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## VEHICLE POLICY

### **Purpose**

The Falmouth Housing (FHA) maintains a fleet of vehicles, primarily but not exclusively, used by the Maintenance Department. This policy refers to all employees who are eligible to utilize an agency-provided vehicle; those that drive an agency vehicle as part of their daily job duties and/or assigned job tasks; and those that drive their own personal vehicle for work purpose.

### **Definition**

An “agency” vehicle is any type of vehicle FHA allows an employee to utilize to support their transportation needs for their assigned job tasks and other job-related duties. Agency vehicles belong to FHA and it is important that employees use the vehicles properly.

### **Policy**

Without written approval, employees are not permitted to drive their personal vehicles for the purpose of work. Written approval requires an overview of the employee’s personal insurance policy, vehicle review to determine that the vehicle does not visually distract from FHA’s mission, discussion regarding agency liability related to the work use of the personal vehicle, and overview of the mileage reimbursement process. FHA recognizes that certain employees, however, must drive either a personal or agency-provided vehicle in order to perform key duties associated with their daily work requirements.

Employees who are eligible to be provided an agency vehicle fall into three (3) categories:

1. Employees who need to travel more than 50 miles per year to meet with clients, partners or vendors;
2. Employees who use agency vehicles as a part of an indispensable part of their jobs;
3. Employees who are permitted to drive an agency vehicle as a benefit attached to their jobs.

FHA does not currently recognize any employee that is permitted to drive an agency vehicle as a benefit attached to their job.

In all cases, FHA will determine which employees are eligible to drive an agency-provided vehicle. Employees who are provided an agency vehicle but believe they need one may submit a request to the Executive Director.

Employees are not permitted to drive agency-provided vehicles outside of working hours.

FHA maintains the right to revoke agency-provided vehicles at its discretion.

- **Prerequisites to drive an agency vehicle**

FHA employees are only allowed to drive an agency-provided vehicle if they:

- a. Have a valid driver's license;
- b. Have a clean driving record, as determined by FHA's insurance provider. This means that the employee has not been held at fault for a car accident, or arrested on charges of violating vehicle and/or traffic laws (e.g. driving under the influence of drugs or alcohol).

Applicants driving records will be reviewed prior to the offer of employment; employees driving records will be reviewed at least bi-annually.

- **Employees with disabilities**

Employees with disabilities may also be eligible to drive agency-provided vehicles and be assigned specific parking spaces in accordance with a reasonable accommodation request. Employees who take medications that severely affect their sense of orientation, vision or reflexes may not be permitted to drive an agency-provided vehicle.

- **Driver's obligations**

FHA expects its employees that drive agency-provided vehicles to follow rules. They must:

1. Drive safe and sober;
2. Respect traffic laws and fellow drivers;
3. If applicable, wear glasses or contacts while driving;
4. Document any driving-related expenses, like fuel and tolls;
5. Check the vehicle regularly to ensure gas, tire pressure and all car fluids are at appropriate levels;
6. Report any irregularities, damages or problems with the agency vehicle to their supervisor immediately and discontinue driving the vehicle;
7. Avoid double-parking, blocking entrances and engaging in other traffic violations that may result in fines;
8. Inform their supervisor if their driver's license have been suspended or revoked immediately upon notification of the suspension or revocation.

Employees who are fatigued and/or sick should avoid driving if they feel their driving ability is impaired. If sickness occurs during the course of the work day, employees should contact their supervisor and refrain from driving. Accommodations will be made to transport the employee from their location to the site where the agency-provided vehicle is to be stored.

- **Employees are not allowed to:**

- a. Smoke inside of an agency-provided vehicle;
- b. Lease, sell or lend an agency-provided vehicle;
- c. Violate distracted driving laws;
- d. Use an agency-provided vehicle to teach someone how to drive;
- e. Leave the agency-provided vehicle unlocked, unattended or parked in dangerous areas;
- f. Allow unauthorized people to drive an agency-provided vehicle, unless an emergency mandates this decision.

- **Accidents**

If employees are involved in an accident with an agency-provided vehicle, they should contact their supervisor as soon as it is safe to do so. The supervisor will report the accident to the insurance

company. Employees should not accept responsibility or guarantee payment to another party in an accident with agency authorization.

Employees should follow legal guidelines for exchanging information with other drivers/parties and call local police if accidents are serious.

- **FHA's obligations:**

FHA wants to ensure that all of our employees are safe at work and preserve our agency's legality. For these reasons, FHA will:

1. Make sure vehicles are safe to drive before providing them to employees;
2. Schedule periodical maintenance, through an eligible 3<sup>rd</sup> party provider, to ensure vehicles remain in good condition;
3. Maintain records of our fleet with manufacturing date, mileage and a record of maintenance/repairs performed;
4. Provide a copy of this policy to all employees;
5. Insure vehicles with a reliable insurance provider;
6. Retire vehicles that are deemed too old, cost prohibitive or are excessive in mileage (as determined by Management).

Employees are responsible for bringing in their agency-provided vehicles (if included as part of an employee benefits package) for any maintenance our agency schedules.

**FHA is not responsible for:**

- a. Paying fines employees accumulate while driving agency-provided vehicles that they are responsible for (e.g. driving too fast, illegally parked);
- b. Bailing out employees arrested while driving agency-provided vehicles.

- **Disciplinary Consequences**

Employees will face disciplinary consequences if they do not follow this policy's rules. For minor offenses, such as allowing unauthorized people to drive the agency-provided vehicle or receiving more than one (1) fine in a six-month window, FHA may issue reprimands and ultimately revoke the employee's permanent privilege to drive an agency-provided vehicle.

FHA may terminate an employee and/or take legal action as needed for more serious offenses. This can include leasing out a company car for personal financial gain or causing an accident while driving under the influence.

*Approved by the Board of Commissioners on 4/20/21*