

# Section XV

## Housing Authority Owned Vehicles

### Sub-Section 150.00      Vehicle Use After Hours/Off Duty

#### **A. Policy Statement:**

1. The Housing Authority provides Authority-owned vehicles to Housing Authority employees enabling said employees to accomplish their assigned task during normal working hours. Authority-owned vehicles shall be used for Housing Authority business only.
2. There are times when it is to the benefit of the Housing Authority for employees to have access to Authority-owned vehicles after normal work hours and/or while off duty. Vehicles may be used after normal work hours if it is determined by the Executive Director that the vehicle can be justified for work related responsibilities.

#### **B. Policy Guidelines:**

The following guidelines shall apply when determining whether an employee merits the use of a Authority-owned vehicle after normal work hours, and if so under what conditions.

1. **Work Responsibilities After Hours:** The provisions of an Authority-owned vehicle for use after normal work hours, and if determined to be justified for work related responsibilities only, shall be in accordance with the following guidelines:
  - I. The requesting department must have an identifiable need for an employee to have use of an Authority-owned vehicle either to perform frequent regular duties after hours or to provide emergency response after hours.
  - II. Any EGHAP employee needing to use an authority-owned vehicle shall submit a written request to the Executive Director specifying the exact reason, duration

- and system (rotation of on call, etc.) for after-hours Housing Authority business use of the vehicle
- III. The Authority-owned vehicle shall not be taken out of the housing Authority jurisdiction unless the employee is on official Housing Authority business. All Housing Authority vehicles not in business use shall be secured in the locked gate of the Thomson Housing Authority Maintenance shop located at 1652 Harrison Road, Thomson, GA 30824 or the locked gate of the Warrenton Housing Authority Maintenance shop located at 101 Phelps Drive, Warrenton, GA.
  - IV. The Authority-owned vehicle will only be used for Housing Authority business.
  - V. Personal use incidental to Housing Authority business use for an Authority-owned vehicle is not permitted.
  - VI. No one other than the Housing Authority employee(s) shall be permitted to operate or be a passenger(s) in an Authority-owned vehicle.
  - VII. Trips for personal use shall not be permitted.

<sup>1</sup> Revised and approved by Executive Board of Commissioners on June 22, 2021-Resolution 2021-03

