

**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 **6:00 am and 6:00 pm**, please call 716.858.7983, 716.858.7502, 716.858.6463 or email [fleetrepairs@erie.gov](mailto:fleetrepairs@erie.gov) for emergencies.

**Between the hours of 6:00 pm and 6:00 am, please contact one of the following:**

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

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 – 14<sup>th</sup> 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](mailto: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](mailto: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](mailto: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) 864.2674  
Clarence Maintenance District – (716) 628.7087  
East Concord Maintenance District – (716) 449.5992  
Hamburg Maintenance District - (716) 512.9926  
Harlem Maintenance District - (716) 319.0898

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)

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.**