City of Ann Arbor

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Legislation Text

File #: 14-1667, **Version:** 1

Resolution to Approve an Amendment to the AAHC Vehicle Use Policy

The AAHC has a Vehicle Use Policy governing the use of AAHC-owned vehicles. The Policy has been updated to reflect current standards.

The policy also requires the vehicle to be returned with a full tank of gas. This is impractical when the vehicle is being used for short trips and the City's two gas fueling tanks are located on Stone School Road and at South Industrial. The policy has been changed to require the vehicle to have at least a ½ tank of gas.

The policy requires vehicles to be signed out before each use. However, each maintenance technician has their own maintenance vehicle that has been assigned to them and it would be redundant and impractical to have them sign out their own vehicles every day. Staff must still sign out the common-use vehicle that is stored at Miller Manor.

The policy requires staff to return vehicle keys to the front desk each night. However, now that maintenance are located at Industrial, the policy has been changed to require maintenance staff to return AAHC vehicle keys to Industrial each night.

The policy refers to the Deputy Director, however, there is currently not a Deputy Director position, so the reference has been changed to immediate supervisor or the Executive Director or the Executive Director's designee, depending on the situation.

The Vehicle Use Policy is attached in track changes to show the proposed changes.

Prepared and Approved by: Jennifer Hall, Executive Director

WHEREAS, the Ann Arbor Housing Commission has a vehicle use policy that regulates the use of AAHC-owned vehicles; and

WHEREAS, the policy needs to be updated to reflect the current work environment, existing staff, and existing work locations;

RESOLVED THAT, the Ann Arbor Housing Commission Board approves the amended Vehicle Use Policy as presented.