



Schenectady County
Purchasing Department
ADDENDUM

620 State St.-6th Floor
Schenectady, NY 12305
Purchasing@schenectadycounty.com
518.388.4242

RFP-2018-56
Commercial Automobile Liability Insurance
(Owned and Non-Owned)
ADDENDUM #2

November 2, 2018

The purpose of this addendum is to provide detailed information to all Proposers. This addendum is hereby included in and made part of the Contract Documents, whether or not attached thereto. The following changes to the proposal shall prevail the original documents provided and all requirements of the original specifications shall remain in force except as amended by this Addendum.

Response to Questions submitted:

- 1.) Do you maintain a drivers list for these vehicles and if so do you have a copy of the DL# or are these used by any County employee?

Prior to authorization to drive county vehicles, drivers must sign the *Vehicle Use Policy* and submit their license to Human Resources. A roster of authorized drivers with the license number is maintained by Human Resources. All employees authorized to drive a county vehicle are entered into NYS DMV LENS program which provides automatic alerts as to license activity. The County Manager and the Department Head are immediately alerted. The *Vehicle Use Policy* is attached for your reference.

- 2.) Does the County run DMV checks on employees using these vehicles and if so how often?

See above response. All drivers are entered into the NYS LENS program and the County receives alerts as to license activity on employees. DEPW's CDL drivers are also maintained in the drug and alcohol testing database with Access Health.

- 3.) The original documents I received have only a partial VIN#. Do you have complete VIN#'s on these autos?

RESPONSE: The complete VIN numbers were provided for On Road Vehicles as part of Attachment B provided in Addendum 1.

Please sign this page as acknowledgement of receipt of this addendum and include with your proposal submission.

END OF ADDENDUM #2

Acknowledgement of Receipt of Addendum 2 and inclusion in our response to RFP-2018-56.

Signature

Printed Name

Date

SCHENECTADY COUNTY

VEHICLE USE POLICY

It is the purpose of this document to define the general policy and procedures of the County of Schenectady regarding the assignment, control, proper use and maintenance of vehicles and equipment that are driven by employees. The intent of this document is to notify each operator of the responsibilities that are inherent with the assignment of vehicles and equipment for their use.

I. General Policy

Human Resources is responsible to assure that all County employees receive a copy of this policy, and that they sign the Acknowledgement of Receipt. One copy of the completed form shall be maintained in each employee's personnel file.

II. Motor Vehicle Assignments

Assignment of vehicles, other than from department pool vehicles, will be done by the Schenectady County Manager upon request from the Department Head. Assignments will be designated as one of the following types:

1) Twenty-four hour emergency use assignment – authorizes an individual employee to utilize a vehicle for all legitimate County business as well as for commuting and De Minimis personal business within the County of Schenectady. De Minimis personal use is defined as use necessary to meet personal needs while on business such as need to obtain food, drink or use of rest rooms or attendance at medical appointment within a three (3) mile radius of County business or along a commuting route. Vehicles may only be assigned for emergency 24-hour use when the employee and vehicle meet one or more of the following requirements:

- a) The employee's job requires that (s) he be on 24-hour crisis call; AND
- b) The employee is only able to respond to a crisis with the use of a specially equipped County vehicle; or
- c) Frequent "call-ins" to respond to emergency situations based on technical skills or supervisory status of the employee; or
- d) Vehicle carries radio and other specialized equipment frequently needed to respond to emergencies.

2) Commuter Use Assignment – authorizes an individual employee to utilize a vehicle for County business and conveyance only between his/her home and work site and De Minimis personal use within the County of Schenectady. De Minimis personal use is defined as use necessary to meet personal needs while on business such as need to obtain food, drink or use of restrooms or attendance at medical appointment within a three (3) mile radius of County business or along a commuting route. Such employees shall be required to comply with current De Minimis Use Rules, as defined by the Internal Revenue Service. A copy of such current rules shall be provided to all employees meeting these requirements by the Schenectady County

Manager. Vehicles will be considered for assignment for commuter use when the employee and the vehicle meet one or more of the following requirements

- a) Regular attendance at business functions for the County outside normal working hours where compensatory time off is not granted or overtime is not paid; and
 - b) The employee's job requires that (s) he be able to respond to his/her job duties on a timely basis.
- 3) Sheriff Department Patrol Vehicles – will follow the Standard Operating Procedures as developed by the Schenectady County Sheriff on usage and assignment of Patrol Vehicles.
- 4) Departmental Pool Assignment – each department head, or designee, shall have the ability to assign vehicles within the pool authorized for his/her department, to be operated by employees of the County of Schenectady during working hours.

Should an employee use a vehicle outside the authorized assignment, he/she shall be subject to progressive discipline.

III. Approvals and Documentation

1. Department Heads are responsible to inform the Human Resources Department when an employee may be assigned to drive a County vehicle in a manner prescribed by the Human Resources Department. The Director of Human Resources shall ensure that such employees are not allowed to operate a County Vehicle until:
 - a) the employee has been provided with a copy of the Schenectady County Vehicle Use Policy and has acknowledged in writing that (s)he received and read the County Vehicle Use Policy; and
 - b) the employee has acknowledged in writing, should they be assigned the commuter use status, the assignment designation that (s) he has received; and
 - c) the employee has provided a copy of a valid and appropriate New York State driver's license to the Human Resources Department; and
 - d) the Human Resources Director has enrolled each County authorized driver into the New York State Department of Motor Vehicles License Event Notification System. In the event of a major license action, the Human Resources Department shall inform the Department Head and the County Manager.

2. The Human Resources Department shall provide confirmation of the above to the Department Head and shall ensure that the documentation remains current for all assigned employees.
3. The Human Resources Department shall maintain a copy of the policy acknowledgement form in each employee's personnel file.

IV. Motor Vehicle Pool

1. A pool of County owned vehicles will be maintained by the Director of Public Works for officers and employees of Schenectady County who require use of vehicles for official and necessary County business. The Director of Public Works assigns vehicles to departments in consultation with the County Manager.
2. When deemed desirable for County purpose, the Director of Public Works may, from time to time, require the rotation of automobiles between individuals/departments required to drive long distances and those driving only minimal miles in a year's time.
3. All vehicle titles and registration documents shall remain on file at the Highway Department. Any and all new titles and registrations and amendments to such documents shall be approved and signed by the Director of Public Works to assure compliance with all Federal and New York State regulations and authorizations to assure County Legislative authorization to take title or amend title to such vehicles.
4. Designated departments will be assigned vehicle pools. The Department Head is responsible to establish procedures for the assignment and management of the County vehicles. The provision of a pool car to an employee or officer of the County is a privilege and should not be considered a term or condition of employment.
5. A vehicle use log shall be established and maintained by the departments for pooled vehicles that includes the vehicle number, the operator's signature and the sign-out and sign-in date and time for use of County vehicle. Due to the nature of the work performed, the exception to this requirement is District Attorney's Office, Sheriff's Department, Highway Department and Facilities Maintenance vehicles.
6. Schenectady County Manager shall be responsible to assure a current inventory of vehicles assigned to 24-Hour, Commuter Use Assignments and Department Pooled Vehicles is maintained.

V. Motor Vehicle Use Guidelines

1. All employees who drive County vehicles shall possess a valid New York State Driver's License that allows them to operate the vehicle which they are using.

2. Any employee that had County vehicle privileges that loses their license shall immediately inform the Department Head and Director of Human Resources and shall not drive a County vehicle.
3. A person operating a County vehicle shall comply with the Vehicle and Traffic Laws of the jurisdiction the vehicle is being operated in and for the satisfaction of all moving and parking violations. If the employee is charged with any violation, or if property damage or injury has occurred, the employee shall contact the Department Head and/or the County Manager immediately.
4. Any employee who operates a County vehicle shall assure that it is operated in a proper, courteous and safe manner.
5. No person who operates a County vehicle shall drink alcoholic beverages or be under the influence of alcoholic beverages before or while operating a County vehicle.
6. No person who operates a County vehicle shall use or be under the influence of controlled substances while operating a County vehicle.
7. Seat belts shall be worn by driver and passenger(s) at all times while driving a County vehicle.
8. No person using prescribed or over the counter drugs that affect their driving ability shall drive a County vehicle.
9. The use of any audio devices, cell phones, or other items which impair normal hearing for the safe operation of a vehicle is strictly prohibited. Texting while driving is illegal and prohibited at all times. If using a cell phone, hands free devices shall be used.
10. All County employees' assigned vehicles on 24-hour or commuter use basis shall take prudent care in securing the vehicle and selecting a safe parking location when leaving the vehicle overnight.
11. Should an employee who is assigned a County vehicle on a 24-hour or commuter use basis be on a personal leave, military leave or vacation for more than two (2) days, the vehicle shall be secured in a safe place with arrangements made with the employees department to pick up the vehicle during the employee's absence, should it be needed.
12. An operator of a County vehicle, except for emergency services vehicles, shall not leave it unattended without stopping the vehicle, locking the ignition and removing the keys.
13. There shall be no smoking in any County vehicle.
14. Transportation of anyone other than related to County business is strictly forbidden. This includes family members, etc.

15. Other than those carried by law enforcement personnel, firearms are not permitted in any county owned, leased or rented vehicle.

16. Employee's shall comply with the requirements for vehicle use sign-out and sign-in log protocols.

VI. Accident Reporting

1. A police report must be filed for all accidents involving County vehicles regardless of seriousness or fault, except those instances involving minor accidents on County property. The police reports shall be maintained by the Public Works Department and distributed to the County Attorney and the County Manager. Additionally, a Schenectady County Incident Report form shall be completed immediately following all accidents.

2. The County Manager shall be notified in such event as to the nature of the accident and the extent of damage.

3. WARNING – If an accident occurs while the employee is using a County vehicle outside the scope of his/her vehicle assignment, in violation of any of the rules and regulations set forth in the Schenectady County Vehicle Use Policy, such employee shall be held personally liable for any damage to the property or injury to any person occurring as a result of such vehicle use.

VII. Motor Vehicle Maintenance

The Highway Department is responsible for the performance of vehicle maintenance.

1. The Highway Department is responsible for providing the departments with a schedule of maintenance.

2. User departments are responsible for complying with the schedule of maintenance provided by the Highway Department.

3. Gas and oil for all County vehicles shall be obtained from the County facilities. Employees will not be reimbursed for gas or oil purchased from private garages, except when the vehicle has been authorized for an official trip outside the County, or in cases of emergency subject to departmental procedure.

4. If an employee notices, while operating a County vehicle that it is in need of repair, (s) he is responsible for reporting this to the County Highway Department. If a vehicle is deemed unsafe, the employee shall not operate the vehicle, and shall immediately notify the Department Head.

VIII. Vehicle Identification

1. All County owned or lease vehicles should be marked, with the exception of vehicles used in undercover work.

2. The format of marking the general service vehicles is as follows:
 - a) Both doors are to be marked with the County Seal.
 - b) A number will also be issued and applied to the vehicle. Special additional markings can be approved by the Highway Department.
 - c) Marked Sheriff Department vehicles shall have markings as authorized by the Sheriff.
3. No personal accessories, emblems or bumper stickers may be affixed to any County vehicle.
4. The County Seal shall not be placed on any vehicle not owned by or leased to the County of Schenectady. Prior to the disposition by the County of any vehicle, the Highway Department shall remove the County seal from the vehicle.

IX. Disposition of County Vehicles

The disposition of a vehicle(s) from the County fleet shall only occur upon County Legislative authorization based on a recommendation from the County Manager and the Director of Public Works that the vehicle is recommended to be declared surplus and recommended for disposition. Disposition shall be by public auction or other such means as authorized by New York State Law and the County Legislature such as transfer to another public entity.



Schenectady County

Acknowledgment of Receipt of Vehicle Use Policy

I hereby acknowledge that I have received and read the Schenectady County Vehicle Use Policy.

Name: _____

Signature: _____

Date: _____