized uses of pool vehicles are limited to the following:
   a) Normal staff and facility operations requiring their use.
   b) Official events, meetings, ceremonies, etc., which require the use of vehicles for operations, or to transport supplies or groups of employees.
   c) Transportation of official guests of the DRPA when necessary.
   d) Emergency use, as determined by the Chief Executive Officer or the responsible Chief/Director or his/her designee.

4) Any other use of a DRPA/PATCO vehicle for personal business must be authorized in writing by the Chief Executive Officer or responsible Chief prior to such use.

5) The Chief Executive Officer or Department Chiefs will appoint a Vehicle Pool Coordinator who will be responsible for the day-to-day assignment of pool vehicles. The Pool Coordinator will have the authority to complete the following tasks:
   a) Verify that each request for use of a pool vehicle meets the criteria for authorized use. Any conflict will be resolved by the Chief Executive Officer.
   b) Schedule all car assignment requests and maintaining an up-to-date log of usage.
   c) Examine and photocopy the operator's license of employees who are to be assigned cars.
   d) Require the user to maintain records of mileage, type of events, names of passengers, etc., as determined by the Chief Executive Officer.
   e) Report to the Chief Executive Officer and Chief/Director any violation of the Vehicle Policy.
f) Contact the Fleet Coordinator or the Fleet Department to report needed repairs, maintenance, inspections, etc.

6) All pool vehicles will be made available on a first-come first serve basis, based on the order in which written requests are received by the Vehicle Pool Coordinator, except priority shall be given to requests to meet emergency situations as determined by the Chief Executive Officer or Chief/Director.

7) Pool vehicles may be operated only by authorized personnel on authorized trips. No passengers are to be transported other than authorized DRPA or PATCO employees or official guests and non-employees involved in DRPA or PATCO functions or activities.

8) Any accidents, mechanical defects, maintenance or other problems with assigned vehicles are to be reported to the Vehicle Pool Coordinator or Fleet Department immediately upon return to the facility by recording the deficiencies on the check-out form.

RESPONSIBILITIES

Chiefs/Directors shall be responsible for coordinating the use of their respective divisional pool vehicles and enforcing the vehicle policies contained herein.

The policies and procedures outlined here apply to all employees who drive DRPA or PATCO vehicles. Violations of these policies and procedures may result in penalties or disciplinary action.

Penalties may include, but are not necessarily limited to, the following: official reprimand, suspension, dismissal, revocation or suspension of the privilege of using DRPA or PATCO vehicles, and holding drivers personally responsible for costs arising out of motor vehicle accidents. The Chief Executive Officer shall be the final authority in evaluating violations and determining the need for progressive and uniform penalties.