

Torres Rojas, Genara

FOI# 12439

From: boburg@northjersey.com
Sent: Thursday, July 07, 2011 5:17 PM
To: Van Duyne, Sheree
Cc: Torres Rojas, Genara; Duffy, Daniel
Subject: Freedom of Information Online Request Form

Information:

First Name: Shawn
Last Name: Boburg
Company: The Record
Mailing Address 1: 1 Garret Mountain Plaza
Mailing Address 2:
City: Woodland Park
State: NJ
Zip Code: 07424
Email Address: boburg@northjersey.com
Phone: 201-937-3075
Required copies of the records: Yes

List of specific record(s):

A list of all Port Authority-owned or -leased vehicles issued to employees or representatives of the agency. Please exclude Port Authority police vehicles that are used exclusively for patrol, but do include any vehicles issued to public safety personnel that are used, or are permitted to be used, to commute to and from work or for personal travel. The requested records should list the year, make and model of the vehicle, as well as the person it is issued to. Please also provide any agency rules or regulations related to permitted use of such vehicles.

THE PORT AUTHORITY OF NY & NJ

Daniel D. Duffy
FOI Administrator

September 30, 2011

Mr. Shawn Boburg
The Record
1 Garret Mountain Plaza
Woodland Park, NJ 07424

Re: Freedom of Information Reference No. 12439

Dear Mr. Boburg:

This is a response to your July 7, 2011 request which was processed under the Port Authority's Freedom of Information Policy (the "Policy", copy attached) for a list of all Port Authority-owned or leased vehicles.

Material responsive to your request and available under the Policy, is attached.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Sincerely,



Daniel D. Duffy
FOI Administrator

Enclosure

225 Park Avenue South
17th Floor
New York, NY 10003
T: 212-435-3642 F: 212-435-7555

THE PORT AUTHORITY OF NY & NJ

AI 15-3.02

Office of the Executive Director

Revised: August 17, 2010

PORT AUTHORITY PASSENGER VEHICLE PROGRAM

I. Introduction

The Port Authority's passenger vehicle program is intended to supplement public transportation as required for the performance of Port Authority business. This Administrative Instruction provides guidelines for this program including the assignment of Port Authority vehicles, usage authorization and criteria for usage.

II. Definitions

- A. Executive Cars are Port Authority vehicles that are permanently assigned to the Executive Director, Deputy Executive Director, chiefs and certain directors for their transportation needs. They are also used when necessary by the Office of the Executive Director and the Office of the Secretary for the Board of Commissioners for business related transportation requirements.
- B. Central Pool Vehicles are Port Authority vehicles that are made available to employees with occasional business related vehicular requirements.
- C. Facility/Unit Assigned Vehicles are Port Authority vehicles that are permanently assigned to a facility or unit based on demonstrated operational need.

III. Instruction

- A. Vehicles may be operated only by authorized employees and only on authorized trips. No passengers are to be transported other than authorized Port Authority employees, official guests and non-employees involved in Port Authority business functions or activities.
- B. Vehicle usage may be authorized when public transportation is unfeasible or impractical or when it is required by staff and facility operations.
- C. Vehicles may not be used for commuting to and from private residences, but may be taken to private residences to satisfy specific job requirements.
- D. Vehicles may not be used for commuting to and from train stations or other mass transportation centers, excluding Port Authority facilities, but may be taken to mass transportation centers to satisfy specific job requirements.

- E. Vehicles are to be operated at a safe speed and with proper care and caution. All employees are subject to applicable Port Authority, state, and municipal motor vehicle regulations. Employees are personally responsible for and must respond to all summonses issued as a result of their operation or use of the vehicle. If found guilty of violating such regulations, the employee is personally liable for any resulting penalties and judgments prescribed by law. Unresolved or untimely resolution of penalties or judgments may result in being denied access to a vehicle or, in certain cases, forfeiture of an executive car.
- F. Employees are prohibited from using hand-held mobile/cellular telephones and/or electronic navigation systems while operating vehicles on Port Authority business. Employees are also prohibited from text messaging or communicating through the use of a keyboard or manual entry device while operating a vehicle on Port Authority business. Employees may use a mobile/cellular telephone and/or an electronic navigation and / or communication system with a device that permits hands-free operation.
- G. Employees are prohibited from smoking any products, such as cigarettes, cigars, pipes, etc. while driving or while riding as a passenger in a Port Authority vehicle. Employees are also prohibited from igniting any products that could cause a fire hazard and / or smoke condition within the passenger compartment of a Port Authority vehicle.

IV. Responsibilities

- A. Directors are responsible for assuring their staff's compliance with Port Authority vehicle usage regulations and conditions.
- B. Designees who have the delegated authority for authorizing vehicle usage are responsible for verifying the need for a vehicle, selecting competent drivers, periodically verifying that employees possess a valid driver's license, and for determining that employees are complying with all pertinent policies.
- C. The Manager of the Central Automotive Division is responsible for:
 - 1. Developing the budget and schedule for the annual purchase or replacement of Port Authority vehicles;
 - 2. Periodically reviewing the continuing need for all vehicles assigned to organizational units and facilities and evaluating the justification for additional or out-of-kind replacement vehicles;
 - 3. Developing safety, inspection and maintenance standards and procedures for the use of all Port Authority vehicles; and

4. Managing and operating the central vehicle pool and the permanent assignment of Port Authority vehicles.

V. Administrative Guidelines

A. Executive Cars

1. The Executive Director, Deputy Executive Director and Chiefs receive permanently assigned executive cars. Permanent assignments of executive cars to directors will be made based on the business related transportation requirements of directors who are responsible for the safe and effective operation of Port Authority facilities and will require approval by the Chief Administrative Officer in consultation with the Executive Director. Any other permanent assignment of executive cars is to be made solely at the discretion of the Office of the Executive Director.
2. Employees who are permanently assigned executive cars are authorized to use them for personal use but, should exercise reasonable judgment. There is no requirement to reimburse the Port Authority for operating expenses, however, use of an executive car may result in tax obligations. Employees assigned executive cars are exempt from Paragraphs III. A. B. and C. Only in incidental, safety or emergency situations may someone other than the employee operate the car.

B. Central Pool or Facility/Unit Assigned Vehicles

1. Authorization for daytime or occasional overnight use of a central pool or facility/unit assigned vehicle is granted via the Vehicle Authorization and Usage Report, Form PA 70.
2. Occasional overnight usage of a central pool or facility/unit assigned vehicle may be authorized by a director or designee if an employee is required to make a business trip or special work circumstances occur where other forms of transportation are not available, or if available, not practical.
3. If prior overnight authorization has not been obtained, the employee must complete Form PA 3377, Overnight Vehicle Usage Report, describing each night's usage and provide the form to his/her director.
4. Overnight vehicle usage may not exceed a total of five (5) overnights during any calendar month. Any exceptions require a sufficient business reason and prior approval by the appropriate Chief.
5. Directors may permanently assign vehicles to staff, based on the need for response to emergency situations, subject to the approval of the Chief Administrative Officer (See Paragraph 6 below). Such authorization will be

limited to employees whose presence at the scene of emergencies is essential.

6. Directors are responsible for providing the Chief Administrative Officer with a "Permanently Assigned Vehicle Plan" for approval. This plan specifically details the employee's name, title, work location and the reason to make the permanent assignment of a vehicle. Any additions, deletions or changes to the approved plan should be forwarded to the Chief Administrative Officer, or designee, for approval. A copy of the approved plan should be forwarded to the Directors of Audit and Operation Services, the Comptroller, and the Manager of the Central Automotive Division.