

County of Erie
Department of Public Works
Division of Fleet Services



Vehicle Information
Handbook

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MECHANICAL FAILURES AND EMERGENCY HELP

Contacts

Between the hours of **8:00 am and 4:00 pm**, please call 716.858.8300 and 716.858.7502 or email fleetrepairs@erie.gov for emergencies.

Between the hours of 4:00 pm and 8:00 am, please contact one of the following:

Aurora Maintenance District – (716) 319.0898
Clarence Maintenance District – (716) 512.9926
East Concord Maintenance District – (716) 864.2674
Hamburg Maintenance District - (716) 449.5992
Harlem Maintenance District - (716) 628.7087

If you experience any problem while operating an Erie County vehicle, including the need for towing, starting (dead battery, etc.), keys locked in the vehicle, flat tires, please contact one of the above County officials for assistance.

These officials are available 24 hours/7 days via the above phone numbers. They will coordinate the appropriate response.

No repair or tow should be undertaken on a County vehicle by any party unless authorized by the Department of Public Works/Fleet Services.

TRAFFIC ACCIDENTS

Contact Sheriff Dispatch: Any employee involved in a vehicle accident should report the accident immediately by calling the Erie County Sheriff's 24 Hour Dispatch at 716-858-2903. Under no circumstances should any employee involved in an accident leave the scene without first reporting the incident to the authorities.

Contact DPW: Following an accident in a County vehicle, the driver should also contact one of the DPW officials listed on the second page of this Handbook to coordinate the appropriate response (towing, etc.).

If you are involved in an accident while in a County vehicle, you should give your name, County address, driver's license and vehicle number to the other driver.

Other Drivers' Information: Obtain the name, address, driver's license number, and name of their insurance company from the other driver, as well as the names of any injured parties and witnesses.

Also, note the date, time, and place of the accident, which law enforcement agencies were involved in the investigation, a description of the injuries to individuals and a description of damage to any property.

Report Incident to Management: Pursuant to the County's official Motor Vehicle Policy (see <http://sharepoint.erie.gov/policies/PersonnelPolicies/Chapter%20X%20Miscellaneous%20Information/eChapter%20X%20Section%2017%20Motor%20Vehicle%20Policy.pdf>), any County employee who is in an accident while on official business, whether in the employee's own vehicle, rental vehicle or a County vehicle, must immediately (or as soon as physically able) report the accident to his/her immediate supervisor. If the employee is injured, the supervisor must also promptly report the accident to the department head.

Fill Out NYS Accident Form: Employees must completely and accurately fill out the New York State Department of Motor Vehicles' Report of Motor Vehicle Accident (Form MV-104) which is in all motor pool vehicles and attached to this Handbook (the form can also be found at <http://dmv.ny.gov/forms/mv104.pdf>) . You must

submit the form to the Bureau of Fleet Services (DPW – 14th Floor, Rath Building) and provide a copy to the Department of Law and to your immediate supervisor who must provide it to the department head.

Reports regarding the accident should only be given to the law enforcement officials investigating the accident and appropriate officials within the County (department head and/or an attorney representing the County). The accident should not be discussed with anyone except for these designated persons.

INSURANCE AND REGISTRATION

Erie County is a self-insurer and is exempt from having to provide proof of insurance in County vehicles. If an employee is stopped by a law enforcement officer and asked for proof of insurance, the employee should show the County of Erie Self Insurance Notification Card in every glove compartment. This card describes the County of Erie's coverage.

USE OF COUNTY-OWNED VEHICLES FOR OFFICIAL BUSINESS

County-owned vehicles may be used only for official County business. County vehicles may not be taken home or used for any personal purpose, during the day or after hours unless the employee has been granted special permission or has been determined to have 24 hour access in writing.

MISCELLANEOUS PROVISIONS

Smoking: Smoking is prohibited in County vehicles at all times.

Electronic Devices: The use of electronic devices and mobile telephones is strictly prohibited in County vehicles while they are in motion.

No Consumption of Alcohol: The consumption of alcoholic beverages prior to or during operation of a County vehicle is expressly forbidden.

Seat Belts: Seat belts shall be used by all occupants of County or privately owned vehicles

being operated on County business at all times when the vehicle is in motion. Failure to do so may result in disciplinary action.

Vehicle Operations: County employees will operate vehicles in a manner that promotes fuel efficiency including planning activities so that the fewest miles necessary are driven.

Repairs: Employees who operate County vehicle should be conscious of any safety, performance, or cosmetic problems, including warning lights or indicators in a County vehicle. If you observe something, please report it to Fleet Services via e-mail: Fleetrepairs@erie.gov.

Preventative Maintenance: Adherence to the preventative maintenance schedule must be observed by all employees. Upon notification of needed maintenance, emission testing or repair, the operator must notify Fleet Services by emailing Fleetrepairs@erie.gov.

Car Wash: It is the responsibility of the employee who uses the vehicle to keep both the interior and exterior clean. County vehicles can be washed at the Rath Building, 95 Franklin Street by appointment only by calling (716) 858-7502 to set up a scheduled time.

PARKING AND TRAFFIC TICKETS

Any employee, who receives a parking ticket or other citation while on official business, whether in the employee's vehicle or a County vehicle, shall immediately report the ticket or citation to his/her immediate supervisor.

Employees are personally responsible for the prompt payment or other resolution of any parking ticket or citation that the employee incurred. The employee shall promptly inform his/her supervisor of the resolution.

COUNTY MOTOR VEHICLE POLICY

County employees must always follow the Motor Vehicle Policy which is on the County's SharePoint Intranet and can be found at <http://sharepoint.erie.gov/policies/PersonnelPolicies/Chapter%20X%20Miscellaneous%20Information/eChapter%20X%20Section%2017%20Motor%20Vehicle%20Policy.pdf>.

COUNTY FUEL AND MAINTENANCE SITES

Shops marked "Maintenance" provide basic maintenance services for county vehicles. This includes fluids (oil, coolant and windshield solvent) and tire pressure adjustments. Send an email for Fleetrepairs@erie.gov to schedule all maintenance. Shops marked "Unleaded/Diesel or Diesel only dispense fuel.

Clarence Maintenance District
5101 Salt Road, Clarence
759-8328
Unleaded/Diesel – Maintenance - Tow

Tonawanda Satellite District
1870 Military Road, Tonawanda
825-6996
Unleaded/Diesel

Lancaster Satellite District
125 Cemetery Road, Lancaster
759-8328
Unleaded/Diesel

Harlem Maintenance District
1080 Harlem Road, Cheektowaga
825-6996
Unleaded/Diesel – Maintenance - Tow

Hamburg Maintenance District
50 West Avenue, Hamburg
649-4077
Unleaded/Diesel – Maintenance - Tow

Angola Satellite District
8730 Delameter Road, Angola
649-4077
Unleaded/Diesel

Aurora Maintenance District
119 Ellicott Road, West Falls
652-0410
Unleaded/Diesel – Maintenance - Tow

Protection Satellite District
South Protection Road, Holland
652-0410
Unleaded/Diesel

Concord Maintenance District
9125 Sibley Road, East Concord
592-9346
Unleaded/Diesel – Maintenance - Tow

Collins Satellite District
Jennings Road, Collins
649-4077
Unleaded/Diesel

County Home B & G Shop
11492 Walden Avenue, Alden
937-5642
Unleaded/Diesel

Akron Falls Park
Parkview Drive, Akron
542-2330
Unleaded/Diesel

Ellicott Creek Park
Ellicott Creek Road, Tonawanda
693-2971
Unleaded/Diesel

Elma Meadows Park
1711 Girdle Road, Elma
652-5475
Unleaded/Diesel

Emery Park
2084 Emery Road, South Wales
652-1380
Unleaded/Diesel

Grover Cleveland Golf Course
3781 Main Street, Amherst
836-7398
Unleaded/Diesel

Sprague Brook Park
9674 Foote Road, Glenwood
592-2804
Unleaded/Diesel

Chestnut Ridge Park
6121 Chestnut Road, Orchard Park
662-3290
Unleaded/Diesel

Como Lake Park
Como Park Boulevard, Lancaster
683-5430
Unleaded/Diesel

Wendt Beach Park
7676 Lakeshore Road, Angola
947-5660
Unleaded/Diesel

Sewer District 3
3639 Lakeshore Road, Blasdell
823-8188
Unleaded/Diesel

Sewer District 6
260 Leigh Avenue, Lackawanna
823-5800
Unleaded/Diesel

Sewer District 2
8443 Lakeshore Road, Angola
549-3161
Unleaded/Diesel

Sewer District North
3789 Walden Avenue, Lancaster
684-1234
Unleaded/Diesel

TOWING

If a County vehicle needs a tow, during normal DPW working hours (Monday to Friday 7:00 am-3:00 pm), please call the Aurora Maintenance District at (716) 652-0410.

If towing is needed after regular working hours, on weekends or holidays, contact one of the following County officials for authorization:

Aurora Maintenance District – (716) 319.0898
Clarence Maintenance District – (716) 512.9926
East Concord Maintenance District – (716) 864.2674
Hamburg Maintenance District - (716) 449.5992
Harlem Maintenance District - (716) 628.7087

They will evaluate the situation and determine the appropriate response.

If one of the above officials authorizes a private tow, you will be authorized to contact a private vendor. The County maintains arrangements with private towing operators to tow County vehicles when County equipment is unavailable to tow.

The following vendors are authorized to tow County vehicles:

Bach's Service & Towing

930 Maple Road
Elma, New York 14052
716.652.8800 (24 hours)

Dadswell Towing

8490 Main Street
Williamsville, New York 14221
633-7276 (24 hours)

John's Towing & Storage

1121 Sheridan Drive
Tonawanda, New York 14150
877-1988 (24 hours)

Rusiniak's Service, Inc.

2210 Old Union Road
Cheektowaga, New York 14227
656-8479 (24 hours)

Smokey's Towing

760 West Avenue
Marilla, New York 14102
359.2457 (24 hours)

Evans Mechanical Services, Inc.

8596 Erie Road
Angola, New York 14006
549.2121 (24 hours)

Services Provided: Towing, battery jump starts, battery replacements, tire changing, fuel delivery and lock-out service.

DO NOT CALL FOR A TOW WITHOUT THE APPROVAL OF ONE OF THE ABOVE COUNTY OFFICIALS.