

HOUSING AUTHORITY OF THE CITY OF LUMBERTON

VEHICLE USE POLICY

The purpose of this policy is to establish and specify policy on vehicle transportation for Housing Authority officials and employees in the conduct of official Housing Authority business.

Automobiles, vans, golf carts, multi-purpose vehicles and light trucks may be assigned to an individual employee when the work assignment requires the use of the vehicle. Any employee who operates a Housing Authority vehicle must possess a valid driver's license issued by the State of North Carolina. From time to time, employees may be required to show their driver's license as proof that the license has not been revoked, suspended, or has not expired.

Vehicles owned by Housing Authority are to be used for official Housing Authority business only. They are not to be used for personal business or pleasure during or outside of working hours. If the employee uses the vehicle for his/her own personal business or pleasure, he/she will be subject to disciplinary action up to and including termination. Upon prior approval of the Executive Director or his/her designee, employees who are required to respond to emergencies may drive a Housing Authority vehicle to and from their home.

Housing Authority and privately-owned vehicles being operated for Housing Authority business shall be operated in accordance with all safety and legal requirements of the Housing Authority, state and any other jurisdictions in which they are operated. Housing Authority vehicles represent the Housing Authority and are not to be used to advertise (e.g. bumper stickers) the personal opinions of the operators. Any alterations to the appearance or mechanical function of a Housing Authority vehicle must be approved by the Executive Director or his/her designee.

An employee may be held liable for accidents in which he/she is involved if it is determined that the accident is the result of his/her negligence. The driver of the vehicle and/or person to whom the vehicle is assigned may be held financially responsible for the damages, and shall be required to submit to a substance abuse test. An employee will be personally responsible for paying any citation received while operating a Housing Authority vehicle.

If the automobile insurance company advises that an employee who is an authorized operator of a Housing Authority vehicle is a high risk driver, that employee's driving privilege may be suspended until such time as the insurance company determines that his/her driving habits are sufficiently improved as evidenced by the Department of Motor Vehicle records.

Vehicle Management

It is the policy of the Housing Authority to provide for central management of its fleet vehicles and motorized equipment, including its purchase, ownership, maintenance and repair, replacement and disposal. The management of the vehicle fleet shall be under the direction of the Facilities Maintenance Manager. The maintenance and disposal of the vehicle shall coincide with the current Procurement and Disposition Policies and Procedures.

Responsibility for Establishing Policies Related to Housing Authority Vehicles

The Executive Director, or his/her designee, is responsible for establishing policy regarding the number of vehicles allocated to departments, types of vehicles, additions and replacements to the fleet and authorizations for the assignment of take-home vehicles to employees.

Vehicle Assignments

It is the policy of the Housing Authority to monitor and control the number of vehicles allocated to departments. Vehicle assignments shall be based upon actual and demonstrated need in order to conduct official Housing Authority business. No person other than a Housing Authority official or employee shall be authorized to operate a Housing Authority vehicle.

Use of Privately-owned Vehicles for Official Housing Authority Business

Use of privately-owned vehicles for Housing Authority business must be authorized by the department head. Employees who are not assigned an individual vehicle or do not have access to a pool vehicle may be reimbursed at the current Housing Authority mileage rate (which is equal to the current Internal Revenue Service (IRS) mileage reimbursement). Each month, the employee is to document their business mileage by completing a Mileage Record Form in order to receive reimbursement.

The department head is responsible for requiring that each employee who is authorized to use their personal vehicle for business provide proof that they have insurance within the legal limits as required by the State of North Carolina on an annual basis. When a Housing Authority employee uses a private vehicle for authorized business purposes, their personal auto insurance policy liability coverage on the vehicle is primary unless otherwise provided by law.

Vehicle Management Procedures

The Housing Authority has implemented procedural requirements for vehicle management. Housing Authority employees must comply with said requirements as set forth in policy and procedure. Failure to comply with such may result in disciplinary action, up to and including termination.

Use of Other Housing Authority Property

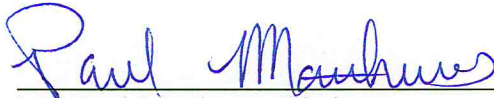
The Housing Authority will provide its employees with the equipment, supplies and materials necessary for performance of their assigned jobs. Equipment, vehicles, tools, materials and supplies that belong to the Housing Authority shall not be used or removed from Housing Authority property except in the conduct of Housing Authority business.

Equipment and vehicles assigned to employees shall be maintained and kept in good working condition by the employees. If it is found that the equipment or vehicle is being abused or used in an unsafe manner, the employee will be subject to disciplinary action up to and including termination. If it is determined that the employee is negligent in the proper use of storage of tools, equipment, vehicles, materials or supplies, or if they are abused, misplaced or stolen, the employee may be required to repair or replace them and/or the employee will be subject to discipline up to and including termination.

Employees are required to return all Housing Authority equipment, vehicles, supplies, materials, keys, uniform, photo identification badges, and other Housing Authority-owned property upon separation from employment. Failure to return said property may result in a charge to the employee, which may be deducted from any final payment due the employee. In addition, employees who fail to return said property upon separation from employment will not receive payment for accrued vacation leave.

Under no circumstance shall any HACL property be used for reasons other than the purpose and mission of the HACL housing assistance programs.

Adopted this the 22nd day of September, 2014



Mr. Paul Matthews, Chairman
HACL Board of Commissioners