



Regional Transit Authority

Asset Management

(SEC3)

POLICY STATEMENT

The purpose of this policy is to ensure that all property maintained by the New Orleans Regional Transit Authority (RTA) is kept in the best possible working condition and to ensure proper use of such property and RTA networks.

PURPOSE

No RTA employee should expect any privacy on RTA premises or when using RTA property or networks, except that which is required by law.

APPLICATION

All RTA employees are responsible for the care and safekeeping of all equipment that is issued in the course of their job.

APPROVED:

ADOPTED: _____
Chair Board

Chief Executive
Officer Officer

Effective Date: _____

Date of Last Review: _____



Regional Transit Authority

1.0 GENERAL

Definitions

"Property," as the term is used in this policy, is defined as any piece of equipment, furnishing, vehicle, building or supply leased, owned, donated or otherwise in the custodial care of RTA or any person acting as its agent.

General Guidelines on the Use of Agency Property

All RTA employees must maintain their work environment in an orderly fashion and follow all RTA rules to ensure its proper use and maintenance.

Any employee who is found to have neglected or misused RTA property will be subject to disciplinary action up to and including termination. If an employee's misuse of RTA property damages the property, RTA reserves the right to require the employee to pay all or part of the cost to repair or replace the property. Misappropriation of RTA property is grounds for immediate termination and possible criminal action.

Employees are also responsible for knowing and adhering to Agency requirements for Security Sensitive Information (SSI) as defined by the Transportation Security Administration (TSA), as applicable to any RTA property or networks which they access, handle, store, or manipulate.

RTA property (including computers, pagers, telephones, cellphones, copiers, fax machines, Internet services and printers) is intended for business use only. Limited personal use as necessary is allowable but should be the exception and not the rule. RTA reserves the right to discipline employees for excessive personal use of agency property.

CELL PHONES

It is the policy of the agency to consider the issuance of a cellular device when the responsibilities of an employee require:

- The employee to be reachable immediately.
- The employee is required to be on call outside of normal business hours.
- The employee is required to be away from a fixed workstation where timely communication is difficult to transact.
- Essential workers that have to communicate during inclement weather, emergencies and disaster.



Regional Transit Authority

The final decision on whether an employee will be issued a cellular device rests with the management of the agency.

However, cellular devices will not be issued to student workers, contract employees, temporary personnel, consultants, or other workers that do not have a compelling use for a cell phone.

It is imperative that cellular devices owned by the agency used to conduct agency business be used appropriately, responsibly, and ethically. The following must be observed:

1. Agency-owned cellular devices are property of the agency and must be treated, used, and safeguarded as such. If an employee damages or loses an agency issued cellular phone, the employee must notify their supervisor immediately.
2. No employee is to use an agency-owned cellular phone for the purpose of illegal transactions, harassment, or obscene behavior, in accordance with other existing employee policies.
3. All costs associated with issued cellular telephones will be allocated to the appropriate department.
4. Using a cell phone while operating a motorized vehicle is strongly discouraged. Employees should plan to allow placement of calls prior to driving. When an employee must use their cell phone, while driving, they should keep conversations brief, avoid unnecessary calls, and no calls should be made if driving conditions are hazardous. If it is necessary for the employee to read or write while taking the call, the employee should pull off the road.
5. Should you receive a call, text, email, etc. that you must take or respond to immediately please go to a private area to answer and/or view the call, text, email, etc.
6. Cell phones are not to be used in any way in the presence of potential customers. Only essential personnel should have a cell phone. If you are deemed essential personnel under this policy and must therefore carry a cell phone on your person at all time this phone should be kept in a pocket, and should be turned to vibrate/silent mode so that it is never a distraction to any customer/employee in the facility.

Use of Agency Vehicles

Any employee for whom driving is an essential job duty must be authorized and approved by the Deputy CEO or Chief of the employee's department to drive RTA vehicles. Additionally, for the operation of certain revenue and non-revenue vehicles assigned to Operations or Maintenance, any employee who operates one or more types (e.g., bus,



Regional Transit Authority

paratransit vehicle, streetcar, maintenance service truck, ferry, supervisor vehicle) must be authorized and approved by their respective department, and receive agency training on each type as necessary. It is the responsibility of any employee driver of a RTA vehicle, regardless of department, to ensure that the vehicle is in a fully operational and safe condition before each use to extent practicable.

Employees authorized to operate a revenue vehicle must follow all safe driving policies and procedures for their respective department, to include conducting pre-trip and post-trip vehicle inspections and reporting vehicle defects or breakdowns to the Communications Control Center.

Employees authorized to operate a non-revenue vehicle must conduct a pre –trip “walk-around” inspection noting any problems with, or damage to the vehicle before each use. Non-revenue vehicle controlled and managed by the Communications Control Center must be signed out by the employee on the Vehicle Sign Out Log Sheet. The employee must complete the following: vehicle number, date, time out mileage, reason used, date in time in and supervisor name.

Should the employee return the vehicle to the agency with damage to the vehicle, the vehicle log report and Communications Control Center records will be used to determine whether the damage occurred before or during the employee’s approved use.

A limited number of non-revenue vehicles are included in a shared motor pool. Departments or employees may be temporarily assigned to one or more pool vehicles. These vehicles are excluded from the sign out procedures for the period in which they are classified as such.

Any vehicle found to be unsafe will be removed from the operational fleet until appropriate maintenance or repairs have occurred.

Agency-Issued Identification Badges and Keys

Identification Badge – Photographic personal identification card used for identification, facility access, and Access Control for RTA – operated transportation services. When access control is not authorized, a badge will be issued for identification and possibly fare purposes only. They are for the sole use of the person to who they are issued; may not be sold; and are otherwise non-transferrable.

Proxy Card – A facility access card, separate from an ID Badge.

Transportation Pass – Transportation Access Control added to an ID badge.

For use on RTA- operated bus and rail. They are for the sole use of the person to whom they are issued; may not be sold; and are otherwise non-transferable.



Regional Transit Authority

2.0 RESPONSIBILITIES

Employees are responsible for the proper use of their ID Badges and Transportation Passes; and that the ID Badges/Transportation Passes are neither sold nor otherwise transferred to any individual not expressly authorized to use them.

Employees understand that when separations from RTA occur, employees must return any property/equipment issued during the course of employment, and that failure to do so will result in the value of the property/equipment being deducted from my final pay earnings.

3.0 FLOWCHART

N/A

4.0 REFERENCES

N/A

5.0 ATTACHMENTS

1. Technology Service Request Form

6.0 PROCEDURE HISTORY

N/A

7.0 SPONSOR DEPARTMENT

Security

Technology Service Request
Forward completed form to

Submitted By: Date of Request: Phone:

Email: GL String:

Division: Section: Office Location:

Employee Name: Employee ID:

Email: City Cell Phone Number:

New Hire ☐ RTA Employee ☐ Contract Employee ☐

Transfer ☐ Transferring from

Desktop Computer ☐

Laptop Computer ☐

Tablet ☐

Monitor ☐

Printer ☐

Cell Phone ☐

Other ☐

Full Description of Service Requested:
(Describe as completely as possible)

Full Description of Business Need:
(Describe job, customer, legal/security, media, council, systems/software requirements)

Full Description of Justification:
(Describe cost savings, time savings, customer/employee benefits)

Chief:

Printed

Signature

Date:

Printed

Signature

Date:

**Technology
Manager**

Service Request Ticket#

