**HOUSING AUTHORITY**

**VEHICLE POLICY**

**AMENDED March 19, 2001**

The maintenance staff has use of a Ford pickup truck. The truck will be used on Housing Authority property in the day to day operations of maintenance. Also, when picking up equipment or supplies the truck will be used.

The Housing Authority truck will be parked at the office or the maintenance barn during the lunch hour and will be placed in the barn when not in use from 7:00 am to 4:00 pm, Monday through Friday. If weekend work is necessary, then the truck will be used on the property for Housing Authority business. The truck will not be used for personal transportation. Every effort will be made to conserve and combine trips when possible.

The Housing Authority automobile is assigned to the executive director who is on duty 7 days a week/24 hours a day. During normal working hours the automobile will be used by the administrative staff for Housing business such as banking, purchases, and inspecting property and units. The Housing Authority vehicle may be used for travel for training, conferences, or other business related activities. Should any reimbursement be made for automobile travel by any agency, housing authority, city, or other persons for the use of the Housing Authority vehicle, reimbursement will be made to the Housing Authority.

When gasoline/tires, batteries are purchased, the mileage will be tracked on the receipt and placed in the file for posting. A mileage log book is kept in the truck and the automobile. Each person that drives the vehicle is responsible for logging in the book the miles traveled on each trip. Once a month the mileage book will be compared to the invoices scheduled for payment for gasoline and proper documentation.

Amended:

Resolution 2002-3-3