May, 2018

Do you provide a vehicle allowance to your staff or do you provide a PHA-owned vehicle?  If you  provide a vehicle, will you share your policy?

See attached vehicle policies

Maintenance staff has HA work truck.

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Housing vehicle is used on the property only and to pick up supplies in if need be.

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$125.00 for local miles/ month

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$25 monthly allowance

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E.D. gets set monthly travel allowance; Maintenance has Golf cart with   
small trailer for on site and gets reimbursed at IRS rate for using   
own truck if he needs to go off site. Public Housing Allowance (50 units) $100; Section 8 allowance (34 units) $50

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Vehicle allow. is $100 for Director and $50 for Admin. asst. per month. This is for local travel with in the county.  We have some Sec. 8 vouchers in the next town 8 miles away, plus to go to the mail and bank as needed. Any out of county travel is paid separately at the IRS rate.

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PHA owned vehicles

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The President and Vice President of Operations are provided with a vehicle.  There is no policy for this.

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No, we only have a maintenance truck.  If we use one of our own vehicles for HA use, we reimburse either fuel or mileage depending on activity.

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We have 2 maintenance pickups, a van for transporting residents to tenant service events if needed, and two cars for mostly HQS inspections. If staff is driving for PHA business I prefer they use one of our vehicles. If they have to use their vehicle we reimburse at the current IRS business rate per mile.

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Just mileage.

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Section 8 HCV only, we have one inspection vehicle.  E.D. use of personal vehicle is at I.R.S. mileage rate.

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We get the mileage rate amount approved by the IRS, currently it’s 54.5 cents per mile.

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PHA owned vehicle, it can only be used for maintenance purposes and after hours service calls.

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We have a vehicle allowance of $175/month (covers all in town trips).

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We provide vehicles  for the staff business. They are not allowed to utilize their own vehicles.We have separate gas cards for each program.  Program staff log out the vehicle and enter an odometer reading leaving and returning.  Fuel is paid in accordance with program usagefrom the log.  Insurance is prorated in between each program.

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We pay $200 per month plus two tanks of fuel for use of personal vehicle.

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Executive Director-$75 per month and Section 8 Coordinator -$75

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Our on call maintenance person takes a truck home for emergency calls.

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ED receives a $500 car allowance. I do not use HA vehicles. When I travel out of town I use my personal vehicle and do not get any reimbursement.

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The allowance is based on mileage estimate of how many trips a month on the average miles to the banks (3) and the post office round trip using the current Government mileage rates.  She gets $20.00 2x a month (each pay check)

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Mileage for work performed in regard to the housing authority

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No, we just reimburse mileage

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We have two PHA owned maintenance vehicles for use between sites; if we go to training, employees use personal car and we provide per diem

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We provide mileage reimbursement and the maintenance have trucks for work hours only.

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Allowances

Director - $375/month

PHA Manager - $ 50

Section 8 Manager - $ 75

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We also have a number of company owned vehicles for employees to use during the day.  Maintenance employees use pickup trucks, we have two vehicles for office employees and then Resident Services has two vans and a mini school bus.  They use these for resident transportation.

\*\*\*

WE have vehicles that staff may drive during work hours and we have rules that apply to the vehicle use.  We do not provide vehicles to take home we also pay mileage if staff has to use their vehicle during work hours but it is not encouraged.

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We don't provide a vehicle allowance and don't have a working PHA-owned vehicle. We have to use our own vehicles and get paid for the mileage at the current rate that meets the IRS guidelines.

\*\*\*

The ED and Director of Maintenance/CFP both get paid a vehicle allowance on their paychecks as part of their compensation and drive their own personal vehicles.  The HA owns other vehicles that are used by maintenance techs, housekeepers, make ready techs, and office staff for trainings and to show units.  These HA owned vehicles do not leave HA property unless for the purpose of work (i.e. picking up supplies, traveling from property to property, or traveling to training/conferences).

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We own three vehicles and they are used during working hours with all expenses paid. Only one is used after hours because that maintenance supervisor answers all calls 24/7.

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Corsicana--From our Employee Handbook:  Driver Policy: Any employee driving a Housing Authority vehicle or driving on Housing Authority business must observe all safety, traffic, and criminal laws of this state.  No driver may consume alcohol or illegal drugs while driving a Housing Authority vehicle, while on Housing Authority business, while in a Housing Authority vehicle, or prior to the employees shift if such consumption would result in a detectable amount of alcohol or illegal drugs being present in the employee’s system while on duty.  In addition, no driver may consume or use any substance, regardless of legality or prescription status, if by so doing, the driver's ability to safely operate a motor vehicle and carry out other work-related duties would be impaired or diminished.  No driver may pick up or transport non-employees while in a Housing Authority vehicle or on Housing Authority business, unless there is a work related need to do so.  Any illegal, dangerous, or other conduct while driving that would tend to place the lives or property of others at risk is prohibited.

Anything a driver does in connection with the operation of a motor vehicle can affect the driver’s fitness for duty or insurability as a driver.  Regardless of fault, circumstance, on-or off-duty status, time, or place, any driver who receives a traffic citation from or is arrested by a law enforcement officer, or who is involved in any kind of accident while driving, must inform an appropriate supervisor about the incident immediately or as soon as possible thereafter.   Any penalty, fine, imprisonment, fee or other adverse action imposed by a court in connection with such an incident must be reported immediately to an appropriate supervisor.  In both of these situations, the matter will be reported to the Housing Authority insurance carrier so that a prompt decision on continued coverage of the employee can be made.  The driver involved in an accident or cited by a law enforcement official for violating a motor vehicle law must turn over any documentation relating to such incident as soon as possible to the Housing Authority, and must cooperate fully with the employer in verifying the information with other parties involved and with law enforcement authorities.

Any employee who violates any part of this policy, or who becomes uninsurable as a driver, will be subject to reassignment and/or disciplinary action, up to and including termination of employment.  All employees with driving duties must sign the following agreement:

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A vehicle is provided for maintenance staff. We have 3 trucks and two are driven home, due to being on call. No vehicle is provided for Executive Director.  In the past, I write down my mileage.  The Board wants me to put the on the agenda next month to discuss an allowance for the Executive Director.

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Yes/ $50.00 per month for ED

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We provide them with an agency owned vehicle. Attach is the Policy.

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PHA owned is for staff use only during work hours/vehicles stay on-site.  If staff uses own vehicle for PHA business-we reimburse using current IRS rates.

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We have a maintenance truck shared by two maintenance men. We have two other vehicles, which are used as part of a pool. Anyone can check one out for HA business and a sign out log is kept to track use and mileage.