

YUROK INDIAN HOUSING AUTHORITY



Vehicle Use Policy

I. General Guidelines

Drivers are responsible for their own and other's safety. Vehicles shall be operated in a professional and courteous manner and shall be maintained in a clean and safe condition.

1. Each Housing Authority employee who will operate or ride as a passenger in a Housing Authority vehicle shall certify that he/she has read and will comply with all provisions identified in the Housing Authority's Vehicle Use Policy-including the use of seat belts.
2. Normally, riders or passengers (anyone who is not a Housing Authority employee) are not to be carried in any Housing Authority vehicle. Exceptions may be allowed after authorization by an employee's immediate supervisor or the Department Director.
3. Only Housing Authority employees who have signed the certification and have been certified by the Executive Director shall operate Housing Authority vehicles, unless otherwise authorized by the Board of Commissioners.
4. Housing Authority vehicles shall only be used for Housing Authority business, unless otherwise authorized by the Board of Commissioners. Employees shall not use a Housing Authority vehicle for personal business or convenience.
5. Housing Authority vehicles will normally not be parked overnight at an employee's place of residence. Exceptions will be allowed only after approval by the Executive Director.
6. Always lock the vehicle before leaving it unattended. Do not leave valuables in an unattended vehicle.
7. Operators are responsible for any fines or penalties from traffic, parking, or other citations.
8. Operators are responsible for immediately notifying their supervisor or the Executive Director immediately upon their return to the Housing Authority office or within 24 hours of any mechanical or operational problems with the vehicle, or any accident involving the vehicle.
9. All YIHA employees are responsible for reporting in writing to the Maintenance Manager immediately upon detected malfunction or concern of the vehicle.
10. Any YIHA employee signing the vehicle out is required to do a visual inspection.
11. The Maintenance Manager and Fiscal Director shall review the depreciation schedule annually and provide their recommendations with their annual budget.
12. Children under the age of 18 shall not be permitted to ride in any YIHA vehicle.

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II. Driver's License

A valid California driver's license, of a class appropriate for the vehicle that is being used, must be in possession of the operator of any Housing Authority vehicle. Employees shall immediately notify their immediate supervisor or the Executive Director if their license is suspended, revoked, limited or if they are placed on probation.

III. Seat belts and shoulder harness

All employees shall use and ensure that all passengers use available safety equipment in the vehicle being operated, including seat belts and shoulder harnesses.

1. Seat belts shall be installed at all driver and passenger seats.
2. Whenever the vehicle is in motion, the driver and each passenger, whether or not an employee of the Housing Authority, is required to use the seat belt.
3. All seat belts installed shall be of a type approved by the California Highway Patrol.
4. Seat belts shall be maintained in a clean and operable condition.

IV. Parking and backing policy and practices

All employees driving Housing Authority vehicles shall follow the following safe vehicle parking and backing policy and practices:

1. Vehicles are not to be left unattended unless they have been put in gear (first or reverse) for manual transmissions or "park" for automatic transmissions and the parking brake set.
2. Vehicles with either regular or parking brakes that are faulty or out of adjustment are to be repaired immediately.
3. When reasonably possible, vehicles will be parked so that backing will not be necessary. Should backing become necessary, the driver is responsible for circling the vehicle and observing for hazards and adequate clearances before backing.

When another employee is present, that person **shall** assist the driver during the backing movement, but responsibility for operating the vehicle remains with the driver.

V. Vehicle Safety and condition check list

Before operation, **all YIHA employees are required to** inspect the following:

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<input type="checkbox"/> tires	<input type="checkbox"/> oil level
<input type="checkbox"/> lights	<input type="checkbox"/> windshield wipers and washer fluid
<input type="checkbox"/> horn	<input type="checkbox"/> steering fluid
<input type="checkbox"/> brakes	<input type="checkbox"/> brake fluid
<input type="checkbox"/> turn signals	<input type="checkbox"/> jack and lug wrench
<input type="checkbox"/> windows and glass	<input type="checkbox"/> tire air pressure
<input type="checkbox"/> door latches	<input type="checkbox"/> spare tire and pressure
<input type="checkbox"/> seat belts	<input type="checkbox"/> body and paint condition
<input type="checkbox"/> coolant level	<input type="checkbox"/> next service due date
<input type="checkbox"/> fuel level	<input type="checkbox"/> current tags

VI. Service and/or repair

All vehicles **shall** be maintained in a clean and safe condition and **shall** be serviced on a regular basis. Normally oil and lubrication service is due at each **3,000-mile** interval and a complete service and tune up is due at each **12,000-mile** interval.

When a vehicle needs service or repair, notify the **Maintenance Manager**.

VII. Vehicle Log

A daily log **shall** be kept in each vehicle. The log **shall** be used each time the vehicle is operated and **shall** include information regarding date and time, mileage/driver, **fuel level**.

VIII. Vehicle Accident Reporting

If you are involved in an accident while operating a Housing Authority **vehicle to every extent possible you shall recognize the following**:

1. Take reasonable precautions to warn other motorists when the accident creates a road hazard.
2. If anyone is injured or killed, you must immediately notify local law enforcement authorities or the California Highway Patrol.
3. If there are no injuries or damage to other's property, immediately notify your supervisor (in this case, law enforcement notification can be completed upon return to the Housing Authority office).

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4. Identify yourself to the other driver, persons involved, or to any law enforcement officers by providing the facts. At the same time, avoid admitting any wrongdoing until the accident has been reported to the insurance company.
5. Get the following information from the other driver:
 - Driver's license number
 - Name and address
 - Vehicle License number
 - Driver's Insurance Company name, address and telephone number.

Notify **the** property owner (if any) when the accident involves damaged property other than a vehicle.

6. For any accident, notify your immediate supervisor, as soon as possible, and always within 24 hours.

IX. Tribal Insurance Carrier

Give the driver of the other vehicle or property owner this information:

- Your name
- Your driver's license number
- The Housing Authority office address, **phone number and insurance information.**

X. Disciplinary Action

Abuse or misuse of equipment, failure to comply with or intentional disregard of provisions in the Housing Authority Vehicle Use Policy will result in employee disciplinary action as outlined in General Personnel Policy # 7, Disciplinary Action.

XI. Other Uses:

YIHA vehicles may be operated by Commissioners/Non-employees if the intended use is approved by the Board of Commissioners.

The following conditions will apply:

1. A Commissioner/Non-employee must complete and submit to the Housing Authority the following information/documentation:
 - a) Vehicle Request Form
 - b) Valid Driver's License
 - c) Signed Certification
2. Commissioners/Non-employees must abide by the YIHA Vehicle Use Policy.
3. The YIHA Auto Insurance Provider must approve the Commissioner/Non-employee as an operator of a YIHA vehicle.

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XII. Passengers:

1. Passenger Log

A YIHA Vehicle Passenger Log will be kept in each vehicle. The log will be used each time a person who is not a YIHA employee is a passenger. By signing the Passenger Log, the passenger is certifying that they have reviewed a copy of the YIHA Vehicle Use Policy and that it is their responsibility to read and follow the policy in its entirety as written.

2. Passenger Rules and Regulations

A copy of the YIHA Vehicle Passenger Rules and Regulations will be kept in each vehicle.

XIII. Vehicle Passenger Rules and Regulations

- I. All passengers **shall** sign the YIHA Vehicle Passenger Log. In signing the log, you are agreeing to abide by all rules and regulations associated with the vehicle.
- II. No passenger is allowed to operate a YIHA vehicle unless previously authorized by the YIHA Executive Director.
- III. Whenever the vehicle is in motion, a passenger is required to use a seat belt
- IV. Do not leave valuables unattended. The Housing Authority will not be responsible for any lost or stolen objects.
- V. Disorderly and unruly conduct is not allowed.
- VI. Vehicle must be left in the condition received.

C*E*R*T*F*I*C*A*T*I*O*N

This is to certify the Vehicle Use Policy of the Yurok Indian Housing Authority was approved at a duly called meeting of the Board of Commissioners on April 13, 2009 at which a quorum was present and the Vehicle Use Policy was adopted by a vote of 6 For, 0 Opposed, and 0 Abstentions.

Wanda Green, Chairperson
Yurok Indian Housing Authority Board of Commissioners

ATTEST:

Sherri Reece, Secretary
Yurok Indian Housing Authority Board of Commissioners