

**EXTRACTS FROM THE MINUTES OF A REGULAR
MEETING OF THE FRAMINGHAM HOUSING AUTHORITY**

HELD ON January 11, 2016

The Members of the Framingham Housing Authority met in Regular Meeting at 1 John J. Brady Drive, in the Town of Framingham, Massachusetts, at 6:19 p.m. on January 11, 2016. The Meeting was called to order by the Chairperson, and upon roll call, those present and absent were as follows:

PRESENT: Janice M. Rogers
 Phyllis A. May
 Robert L. Merusi
 Stephen P. Starr

ABSENT Janet Leombruno

Vehicle Policy.

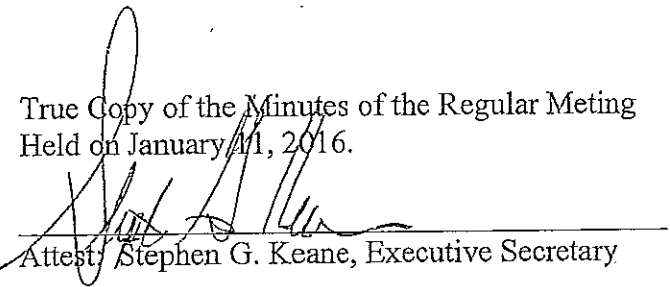
Upon roll call vote, motion by Commissioner May, seconded by Commissioner Merusi, it was voted to approve the Vehicle Policy as amended, the ayes and nays were as follows:

Ayes

Nays

Janice M. Rogers
Phyllis A. May
Robert L. Merusi
Stephen P. Starr

True Copy of the Minutes of the Regular Meeting
Held on January 11, 2016.


Attest: Stephen G. Keane, Executive Secretary

FRAMINGHAM HOUSING AUTHORITY
FHA VEHICLE USAGE POLICY
Adopted December 14, 2015

I. Introduction

This policy establishes rules governing the use of vehicles owned or leased by the Framingham Housing Authority (FHA) by employees of the FHA.

FHA vehicles are available to assist FHA employees in accomplishing the responsibilities of their position such as transportation of employees, supplies, materials, equipment and related activities. FHA vehicles may only be driven by a FHA employee who is authorized to do so under terms of this Policy and who has a valid driver's license ("Authorized Employee").

II. Vehicle Assignment

Vehicles are assigned in the following categories:

1. Pool Vehicles

All FHA vehicles (cars, trucks or other type wheeled vehicle) are Pool Vehicles unless specifically assigned in writing by the Executive Director or his/her designee, for Domicile or Non-Domicile use. Pool vehicles are available for general FHA use by Authorized Employees. When not in use on FHA-related business these vehicles shall be garaged on FHA property.

2. Non-Domicile Vehicles

Non-Domicile Vehicles may be assigned in writing by the Executive Director, or his/her designee, to a specific employee or FHA department for FHA business day use in the following circumstances: the FHA employee/department demonstrates a need for daily travel on FHA business, and public transportation is impractical; or the FHA employee/department requires daily transport of work-related equipment.

When not in use on FHA-related business these vehicles shall be garaged on FHA property.

3. Domicile Vehicles

Vehicles may be assigned in writing by the Executive Director to a specific employee for FHA-related use on a 24 hour/7 days per week basis in the following circumstances: the employee's responsibilities clearly demonstrate the need for 24-hour emergency response capability at FHA developments and/or central office, including response for FHA purposes from his/her domicile.

Domicile use shall provide a sufficient benefit to the FHA and may be periodically reviewed.

4. Assignment Process

The Executive Director, or his/her designee in writing, shall assign vehicles.

III. USE OF VEHICLES

All FHA vehicles shall be used only for FHA-related business by Authorized Employees. The use of a FHA vehicle for personal business or reason is strictly prohibited, smoking is prohibited in all FHA vehicles and is considered a serious offense.

1. Authorized Employee

To operate a FHA vehicle an employee must at all times have a valid driver's license and written authorization from the Executive Director, or his/her designee in writing. Such written authorization may be in an e-mail or comparable written format.

To become an Authorized Employee, the employee must request and receive written authorization from the Executive Director or his/her designee, and have a valid driver's license. The employee must provide a copy of his/her valid driver's license at the time of making the request. At the time of request for authorization or at any subsequent time of FHA vehicle use, FHA may prohibit an employee from operating a FHA vehicle if a review of the employee's record of motor vehicle operation reflects a pattern of reckless behavior, moving violations, or a general disregard of rules and laws governing operation of motor vehicles. Written authorization may be in the form of an e-mail or comparable written format.

Authorized Employees shall annually or upon request promptly provide FHA's Accounting Manager with a copy of their valid driver's license.

2. Authorized Employee Responsibilities:

- a. To notify FHA immediately if his/her motor vehicle license is revoked or suspended
- b. To operate a FHA vehicle only for FHA purposes and in accordance with the designated assignment category under paragraph II above and terms of this Policy.
- c. Not to use a FHA vehicle for personal errands or other such use.
- d. To comply at all times with all applicable local, state and federal laws, ordinances, rules and regulations applicable to motor vehicle operation.
- e. To wear a seat belt and to ensure that any passenger wears a seat belt at all times when a FHA vehicle is in motion.
- f. Not to operate a FHA vehicle if using a prescription or non-prescription medicines whose side effect may impair the ability to operate a FHA motor vehicle safely and in accordance with paragraph d. above.
- g. To refill the gasoline tank of any FHA motor vehicle before garaging the vehicle when the gasoline gauge reflects that the gas tank is less than $\frac{1}{4}$ full in accordance with requirements and procedures provided by FHA's Director of Operations
- h. To report promptly any problem or unusual circumstance with operation of a FHA vehicle or damage viewed to a vehicle to FHA' Director of Operations.
- i. To report immediately any accident/theft occurring while operating a FHA vehicle to FHA's Director of Operations whether or not damage or injury has occurred and to cooperate in providing detailed information with respect to such accident/theft including completion of any required report or form. See also paragraphs IV and VI below.
- j. To cooperate promptly with any request by FHA regarding repair and/or maintenance of a FHA vehicle. See also paragraph V below.
- k. To be financially responsible for any fine resulting from any traffic violation and/or unlawful parking of a FHA vehicle.
- l. Not to drive a FHA vehicle if texting on, or using, a mobile phone or comparable electronic equipment, EXCEPT in the event of personal or FHA-related emergency when the operator can promptly move the FHA vehicle off the road to a complete stop.
- m. Whenever reasonably possible maintenance personnel must properly secure and turn off the vehicles when not in use.

Any failure or record of repeated failures to comply with these responsibilities may result in disciplinary action by FHA, including denial of authorization to operate any FHA vehicle, discipline or termination of employment. FHA shall monitor the operation record of FHA Authorized Employees.

IV. REPORTS OF ACCIDENT OR DAMAGE

Any accident while operating a FHA vehicle must **immediately** be reported to FHA's Director of Operations whether or not injury or damage has occurred. The employee operating the vehicle must complete a **Commonwealth of Massachusetts Report of Motor Vehicle Accident** describing in detail the circumstances of the accident. This form shall be obtained and returned to FHA's Director of Operations within 24 hours of the accident.

If a FHA employee is injured in an accident involving a FHA motor vehicle, whether as operator, passenger, or pedestrian a **Commonwealth of Massachusetts Employer's First Report of Injury** form shall be completed and provided to FHA's Director of operations and Accounting Manager.

V. MAINTENANCE/EMERGENCY SERVICE

Effective maintenance of the FHA fleet of motor vehicles is a cooperative effort by employees and service providers.

FHA's Director of Operations is responsible for monitoring and scheduling routine maintenance of each FHA motor vehicle. Authorized employees are responsible for cooperating with FHA's Director of Operations to assure maintenance is provided.

FHA's Director of Operations shall issue written procedures from time to time for implementation of such maintenance.

Any Authorized Employee who believes maintenance on a FHA motor vehicle is required shall report this promptly to FHA's Director of Operations

In the event of a motor vehicle breakdown requiring emergency repairs, a FHA employee should promptly report this to FHA's Director of Operations during working hours and secure authorization for repairs. If emergency service is required outside of working hours, the employee shall use reasonable judgment to secure the FHA motor vehicle to prevent further damage while waiting for such authorization.

VI STOLEN VEHICLE

A stolen FHA motor vehicle shall be reported **immediately** to FHA's Director of Operations and FHA Executive Director and to Framingham Police or the FHA employee's local police department.

VII TAXABLE BENEFIT

For FHA employees who are authorized to use a FHA vehicle for domicile use certain tax laws require calculation of the value of personal use for commuting purposes to such employees and inclusion of this value in the employee's income statement. This value shall be calculated in accordance with regulations of the Internal Revenue Service and provided to the effected FHA employees on an annual basis.

End of Policy