

## **Vehicle Use Policy**

**General Use:** BIHA owned vehicles are to be used by employees for business purposes only. Vehicles are to be parked at BIHA's office at the end of the workday and picked up for use at the beginning of the workday or during the workday as necessary.

**Maintenance Department Use:** BIHA owned vehicles used by maintenance department employees may, if approved by the Executive Director, be parked overnight at the employee residence to facilitate direct commuting to job sites, facilitate response to evening/weekend maintenance calls, and provide greater security of BIHA tools and equipment carried in the vehicle.

**Employee Owned Vehicles:** It is Baranof Island Housing Authority's policy that employee use of personal property for BIHA business purposes is at the employee's risk. This includes use of personal vehicles.

This policy means that if damage occurs to the property during its use on the job it is the responsibility of the employee, not BIHA.

**Rented Vehicles:** Vehicles rented during employee travel are to be used for necessary and reasonable business purposes during the travel status. Any use beyond that reasonably necessary for BIHA purposes is the responsibility of the employee (this includes rental fee charge, fuel, insurance, and any other charges incurred related to use of the rented vehicle).

**No Cell Phone Use:** The use of cell phones and other hand-held electronic devices interferes with safe performance of driving tasks. BIHA's policy is that no employees may use cell phones or other electronic devices while operating a motor vehicle for work. This includes employees who are frequent travelers and those who may drive incidentally. In emergency situations, employees should pull off the road in a safe and legal place to make or receive a call on a cell phone.

An employee who receives a traffic citation or is involved in an incident related to cell phone or electronic device use while operating a motor vehicle on the job must report it to his or her supervisor immediately or as soon as possible. An employee who is convicted of a traffic violation resulting from using a personal or work-issued cell phone or electronic device while operating a motor vehicle must report the conviction to his or her supervisor immediately and will be responsible for all penalties that result from such action. As an employee, failure to comply with this policy could result in disciplinary action up to and including termination.

**Incident Report:** An employee is required to complete a Vehicle Accident Incident Report at the time of a vehicular accident involving damage or injury that occurs during the performance of BIHA business.

**Exceptions:** The Board of Commissioners can authorize use of a BIHA owned vehicle for personal use of an employee as part of an employee compensation package. Any such

authorization will be provided to the Executive Director in writing.

The Executive Director may approve occasional exceptions to this policy on a case-by-case basis. It is understood that exceptions by the Executive Director will be approved in advance prior to employee use of the vehicle.