

# CHELSEA HOUSING AUTHORITY

## CHA VEHICLE USAGE POLICY

Adopted February 27, 2013

### ***I. Introduction***

This policy establishes rules governing the use of vehicles owned or leased by the Chelsea Housing Authority (CHA) by employees of the CHA.

CHA vehicles are available to assist CHA employees in accomplishing the responsibilities of their position such as transportation of employees, supplies, materials, equipment and related activities. CHA vehicles may only be driven by a CHA employee who is authorized to do so under terms of this Policy and who has a valid driver's license ("Authorized Employee").

### ***II. Vehicle Assignment***

Vehicles are assigned in the following categories:

#### **1. Pool Vehicles**

All CHA vehicles (cars, trucks or other type wheeled vehicle) are Pool Vehicles unless specifically assigned in writing by the Executive Director or his/her designee, for Domicile or Non-Domicile use. Pool vehicles are available for general CHA use by Authorized Employees.

When not in use on CHA-related business these vehicles shall be garaged on CHA property.

#### **2. Non-Domicile Vehicles**

Non-Domicile Vehicles may be assigned in writing by the Executive Director, or his/her designee, to a specific employee or CHA department for CHA business day use in the following circumstances: the CHA employee/department demonstrates a need for daily travel on CHA business, and public transportation is impractical; or the CHA employee/department requires daily transport of work-related equipment.

When not in use on CHA-related business these vehicles shall be garaged on CHA property.

#### **3. Domicile Vehicles**

Vehicles may be assigned in writing by the Executive Director to a specific employee for CHA-related use on a 24 hour/7 days per week basis in the

following circumstances: the employee's responsibilities clearly demonstrate the need for 24-hour emergency response capability at CHA developments and/or central office, including response for CHA purposes from his/her domicile.

4. Assignment Process

The Executive Director, or his/her designee in writing, shall assign vehicles.

### III. **USE OF VEHICLES**

All CHA vehicles shall be used only for CHA-related business by Authorized Employees. The use of a CHA vehicle for personal business or reason is strictly prohibited.

1. Authorized Employee

To operate a CHA vehicle an employee must at all times have a valid driver's license and written authorization from the Executive Director, or his/her designee in writing. Such written authorization may be in an e-mail or comparable written format.

To become an Authorized Employee, the employee must request and receive written authorization from the Executive Director or his/her designee, and have a valid driver's license. The employee must provide a copy of his/her valid driver's license at the time of making the request. At the time of request for authorization or at any subsequent time of CHA vehicle use, CHA may prohibit an employee from operating a CHA vehicle if a review of the employee's record of motor vehicle operation reflects a pattern of reckless behavior, moving violations, or a general disregard of rules and laws governing operation of motor vehicles. Written authorization may be in the form of an e-mail or comparable written format.

Authorized Employees shall annually or upon request promptly provide CHA's Accounting Manager with a copy of their valid driver's license.

2. Authorized Employee Responsibilities:

- a. To notify CHA immediately if his/her motor vehicle license is revoked or suspended
- b. To operate a CHA vehicle only for CHA purposes and in accordance with the designated assignment category under paragraph II above and terms of this Policy.
- c. Not to use a CHA vehicle for personal errands or other such use.
- d. To comply at all times with all applicable local, state and federal laws, ordinances, rules and regulations applicable to motor vehicle operation

- e. To wear a seat belt and to ensure that any passenger wears a seat belt at all times when a CHA vehicle is in motion.
- f. Not to operate a CHA vehicle if using a prescription or non-prescription medical whose side effect may impair the ability to operate a CHA motor vehicle safely and in accordance with paragraph d. above.
- g. To refill the gasoline tank of any CHA motor vehicle before garaging the vehicle when the gasoline gauge reflects that the gas tank is less than  $\frac{1}{4}$  full in accordance with requirements and procedures provided by CHA's Maintenance Supervisor.
- h. To report promptly any problem or unusual circumstance with operation of a CHA vehicle or damage viewed to a vehicle to CHA's Maintenance Supervisor.
- i. To report immediately any accident/theft occurring while operating a CHA vehicle to CHA's Maintenance Supervisor whether or not damage or injury has occurred and to cooperate in providing detailed information with respect to such accident/theft including completion of any required report or form. See also paragraphs IV and VI below.
- j. To cooperate promptly with any request by CHA regarding repair and/or maintenance of a CHA vehicle. See also paragraph V below.
- k. To be financially responsible for any fine resulting from any traffic violation and/or unlawful parking of a CHA vehicle.
- l. Not to drive a CHA vehicle if texting on, or using, a mobile phone or comparable electronic equipment, EXCEPT in the event of personal or CHA-related emergency when the operator can promptly move the CHA vehicle off the road to a complete stop.

Any failure or record of repeated failures to comply with these responsibilities may result in disciplinary action by CHA, including denial of authorization to operate any CHA vehicle, discipline or termination of employment. CHA shall monitor the operation record of CHA Authorized Employees.

#### ***IV. REPORTS OF ACCIDENT OR DAMAGE***

Any accident while operating a CHA vehicle must **immediately** be reported to CHA's Maintenance Supervisor whether or not injury or damage has occurred. The employee operating the vehicle must complete a **Commonwealth of Massachusetts Report of Motor Vehicle Accident** describing in detail the circumstances of the accident. This form shall be obtained and returned to CHA's Maintenance Supervisor within 24 hours of the accident.

If a CHA employee is injured in an accident involving a CHA motor vehicle, whether as operator, passenger, or pedestrian a **Commonwealth of Massachusetts Employer's First Report of Injury** form shall be completed and provided to CHA's Maintenance Supervisor and Accounting Manager.

#### ***V. MAINTENANCE/EMERGENCY SERVICE***

Effective maintenance of the CHA fleet of motor vehicles is a cooperative effort by employees and service providers.

CHA's Maintenance Supervisor is responsible for monitoring and scheduling routine maintenance of each CHA motor vehicle. Authorized employees are responsible for cooperating with CHA's Maintenance Supervisor to assure maintenance is provided.

CHA's Maintenance Supervisor shall issue written procedures from time to time for implementation of such maintenance.

Any Authorized Employee who believes maintenance on a CHA motor vehicle is required shall report this promptly to CHA's Maintenance Supervisor.

In the event of a motor vehicle breakdown requiring emergency repairs, a CHA employee should promptly report this to CHA's Maintenance Supervisor during working hours and secure authorization for repairs. If emergency service is required outside of working hours, the employee shall use reasonable judgment to secure the CHA motor vehicle to prevent further damage while waiting for such authorization.

#### ***VI STOLEN VEHICLE***

A stolen CHA motor vehicle shall be reported **immediately** to CHA's Maintenance Director and CHA Executive Director and to Chelsea Police or the CHA employee's local police department.

#### ***VII TAXABLE BENEFIT***

For CHA employees who are authorized to use a CHA vehicle for domicile use certain tax laws require calculation of the value of personal use for commuting purposes to such employees and inclusion of this value in the employee's income statement. This value shall be calculated in accordance with regulations of the Internal Revenue Service and provided to the effected CHA employees on an annual basis.

End of Policy

