



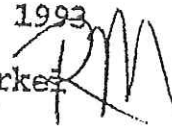
THE CITY OF SPRINGFIELD, MASSACHUSETTS

MAYOR ROBERT T. MARKEL

DEPARTMENTAL AND INTER-DEPARTMENTAL CORRESPONDENCE
CITY OF SPRINGFIELD
MASSACHUSETTS

DATE: June 10, 1993

TO: All Department Heads

FROM: Mayor Markel 

COPIES TO: File

SUBJECT: Vehicle Operation
Policy

Today I filed an order outlining policies which will govern the operational use of City vehicles. It represents the first installment of what will become an overall City vehicle policy and was developed with the assistance of the task force which I appointed several months ago.

This vehicle operating policy formalizes what in the past has been unwritten policy. As department heads you are responsible to ensure that all personnel who operate City vehicles are familiar with the policy and that it is understood that nothing short of full compliance is acceptable. In addition to reviewing this policy with your personnel, it should be posted or otherwise readily available within your department.

The policy is designed to protect the City and its employees from potential liability for personnel injury to non-employee passengers and to guarantee the tax payers that City resources are being used appropriately.

You will find attached a list of passenger vehicles and light trucks that have been reported as assigned to your department. This list shows the person or persons assigned to each vehicle. Please review it for accuracy. The list also contains a provision for you to indicate which vehicles are taken home at night by assigned personnel and a place for the assigned driver to initial receipt of a copy of the attached policy.

EXECUTIVE ORDER

WHEREAS, it is the policy and intent of this administration to establish policies which emphasize accountability and responsibility to the citizens of Springfield, and

WHEREAS, the City of Springfield is the owner of many vehicles, which are used by it's employees in connection with their official duties; and

WHEREAS, it is incumbent on the City to establish, and communicate to said employees, policies in respect to the usage of said vehicles; and

WHEREAS, a comprehensive vehicle usage policy, other than that which has been accepted as practice, has not been established, except as required to comply with regulations promulgated by the Internal Revenue Service.

NOW THEREFORE, I Robert T. Markel, Mayor of the City of Springfield, by virtue of the authority vested in me as executive of the City, do hereby issue the following order to effectuate the establishment of a comprehensive vehicle usage policy:

AUTHORIZED USERS:

Department Heads have the responsibility to ensure that driving is restricted to individuals on the City of Springfield, and/or governmental unit payrolls, including the following:

- A. Full and part-time city employees.
- B. Summer and sundry employees, over the age of 18 years.

Employees must carry a valid Commonwealth of Massachusetts Driver's license, appropriate to the vehicle being operated.

AUTHORIZED PASSENGERS IN VEHICLES CAN ONLY INCLUDE CITY AND GOVERNMENTAL UNIT EMPLOYEES, CONSULTANTS, EXPERTS, INVOLVED IN CITY OR GOVERNMENTAL UNIT BUSINESS, AND OFFICIAL GUESTS OF THE CITY.

DRIVING:

Make sure that there is sufficient fuel in the tank before leaving and that fluids such as oil and coolant are at appropriate levels. Use of seat belts is required. Employees

department, and the Registry of Motor vehicles, where appropriate. A copy of the accident claim form should also be forwarded to the City's Law department.

Robert T. Markel

Robert T. Markel, Mayor
City of Springfield

REGIST NUMBER	DESCRIPTION	MAKE	DEPARTMENT	ASSIGNED TO	DRIVEN HOME ?	POLICY GIVEN
YEAR					YES	NO
M23690	1976 CHEV UTILITY		D.P.W	CLIFTON H.		
M25186	1977 GMC VANDURA		D.P.W	TRAFFIC		
M24376	1977 FORD UTILITY		D.P.W	TRAFFIC		
M36680	1977 CHEV IMPALA SW		D.P.W	ANTHONY C.		
M27216	1979 CHEV TRUCK WEL		D.P.W	Y.G.&S.		
M27205	1979 CHEV VAN		D.P.W	METER TRUCK		
M27390	1980 FORD FAIRMONT SW		D.P.W	UNASSIGNED		
M47402	1980 GMC P/U		D.P.W	BONDI GAR		
M40191	1980 DODGE ASPEN 4DR		D.P.W	BONDI GAR		
M27239	1980 FORD FAIRMONT SW		D.P.W	UNASSIGNED		
M27387	1980 CHEV P/U		D.P.W	Y.G.&S.		
M27389	1980 FORD FAIRMONT SW		D.P.W	DAVID NIC		
M27240	1980 FORD FAIRMONT SW		D.P.W	BILL ARNO		
M27363	1980 FORD FAIRMONT 2DR		D.P.W	GARAGE		
M47401	1980 GMC P/U		D.P.W	BONDI GAR		
M27232	1980 FORD FAIRMONT SW		D.P.W - 135	MICHAEL T.		
M27237	1980 FORD FAIRMONT SW		D.P.W	UNASSIGNED		
M47954	1980 CHEV P/U		D.P.W	WORKSHOP		
M29647	1981 FORD FAIRMONT SW		D.P.W	DAVID NIC		
M29648	1981 FORD FAIRMONT SW		D.P.W	LARRY TAL		
M29633	1981 GMC P/U		D.P.W	BONDI GAR		
M29650	1981 FORD FAIRMONT SW		D.P.W	J. CABRINI		
M29649	1981 FORD FAIRMONT SW		D.P.W - 142	MIKE OTTO - LEM C.		
M29630	1981 GMC UTILITY		D.P.W	J. BOOKER		
M28766	1981 GMC UTILITY		D.P.W	RICK BERT		
M40162	1982 FORD GRENADA SW		D.P.W	RICHARD O		
M40192	1982 DODGE ARIES 4DR		D.P.W	ROGER BON		
M39085	1983 FORD CROWN VIC SED		D.P.W	TOM AQUARO		
M32667	1984 FORD LTD SW		D.P.W - 146	L. BARNETT		
M32665	1984 FORD LTD SW		D.P.W - 144	JAMES POE		
M33610	1985 FORD UTILITY		D.P.W - 232	BILL ROEL		
M32669	1985 FORD CROWN VIC SW		D.P.W - 105	TOM MAYOFFE - L VANCINI		
M40088	1985 CHEV SEDAN		D.P.W - 103	PHIL PIKE		
M47968	1985 FORD UTILITY		D.P.W	JERRY WEL		
M32671	1985 FORD P/U		D.P.W - 197	STEVE BEEM		