LOUISIANA HOUSING FINANCE CORPORATION

PERSONNEL POLICY NO. 24

SUBJECT: VEHICLE OPERATION POLICY

The purpose of this policy is to advise applicants and employees of the vehicle operation requirements which must be satisfied in order for an employee to be authorized to operate a vehicle while on Louisiana Housing Finance Corporation (LHC) business. These requirements will assist the LHC in reducing the risk of injury to employees and the traveling public, and reduce the loss from property damage claims. This policy applies to every employee operating a vehicle on LHC business, whether a personally owned vehicle, or vehicle owned, leased or rented by the LHC.

I. General Requirements:

1. LHC owned, leased or rented vehicles are to be operated only on official business. Use of such vehicles for personal business is strictly prohibited. Any deviation from this policy must be expressly authorized by the Fleet Manager.

2. Only individuals on official LHC business are permitted to operate or ride in LHC owned, leased or rented vehicles, or personal vehicles operated on LHC business.

3. Drivers must possess a valid Louisiana driver's license. A copy of current, valid license must be provided to and updated through the Accounting Department's designated Fleet Manager.

4. Personal vehicles operated on LHC business must satisfy Louisiana's compulsory insurance requirements.

5. Seatbelts must be worn at all times. Drivers are responsible for ensuring that all passengers likewise comply with the State's seatbelt law.

6. The Fleet Manager is responsible for the assignment of vehicles owned, leased or rented by the LHC.

7. Vehicles must be maintained in compliance with law, including current safety inspection stickers and license plates. The vehicle must possess all safety equipment required by law (lighting equipment, mirrors, horns, warning devices, etc.).

8. Operation of a vehicle must be in compliance with applicable State and local traffic laws and ordinances. Drivers are personally responsible for traffic and parking ticket fines, except those due to the condition of an LHC vehicle (example: expired safety inspection sticker).

9. LHC vehicles are to remain locked and parked in designated areas when not in use.

10. Drivers are responsible for removing all trash and personal belongings from LHC vehicles after use. Vehicles shall remain clean and will be washed at least twice per month.

11. Drivers are responsible for maintaining at least a half tank of gas in LHC vehicles at all times.

12. Vehicle keys and credit cards are to be returned to the designated individual immediately after use unless otherwise authorized.

13. Maintenance problems or concerns on an LHC vehicle are to be documented and reported immediately to the designated individual.

14. Minor maintenance such as flats, fan belt, hoses, etc. shall be performed by the appropriate roadside assistance contract for that particular vehicle and may vary depending on the warranty status of the vehicle. Information for obtaining these repairs is in the vehicle operation log book that is obtained when signing out a vehicle. Authorization must be obtained prior to any extraordinary repairs being undertaken. In the event that it is not clear whether maintenance is routine or extraordinary, authorization shall first be obtained.

15. Nothing shall be attached or tied to LHC vehicles which will in any way interfere with the normal movement of the vehicle.

16. LHC strictly prohibits the use, possession and presence of alcohol, controlled dangerous substances or other prohibited drugs in an LHC vehicle at any time.

17. LHC strictly prohibits the operation of its vehicles by any employee who has used, abused or has within his system alcohol, controlled dangerous substances or other prohibited drugs in any measurable quantity.

II. Driving Records/Driver's License Check

All applicants for employment will be required to complete authorization to permit review of their State of Louisiana driving record. In order to maintain driving privileges, employees operating motor vehicles or who may be required to operate motor vehicles on official business shall be required to produce their driver's licenses for inspection, upon request.

III. Vehicle Maintenance

Preventive maintenance is designed to provide maximum safety, efficiency and economy in the operation of state vehicles, and to minimize lost vehicle time caused by extensive repairs.

Routine Maintenance - Each vehicle shall be routinely checked to insure proper oil level, water and coolant or antifreeze for radiators, water for batteries, wear on belts, and proper inflation of tires. Additionally, vehicles shall be kept clean both inside and out.

The fleet manager shall see that these services are performed as needed, and the vehicle file shall document this. Form 424 may be utilized for this purpose if signed by the person who checked the vehicle.

Preventive Maintenance

a) The preventive maintenance guidelines indicated on Form MV-4 shall be followed for all passenger vehicles unless the manufacturer's guidelines are more stringent. In that case, the form MV-4 shall be modified and still utilized to maintain a current and ongoing record of the vehicle's maintenance.

b) Form MV-4 shall be completed at each preventive maintenance interval (adapted, as necessary) and signed by both the mechanic or shop foreman and responsible state employee. One copy of the completed form shall be maintained in the vehicle file.

Annual Safety Inspections -All state-owned vehicles shall maintain valid safety inspection stickers or other safety criteria, as appropriate to the type of vehicle.

Vehicle Files - In addition to the records of routine and preventive maintenance required above on each vehicle, the vehicle file shall include a copy of the daily/monthly log of vehicle use, which shall indicate downtime of the vehicle and reason for such, as well as records of all repairs, operating costs, etc. associated with the vehicle.

Service Facilities

a) When a vehicle is under warranty, the authorized dealer (certified by the manufacturer to perform maintenance on their equipment) shall be utilized, except in unusual circumstances, as approved by the Appointed Authority.

b) Drivers of state vehicles should be aware that fuel purchases for state owned vehicles are exempt from federal excise taxes (usually credited on the monthly fuel bill), and that parts and other commodities are exempt from the state portion of the sales tax.

IV. Driver's Training Course

All drivers must attend and complete an authorized driving course within six months of employment and every three years thereafter as required by the Office of Risk Management.

V. Reportable Events (applies regardless of whether occurring in an LHC or personal vehicle while on LHC business, irrespective of fault, injury or damage):

1. All traffic accidents.

2. Receipt of a citation or arrest for any violation:

NOTE: In addition to the foregoing reporting requirement, any employee arrested and/or

convicted of driving while intoxicated or under the influence of any controlled/prohibited substance, whether on or off duty, must immediately report the arrest/conviction to the Transportation Coordinator and his/her immediate supervisor.

3. Notification that an employee's driver's license is restricted, suspended, revoked or under threat of same for any reason, including but not limited to failure to meet insurance requirements, failure to pay traffic tickets and/or failure to pay court ordered child or spousal support.

4. Diagnosis of any physical, mental or other medical condition which impairs an employee's ability to safety operate a vehicle or which could result in suspension of driving privileges for any period of time (i.e. seizure disorder; sight impairment; immobility). This information will be reported to the Transportation Coordinator and handled with appropriate concern for confidentiality and in compliance with prevailing law.

5. Use of medications which cause drowsiness or which may impair the ability to operate a motor vehicle.

VI. <u>Reporting Procedure:</u>

1. Accidents:

A. All employees operating an LHC vehicle or personal vehicle while on LHC business, irrespective of fault, injury or damage, must immediately report all accidents to the Transportation Coordinator and his/her supervisor. Accidents occurring after normal business hours must be reported at the commencement of the next business day.

B. All accidents occurring in an LHC vehicle or in a personal vehicle while on LHC business must be immediately reported to law enforcement.

C. Post-Accident/Incident Drug Testing: Any employee directly involved in an on-duty vehicular accident shall be required to submit to drug and alcohol testing if:

a) The accident involves circumstances giving rise to a reasonable suspicion that the accident may have involved the employee's drug or alcohol use and the employee's action or inaction may have been a causative factor;

b) The accident meets the criteria of paragraph (a) <u>and</u> results in or causes the release of hazardous waste as defined by La. R.S. 30:2173(2) or hazardous materials as defined by La. R.S. 32:1502(5); or

c) The accident results in a fatality or serious bodily injury.

"Reasonable suspicion" is a belief, based upon reliable, objective and articulable facts derived from direct observation of specific physical and behavioral characteristics (behavior, speech, appearance, odor), which causes a prudent

person to suspect that an employee has engaged in drug or alcohol use.

Only the Appointing Authority or his/her designee shall require an employee to submit to post-accident/incident testing. Generally, this decision will be based upon the recommendation of supervisory personnel who have objectively and thoroughly reviewed the circumstances of the accident/incident. The supervisor will fully document the facts upon which the recommendation for testing is made.

NOTE: When post-accident/incident testing is ordered, an LHC representative shall transport the individual being tested to and from the testing site. Under no circumstance should any employee who is reasonably believed to be impaired or under the influence of any drug or alcohol be permitted to operate a motor vehicle.

2. All other reportable events as defined in Section IV of this Policy must be reported to the Transportation Coordinator and the employee's supervisor before close of business on the day of the event or on the next business morning following the occurrence.

VII. <u>High Risk Drivers</u>

Applicants and employees who drive or may be required to drive on official business must maintain safe driving records. Generally, high risk drivers will not be allowed to drive on LHC business. "High risk drivers" are:

1. Individuals having a single conviction, guilty plea or plea of *nolo contendere* for operating a vehicle while intoxicated or under the influence of controlled substances, hit and run driving, vehicular homicide or negligent homicide, or reckless driving within the twelve-month period immediately preceding the application for employment, check of driving record or latest conviction or plea;

2. Individuals who have three or more convictions, guilty pleas or pleas of *nolo contendere* for moving violations within any twelve month period. The twelve-month period is the twelve months immediately preceding the latest occurrence; and

3. Individuals determined by the Appointing Authority to be high risk drivers based upon information available from the employee, witnesses, records, reports and/or law enforcement officials following a reportable event as described above.

VIII. <u>Automatic Disqualification From Driving</u>

An automatic disqualification of an employee from driving (for example, suspension, revocation of driver's license, or failure to report any vehicular incident as listed in section VI.), shall immediately terminate the employee's driving privileges.

IX. Violation of Policy

Since the primary purpose of this policy is to enhance employee and public safety, all failures to comply with the requirements of this policy will be viewed as serious safety violations. As such, any employee failing to comply with this policy will be subject to disciplinary action, including the possibility of termination from the classified service.

X. Loss of Driving Privileges

Any employee who is unable to perform the routine job functions of his/her position due to the temporary or permanent loss of driving privileges may be removed from the classified service. Where possible, and in furtherance of the overall interests of LHC, job restructuring or employee reassignment to a position which does not require driving may be considered.

Approved by:

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Date