



Nashville Metropolitan Government ADMINISTRATIVE ORDER

SUBJECT: Use of Tobacco Products in Metro Vehicles	ORDER NO.: 02-09 REVISION NO.: 01
ISSUED BY: Department of General Services	EFFECTIVE DATE: October 1, 2014

1. Governing Authority

Executive Order No. 031

2. Background

The efficient and effective delivery of many services by Metro agencies is dependent upon the availability of appropriate, well maintained motor vehicles and equipment. OFM is responsible for ensuring that safe, reliable fleet units are accessible and efficiently used for Metro business. Further, OFM is dedicated to providing employees a healthy, comfortable, and clean working environment.

The Health Consequences of Smoking: A 2004 Report of the Surgeon General, affirms that smoking harms nearly every major organ of the body, often in profound ways, causing many diseases and significantly diminishing the health of smokers in general. *The Health Effects of Involuntary Smoking: A 1986 Report of the Surgeon General*, concludes that involuntary smoking is a cause of disease, including lung cancer, in healthy non-smokers; and the simple separation of smokers and non-smokers within the same air space may reduce, but does not eliminate the exposure of non-smokers to environmental smoke.

Smoking and the general use of tobacco products in motor vehicles and equipment negatively impacts both Metro Government's public image and the overall material condition of fleet units.

3. Applicability

This order applies to all motor vehicles and equipment rented or leased by or titled to any Metro agency.

Department of General Services
ADMINISTRATIVE ORDER 02-09, REV. 01

4. Definitions

- Agency – A Metro agency, department, institution, board, bureau, or authority issued vehicles or equipment through OFM.
- Agency Head – An agency’s chief executive officer or designee.
- Electronic Cigarette – An e-cigarette, electronic vaping device, personal vaporizer, electronic nicotine delivery system, smokeless cigarette, or other type of battery-powered device that simulates tobacco smoking. It generally uses a heating element that vaporizes a liquid solution. Some solutions contain a mixture of nicotine and flavorings, while others release a flavored vapor without nicotine.
- Equipment – All units managed and maintained by OFM that do not meet the definition of a vehicle.
- Metro – Metropolitan Government of Nashville and Davidson County.
- OFM – Department of General Services, Office of Fleet Management.
- Smoking – Burning tobacco or other substance in cigarettes, pipes, and cigars typically for the purpose of smoke inhalation; or, the use of an electronic cigarette or other such device that simulates tobacco smoking.
- Tobacco Products – Cigarettes, cigars, and other smoking tobacco; snuff, plug and twist tobacco; and, any other kinds or forms of tobacco that is suitable for smoking in a pipe or otherwise consumed without burning.
- Unit – A term for any or all vehicles and equipment subject to this order.
- Use – Burning, smoking, or otherwise consuming any tobacco or similar product; utilizing any type of electronic cigarette or other such device that simulates tobacco smoking.
- Vehicle – Any self-propelled, rubber-tired unit capable of being licensed in the state of Tennessee for over the road travel.

5. Smoking and Use of Tobacco Products

Smoking, the use of tobacco products, and the use of any type of electronic cigarette or other such device that simulates smoking is prohibited in all Metro motor vehicles and equipment.

6. Compliance and Enforcement

All employees share in the responsibility for compliance with this order. Any violations should be brought to the attention of an appropriate agency supervisor.

Department of General Services
ADMINISTRATIVE ORDER 02-09, REV. 01

Further, the Agency Fleet Coordinator is responsible for overseeing and managing compliance and ensuring the maintenance of comprehensive documentation demonstrating that the agency is in compliance with all requirements of this order.

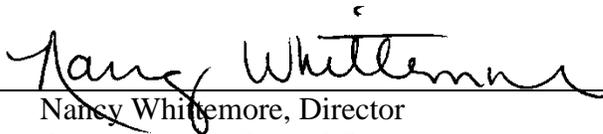
Each Agency Head is responsible for the enforcement of this order and may issue policy and procedures that are more restrictive than or supplementary to the requirements of OFM administrative orders, policies, and procedures.

7. Disciplinary Action

Disciplinary action to be taken when employees violate the requirements of this order shall be consistent with policies and procedures set by each agency and, to the extent applicable, the rules of the Civil Service Commission.

8. Order Documentation

Administrative Orders are issued to Agency Heads via email and are posted on the Inside Metro website under General Services.


Nancy Whittemore, Director
Department of General Services

9-2-2014
Date