



Board Letter

Agenda Date: May 21, 2024

Agenda #: 1

Authorization to amend and restate Chicago Housing Authority's Vehicle Policy.

Presenter: Mary Howard, Chief Administrative & Resident Services Officer

Recommendation

The Chief Executive Officer ("CEO") of the Chicago Housing Authority ("CHA") recommends that the Board of Commissioners ("Board") approve the attached Vehicle Policy which was last updated in October 2015.

The requested action complies in all material respects with all applicable federal, state, and local laws, and CHA policies. CHA staff has completed all necessary due diligence to support the submission of this initiative. Policy changes go into effect upon Board approval.

Background

As part of a comprehensive policy review process, CHA has reviewed and updated previous Board-approved policies to comply with current laws, regulations and practices. CHA, in conducting its annual review of the Vehicle Policy as approved by the Board in 2015 and determined that certain updates were needed.

Key revisions include:

- Increasing personal automobile insurance coverage to reflect updated state requirements.
- Updating language to include the prohibition to use an electronic device while driving.
- Requiring employee responsibility for all fines, fees, and parking and moving violations.
- Reserving right to check employee driving status and maintaining favorable driving record.

Respectfully Submitted:

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Tracey Scott
Chief Executive Officer



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RESOLUTION NO. 2024-CHA-16

WHEREAS, the Board of Commissioners has reviewed the Board Letter dated May 21, 2024, entitled "Authorization to amend and restate the Chicago Housing Authority's Vehicle Policy"

THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CHICAGO HOUSING AUTHORITY:

THAT, the Board of Commissioners hereby approves the Vehicle Policy, (Policy No. 205.2 effective May 21, 2024, which amends and supersedes the policy previously set forth, effective October 2015.



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**Angela Hurlock
Chairperson
Chicago Housing Authority**



Vehicle Policy

Responsible CHA Department(s): Headquarters Facilities		Policy No. 205.2
Effective Date: May 21, 2024	Approved on May 21, 2024 by CHA Board of Commissioners Resolution No. 2024-CHA-16	
This policy supersedes the Vehicle Policy (eff. Oct. 20, 2015).		

I. Purpose

The purpose of the CHA Vehicle Policy is to ensure the proper care, control, and management of all CHA vehicles (automobiles, vans, trucks, and any other vehicles owned or leased by CHA), as well as to provide guidelines for employees who use personal or rental vehicles for CHA business.

II. General Provisions

A. **Definitions**

1. "CHA" means the Chicago Housing Authority.
2. "CHA business" means activities specifically related to the day-to-day execution of an employee's work assignment and/or activities that directly benefit CHA.
3. "CEO or designee" means the Chief Executive Officer of CHA or the CHA officer or department authorized to issue this policy.
4. "Employee" means any individual in the employ of CHA.
5. "Department Head" means Chief or Deputy Chief.

B. **Scope and Applicability**

1. CHA vehicles are available for employees to use in the performance of CHA business. The use of CHA vehicles is a privilege and not a right.
2. All employees using any vehicle for CHA business must comply with the Vehicle Policy and CHA's Fleet Vehicle Procedures Manual. Employees who fail to comply may be subject to disciplinary action, up to and including termination.
3. This policy will be implemented in accordance with procedures established by the CEO or designee.

III. Employee Responsibilities

A. **Valid Driver's License and Favorable Driving Record**

Only current employees who possess a valid driver's license are authorized to use any vehicle for CHA business. License must not be expired, suspended, or revoked. CHA reserves the right to conduct checks of employee motor vehicle and driver license records to ensure employees are maintaining a favorable driving record and are not driving on an expired, suspended, or revoked license.

B. **Proper Use of Vehicles**

Employees must operate vehicles in a safe and courteous manner and comply with all State and Federal laws and local ordinances. Improper use of vehicles includes, but is not limited to, driving under the influence of alcohol or drugs, reckless driving, conducting criminal activity while using a vehicle, using an electronic communication device, including

texting, video, and using a cell phone or other handheld device while driving, and subject to review using the vehicle tracking system.

C. Responsibility for Fines and Violations

Employees are responsible for all parking and moving violations (i.e. parking tickets, red-light violations, tollway violations, etc.) and/or fines incurred while using any vehicle for CHA business. This responsibility includes, but is not limited to, accessing the garage without an authorized key card, lost garage key cards, fines, late fees, and/or related legal fees.

D. Vehicle Use Agreement Form

Employees using CHA vehicles must complete and sign the **CHA Vehicle Use Agreement Form** (available separately) certifying they understand the Vehicle Policy and procedures, and will comply with the terms.

IV. Disciplinary Consequences for Violating Vehicle Policy

Employees must comply with all aspects of this policy and its implementing procedures. Employees should respect CHA vehicles, which are CHA property, and use those vehicles only in accordance with this policy. Violations of this policy may result in restriction of employee authorization to drive any vehicle for CHA business and/or disciplinary action may include suspension or revocation of all driving privileges pertaining to CHA business, up to and including termination.

V. Use of CHA Vehicles

A. CHA Vehicles for CHA Business Only; Reporting Damage to Vehicles

A small number of CHA vehicles are available for CHA employees to use in the performance of CHA business. CHA vehicles are to be used only for CHA business. All problems, defects or damage to CHA vehicles must be reported in accordance with this policy and procedures.

B. Departmental Vehicles

CHA vehicles may be assigned to a particular department. Employees authorized to drive departmental vehicles must work in the department to which the vehicle was assigned, unless otherwise authorized by the department head. The department head is responsible for authorized employees' compliance with this policy.

C. Transporting non-employee Adults or Children

Employees may transport other non-employee adults in a CHA passenger vehicle if the transportation is related to CHA business and the driver is authorized to operate the vehicle. Transporting children may be allowed in extraordinary situations or in an emergency, subject to written approval of the department head.

D. Parking CHA Vehicles; Take-Home Use of Vehicles

All CHA vehicles must be parked at the CHA designated parking locations. Headquarters Facilities will make periodic visits to ensure employees comply with this directive. Headquarters Facilities may grant occasional take-home use of CHA vehicles by employees under extraordinary circumstances.

VI. Inventory

A. CHA will manage its fleet in accordance with procedures established by the CEO or designee.

- B. To reduce fleet-related costs and liability exposure, CHA will optimize cost and number of vehicles necessary to perform essential functions.
- C. CHA's Headquarters Facilities Department will be responsible for maintaining an accurate record of CHA vehicles, management, and tracking changes to the CHA vehicle inventory.
- D. Vehicle acquisition will be allowed only if essential for CHA operations. Vehicle acquisitions must be supported by a written justification for the need to acquire or replace a vehicle and written approval from the Chief Executive Officer.
- E. Headquarters Facilities will review the CHA vehicle inventory annually to determine optimal mix, number, and functionality to meet Agency's needs. Disposition of owned vehicles will be in accordance with 2 C.F.R. § 200.313.

VII. Accident or Theft Reporting

- A. Employees must report all theft, attempted theft, or damage of a CHA vehicle or CHA property from the vehicle to Emergency Services.
- B. All CHA vehicles have an Automobile Loss Notice in the glove compartment. In the event of an accident, the employee driving the CHA vehicle must complete the Automobile Loss Notice and submit it to the Risk Management Department.

VIII. Use of Personal Vehicles and Reimbursement Policy

With prior written approval from their department Chiefs, employees may utilize their personal vehicle for CHA-authorized business travel. Employees are required to carry the minimum personal automobile insurance coverage as required by their state of issuance. if used in connection with CHA business. Employees authorized to utilize their personal vehicles to conduct CHA business are eligible to request reimbursement for mileage in accordance with CHA Business Expense Reimbursement and Travel Policy.

References: 2 CFR 200.313; 625 ILCS 5/7-601 & 7-203
Policy History: Approved on October 2015 Revised on 5/21/2024 by 2024CHA16