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Lansing Housing Commission
Policy 2010-02
Vehicle Policy

This policy establishes the rules and regulations governing the use of LHC owned/leased vehicles (“LHC Vehicle”) and acceptable Authorized Driver conduct while utilizing a LHC Vehicle.

A. Authorized Driver Responsibilities

1. No Authorized Driver may use a LHC Vehicle, or permit the use of a LHC Vehicle, in a manner prohibited by this policy.
2. Only Authorized Drivers may use a LHC Vehicle.
3. All drivers of LHC Vehicles must meet minimum driving standards, must be on official business, and must comply with all Michigan laws.
4. LHC Vehicle Drivers must immediately inform LHC if their license is suspended or if they become uninsurable.
5. Drivers are required to adhere to all traffic rules and regulations while driving LHC Vehicles.
6. Authorized Drivers are personally responsible for payment of all fines, penalties and costs of traffic citations, parking tickets, and locksmith charges incurred as a result of the employee’s operation of a LHC Vehicle.
7. Alcohol and drug consumption while using a LHC Vehicle and driving a LHC vehicle while impaired is strictly prohibited.
8. Drivers are not permitted to use a LHC Vehicle for personal purposes unless LHC requires the employee to commute in the vehicle for valid business needs. The only exceptions to this rule are incidental stops. Examples of incidental stops are at a restaurant for a meal, an Automatic Teller Machine (ATM) or financial institution or convenience store, in route to or from an assignment.
9. In the event an Authorized Driver violates this policy by driving a LHC vehicle for personal use the associated mileage must be reimbursed by the Authorized

Driver (in accordance with LHC procedures), the Authorized Driver's permission to utilize LHC vehicles may be revoked and the driver may be subject to disciplinary action up to and including dismissal.

10. All LHC Vehicles must be parked at the appropriate housing complex when not in authorized use by an Authorized Driver unless otherwise authorized by the Asset Manager or Executive Director or designee.
11. Non-LHC Authorized Driver's may ride in a LHC vehicle if the individual(s) is(are) on official LHC business and the action is authorized, in writing, by an Asset Manager, Director of Asset Management, Executive Director or designee.
12. LHC-contracted gasoline providers shall be used whenever the LHC Vehicle is operated within a 30-mile radius of 419 Cherry St. The purchase of any personal items with a LHC fuel card is strictly prohibited.
13. Damages to an employee's personal vehicle are the responsibility of the employee for which the employee should obtain auto insurance. The employee is responsible for any insurance deductible under the auto insurance. Under no circumstances will LHC pay for the employee's vehicle repairs or insurance deductible.
14. In the event of an injury or non-injury accident, drivers must immediately contact their supervisor, obtain a police report, submit to a post-accident physical examination, including substance illegal substance testing, complete an accident report, which is provided in the Vehicle Incident Kit, and submit all documents to their supervisor. The supervisor shall drive the employee to a medical facility and complete other required follow-up. The Supervisor must report all accidents or damage to LHC vehicles to the Director of Asset Management and the Executive Director or designee.
15. Each Asset Manager, Authorized Driver and the COCC designee must ensure the manufacturer recommended maintenance schedule is followed. In the event of damage to an LHC vehicle due to a failure to schedule a LHC vehicle for manufacturer recommended repairs, as indicated above, the responsible party may be personally responsible for paying for the repair of the LHC Vehicle. Additionally, every Authorized Driver is responsible for reporting any known or perceived problems with the vehicle operations.
16. Drivers are responsible for compliance with the IRS and Michigan Department of Treasury requirements related to mileage reimbursement and personal use of

LHC vehicles. Monthly mileage reporting is required for every LHC vehicle. Drivers are required to maintain an assigned Vehicle Log form, which records each leg of daily travel. Mileage reports must be kept up-to-date and maintained by the Asset Manager where the vehicle is assigned. Failure to submit reports and maintain logs in a timely manner may result in discipline.

17. Authorized Drivers shall promptly pay any fines, penalties or costs chargeable to them under this policy.

Violation of this policy may subject an employee to discipline up to and including discharge.

B. LHC Responsibilities

1. Assignment of a LHC vehicle will be based upon job responsibilities, an approved driving record, and whether there is a critical business need.
2. Worker's compensation pays for medical expenses, hospital expenses and loss of wages for LHC employees injured while in work status and who are unable to work as a result of the injury for eight or more days. There is no worker's compensation coverage when an employee is not in work status or is acting outside the scope of his/her employment.
3. The Assigned Asset Manager shall establish and manage a preventative maintenance schedule for LHC Site Vehicles. The COCC designee will ensure the established maintenance schedule is followed on fleet vehicles. LHC's insurance covers loss of LHC property, which includes damage to LHC, owned vehicles due to traffic accidents, vandalism, etc. If another driver or a known party causes damage, LHC will pursue recovery of its losses from the at fault party.