

Vehicle Use Policy

Knox County Housing Authority
216 W. Simmons St.
Galesburg, IL 61401
(309) 342-8129

Article I. Purpose / Scope of the Policy

Section 1.01 This policy applies to all Knox County Housing Authority drivers, including:

- (a) Vehicles owned, leased or rented to Knox County Housing Authority
- (b) Personally owned vehicles driven by employees on behalf of Knox County Housing Authority

Article II. General Provisions

Section 2.01 The following procedures have been established to encourage safe operation of vehicles and to clarify insurance issues relating to Knox County Housing Authority and its drivers:

- (a) All drivers must adhere to safety policies including the Vehicle Use Policy and Cell Phone/Electronic Device Use Policy.
- (b) All drivers must have a valid driver's license.
- (c) Knox County Housing Authority will check Motor Vehicle Records periodically - driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations.
- (d) Should your record fall into our insurance carrier's guidelines of an "unacceptable driver," your employment may be terminated.
- (e) Your supervisor must be notified of any change in your license status or driving record.

Section 2.02 When operating your own vehicle for Knox County Housing Authority business:

- (a) Your personal auto liability insurance is the primary payer -- Knox County Housing Authority's insurance is in excess of your coverage.
- (b) You should carry at least \$300,000 per occurrence liability coverage.
- (c) You must provide evidence of insurance coverage to Knox County Housing Authority each year via either a copy of your policy's declaration page or a certificate of insurance.
- (d) Knox County Housing Authority is not responsible for any physical damage to your vehicle - you must carry your own collision and comprehensive coverage. You must accurately and truthfully report mileage for expense reimbursement.

Section 2.03 In the event of an accident, you must:

- (a) Take necessary steps to protect your life or the lives of others around you comply with police instructions.
- (b) Not assume or admit fault - professionals will determine liability and negligence after thorough investigation.
- (c) Report the accident to Knox County Housing Authority as soon as possible.

I have read and understood the provisions of the Knox County Housing Authority Vehicle Use Policy and I agree to comply with all the listed requirements.

Employee Signature

Date