

**Reference:** HUMAN RESOURCES  
**Section:** WORK ENVIRONMENT  
**Title:** PROHIBITED ACTIVITIES (OPERATION OF NON-REVENUE NFTA AND/OR NFTM VEHICLES)  
**Policy Number:** 04-03-08  
**Issue Date:** 01/06/2020  
**Revision Date:**

## **I PURPOSE**

The purpose of this policy is to prohibit the use of alcohol and/or drugs and of being under the influence of such substances while operating non-revenue NFTA and/or NFTM motor vehicles ("vehicle"). The policy also sets forth other prohibitions and rules while operating these vehicles. Reference is also made to the Drug and Alcohol policy as stated in policy number 04-03-03; the Use of Alcohol and/or Drugs on the Job policy as stated in policy number 04-03-04; and the Smoke Free Workplace policy as stated in policy number 04-03-05, and those policies are incorporated by reference herein.

## **II POLICY**

The operation of a revenue service vehicle while under the influence of alcohol and/or drugs is strictly prohibited as stated in the Drug and Alcohol policy under policy number 04-03-03. The use of or being under the influence of alcohol and/or drugs while operating a non-revenue NFTA and/or NFTM motor vehicles is prohibited. The following rules and prohibitions also apply to non-revenue NFTA and/or NFTM motor vehicles:

- Operation of an NFTA/Metro vehicle must be in full compliance with all New York State laws.
- All eligible drivers must be employed by NFTA/Metro, and he/she must have a valid driver's license.
- Smoking (including the use of an electronic or battery operated device that is capable of delivering vapor or inhalation, with or without nicotine as addressed in the Smoke Free Workplace policy under policy number 04-03-05) is prohibited.
- Driving under the influence of drugs/alcohol is prohibited.
- Possession or use of alcohol, illegal drugs or other intoxicating substances in the vehicle is strictly prohibited.
- Use of cellular phones without a hands-free adaptor is prohibited.
- Texting while driving a vehicle is prohibited.
- Drivers are personally responsible for any fines, fees, legal penalties and personal legal costs resulting from moving violations, tickets (excluding vehicle registration, inspection and maintenance) and citations received while operating, parking or in possession of the vehicle.

Violations of this policy will result in discipline, up to and including termination, in addition to civil and criminal prosecution.