LOUISIANA HOUSING CORPORATION

PERSONNEL POLICY NO. 28

SUBJECT: TRAFFIC VIOLATIONS BY STATE EMPLOYEES

I. POLICY:

In accordance with State and local ordinances and State travel regulations (PPM - 49) **all drivers of State vehicles will be held personally liable for any parking and/or traffic violation levied against them while they are responsible for a vehicle.**

II. PURPOSE:

To ensure the promulgation of rules governing responsibility for traffic violations, to assign responsibility for provisions of the policy, and to explain the process for adhering to the policy.

III. APPLICABILITY:

This policy applies to all employees of the Louisiana Housing Corporation.

IV. PROCEDURE:

Employees who receive speeding citations or who violate parking zones shall pay applicable fines or penalties. Tickets or citations given former State employees will be forwarded to the proper authorities along with the name of the individual for prosecution as deemed appropriate.

The Corporation is prohibited from paying fines for individual employees.

V. EXCLUSIONS:

There will be no exceptions to this policy.

VI. QUESTIONS:

Questions regarding this policy should be directed to the Human Resources and/or Appointing Authority.

VII. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action up to and including termination and/or criminal prosecution.

Approved by:

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Date