
VEHICLE -USE POLICY

Policy # 112
Effective Date: June 21, 2010

Approved By Board: 05/19/10
Resolution # FY10-34
Amended By Board: 6/16/10
Resolution # FY10-39

[Amended by Board: 11/19/14](#)

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1.0 GENERAL PROVISIONS

1.1 PURPOSE

The purpose of this Vehicle Use Policy is to establish a fair process for the allocation of the AAHC's owned and/or leased vehicles to staff and to monitor the use of vehicles used by staff and contractors for AAHC related activities. The policy and procedures have been established in an effort to provide consistency in the management and use of our vehicles. These guidelines must be followed to avoid damage, injury, or abuse to the vehicles, facility or its users. All references to AAHC in this policy means the Ann Arbor Housing Commission.

2.0 APPLICATION

This Vehicle Use Policy applies to all AAHC employees and authorized contractors, for the use of Commission owned and/or leased vehicles. Use of an AAHC owned vehicle(s) is encouraged when practical and available to conduct AAHC business.

3.0 POLICY

- a. Use of AAHC owned or leased vehicles for personal purpose is prohibited.
- b. Drivers must have the appropriate state required class of license for the vehicle operated.
- c. Drivers must be of a minimum age of 18 years.
- d. Any driver (employee or contractor) must notify the AAHC by the start of the first available shift after the date of any driving infraction including, but not limited to: any vehicle violation (e.g. speeding ticket); loss; nonrenewal; revocation and/or suspension of license.
- e. Request for vehicles will be honored on a first-come, first-served basis. The ~~Deputy-Executive~~ Director or designee, may use his/her discretion to ensure that no group or individual monopolizes the use of the vehicles. When scheduling conflicts arise, the ~~Deputy-Executive~~ Director or designee resolves the conflict in schedules.
- f. Only licensed drivers who have been approved by the City of Ann Arbor Human Resources Department may drive/operate any vehicle on AAHC business.

- g. Drivers must drive responsibly at all times and follow all traffic regulations, including the speed limit.
- h. There is NO minimum travel for each trip in order to request an AAHC owned vehicle.
- i. Other than maintenance vehicles, It is required that approved drivers sign out a vehicle on the Vehicle Usage Form (see example attached) and obtain the key(s) from the front desk prior to the scheduled use of the vehicles. The approved driver should complete ALL sections of the Vehicle Usage Form before operating the vehicle.
- j. The fuel tanks of the AAHC owned/leased vehicles are to remain full-at a minimum of half-full at all times. It is the driver's responsibility to return the vehicle with at least a half--full fuel tank. In case of emergency, when the driver cannot refuel, another licensed AAHC employee can fill the tanks up after the trip. Gas and repair reimbursement is subject to the City of Ann Arbor Administration Policies and Procedures: Travel Policy # 504 Section 2.5.3 "City Vehicles – Travel in a city vehicle is encouraged when practical and available. Employees will be reimbursed for necessary expenses (towing, repairs, and/or fuel, oil or similar fluids) for the safe operation of the vehicle while on City business.”
- k. Upon returning the vehicle, please remove trash from interior, and vacuum if it is dirty.
- l. Report any maintenance needs and/or accidents/damage immediately to the immediate supervisor or the Deputy-Executive Director. Return all key(s) to the front desk. (For all traffic accidents – please contact the police and obtain a police report – these must be turned in to the Deputy-immediate supervisor or Executive Director). All vehicles used by outside contractors will receive a pre- and post-inspection upon use.
- m. The keys to all owned/leased vehicles are kept in a key box and may not be removed and/or used without prior approval from the Deputy Director. Staff may not keep copies of the vehicle keys in their possession when not using the vehicle. All keys must be returned to the front desk immediately upon return except for maintenance keys which must be returned to the maintenance facility.
- n. Any person(s) with the exception of AAHC staff or contractors are prohibited from use or travel in AAHC owned vehicles; unless approved by the Deputy Executive Director.
- o. The number of passengers in a vehicle must be within the number allowed under State law. The driver and passengers must adhere to State law requirements, including seat belt usage.
- p. Smoking is prohibited at all times in any of the vehicles.
- q. Drivers may not answer or use their cell phones or use text messaging devices while operating the AAHC vehicles.
- r. The AAHC reserves the right to remove any driver from the approved driver list.

Employee	Travel Purpose	Date Out	Time Out	Date In	Time In	Valid Drivers License	
						Yes	
						Yes	
						Yes	
						Yes	
						Yes	
						Yes	
						Yes	
						Yes	
						Yes	
						Yes	
						Yes	
						Yes	
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						Yes	
						Yes	
						Yes	
						Yes	
						Yes	
						Yes	
						Yes	
						Yes	
						Yes	

This document shall be used for employee use of City of Ann Arbor Housing Commission owned vehicles

Instructions:

- 1) Enter your name and travel purposes.
- 2) Indicate the date and time of your departure.
- 3) Indicate the date and time of your return
- 4) Indicate that you have a valid driver's license by inserting your initials.

