

**Roosevelt Island Operating Corporation
Personally Owned Vehicle Usage Policy**

I. Purpose and Applicability

The purpose of the Personally Owned Vehicle (POV) Usage Policy (the “Policy”) is to help Roosevelt Island Operating Corporation of the State of New York (“RIOC”) implement statewide requirements set forth in the memorandum from the Director of State Operations to Commissioners and Heads of Agencies, dated January 20, 2015. The Policy applies to all RIOC officers and employees and supersedes all inconsistent policies currently in effect. Any deviation from the Policy requires the approval of the Director of State Operations (or his or her designee), and the Office of General Services (“OGS”) Commissioner.

II. Definitions

As used herein:

“Authority” means any public authority or public benefit corporation created by or existing under any New York State law, at least one or whose members is appointed by the Governor or whose members serve by virtue of holding a civil office of New York State, including any subsidiaries of such public authority or public benefit corporation, but not including any interstate or international authority or public benefit corporation.

“State Agency” or “Agency” means (i) any State agency or department, or any office, division, bureau, or board of such State agency or department, except where the head of such agency or department is not appointed by the Governor and (ii) any State board, committee, or commission, at least one of whose members is appointed by the Governor.

“State Vehicle” means a vehicle owned by a State Agency or Authority or leased or rented by a State Agency or Authority for official State business.

“Personally Owned Vehicle (POV) Usage” means the use of a non-State Vehicle while in the course of State employment.

III. Personally Owned Vehicle (POV) Usage

- A. Any RIOC employee whose annual POV Usage has been or is expected to exceed 15,000 miles or more during a fiscal year must be provided the use of a State-owned vehicle.

RIOC employees may only exceed this threshold in unforeseen or extraordinary circumstances and only when approved by the Director of State Operations (or his or her designee) and the OGS Commissioner.

- B. In order to meet additional vehicle needs based on the above threshold, RIOC will first attempt to utilize existing pool vehicles and explore the possibility of obtaining additional vehicles via the OGS State Surplus Property.
- C. If RIOC requires to purchase additional vehicles in order to meet the needs of impacted RIOC employees, RIOC will follow the procedures set forth in the Budget Bulletin D-750 including the development of a Business Case for Vehicle Purchases form for OGS, Division of the Budget (DOB) and Governor's Office approval.
- D. When requesting approval for an exemption to the Policy, RIOC shall provide:
 - i. A list of the job titles and circumstances which require exemption.
 - ii. A detailed explanation in support of each individual request.

IV. Implementation and Compliance

- A. Starting March 1, 2015, RIOC will submit a monthly status report to OGS Fleet Management outlining its strategy and progress with the Policy. These reports will be submitted until June 2015.
- B. Starting July 2015, RIOC will confirm to OGS Fleet Management on an annual basis that it is in compliance with the Policy.

Dated: February 26, 2015