

FLEET MANAGEMENT
POLICY / PROCEDURE

SUBJECT: TAKE HOME VEHICLES

APPROVED: 
MARILYN L. RAWLINGS, FLEET MANAGER

APPROVED:  6-6-12
RETE WINTON, ASSISTANT COUNTY MANAGER

DISTRIBUTION:

Fleet Management
County Departments

PURPOSE:

To establish a uniform policy for the assignment of twenty-four (24) hour vehicles to Board of County Commissioners' employees.

POLICY:

Department Directors may assign County vehicles on a 24-hour basis to full-time employees meeting the criteria established in this policy. No employee is authorized to drive or park a County vehicle at or near an employee's home unless the 24 hour vehicle assignment has been approved.

CRITERIA FOR APPROVAL:

- 1) Department Directors will identify the mission critical positions to be recommended for 24-hour vehicle assignment and provide appropriate justification for such assignment.
- 2) Examples of consideration and documentation required:
 - A. *Positions assigned area/field responsibilities* – Assignment can be made if the employee's primary work responsibilities are performed "in-field" and the 24 hour assignment is clearly in the best interest of the County. The assignment must be re-evaluated upon a change of work responsibility.
 - B. *Positions which historically have been called out frequently on emergencies during non-working hours* - It must be demonstrated that the vehicle itself or the equipment carried on the vehicle is required for emergency response and that it is not practical to obtain a County vehicle from the work place. Information should include why this response requirement is not assigned on a rotating basis with the responding individual in an "on-call" status.

NOTE: "On-call" status exists when an individual is assigned and will respond during a specific period of time. The individual must be in the area, reachable at a specific telephone or beeper number, and must be able to respond immediately.

- 3) Employees of Lee County with a contract specifying that a 24-hour vehicle will be provided for their use are exempt from the provisions of this Policy (meeting the criteria, log keeping, etc.).**

PROCEDURE:

ASSIGNMENT:

- 1) All 24-hour vehicle assignments must be made on the attached form. Department Directors will justify the recommended 24-hour vehicle assignments based on the established criteria.**
- 2) The forms will be sent to Risk Management to verify the employee's Florida driver's license in compliance with County policy. Risk Management will indicate on the form whether the employee's driving record is acceptable or not acceptable.**
- 3.) If the driving record is acceptable, the form will be forwarded to the County Administration for approval. A copy of the approved form will be forwarded to Payroll and to Fleet Management.**
- 4) Department Directors may make 24-hour vehicle assignments on a temporary basis from the department pool of vehicles. Temporary assignments may be made for conferences, training, or special work assignments when a County vehicle is the most practical and cheapest form of transportation. Such assignments will not exceed 30 calendar days and will be made using the attached form for record/audit purposes. County Manager approval is not required for assignments of 30 days or less. Temporary assignments will not be granted in succession or in any other manner contrary to the intent implied in this policy.**
- 5) The record keeping provisions of this policy do not apply to scheduled, rotational maintenance service vehicles and personnel with on-call responsibility. See the definition of on-call under Criteria for Approval.**

USAGE:

- 1) Authorized use of a 24-hour assigned vehicle includes: a.) official business transportation during working periods; b.) transportation to and from work/home; and c.) meals during the working period.**
- 2) Unauthorized use is any personal use not authorized by the Department Director or use otherwise prohibited by law. Some examples of unauthorized use include, but are not limited to: transporting relatives, friends or hitchhikers; transporting other County employees or equipment for non-business related purposes and driving after any consumption of alcoholic beverages or use of illegal substances.**
- 3) In accordance with County Policy, unauthorized use of County vehicles may warrant disciplinary action.**

LIABILITY:

Accidents occurring during any unauthorized use of County vehicles may not be covered by the County's self-insurance program and may result in employee liability for any property damage/personal injuries.

DEPARTMENT DIRECTOR'S RESPONSIBILITIES:

- 1) Ensure that the 24-hour vehicle assignments within their department meet the criteria established in this policy.
- 2) All current assignments must be re-justified and approved under the established criteria prior to December 31 of each calendar year.
- 3) Annually (December) review all permanent 24-hour vehicle assignments and revoke those which do not meet the established criteria. Notify Fleet Management Division and County Payroll of any revocation.
- 4) Keep on file the data necessary to verify that the criteria for 24-hour assignments are being met.
- 5) Ensure authorized use of assigned vehicles. Termination of assignment and/or disciplinary action, as appropriate, will be initiated by the department/ division in case of unauthorized use.

EMPLOYEE'S RESPONSIBILITIES:

- 1) Comply with the provisions of the Policy and follow all vehicle safety rules and regulations as set forth by the County and Florida law.
- 2) Report all vehicle accidents to Risk Management and Fleet Management immediately.
- 3) Maintain the required logs/records specified herein and submit them to their department.

Revision Date: May 2012

To:

From: Payroll Office, Lee County Clerk of Courts

Date: 06/13/2017

Re: Annual Car Allowance Review

Make: _____ Model: _____

It is our understanding that you may be commuting from your residence in a vehicle supplied by your employer. Per IRS regulations, Section 1.61-21(f), the usage of that vehicle will be taxed using the commuting valuation method (\$3.00 per day). Employees earning more than \$151,700.00 annually (Federal level – Executive employee – Level V) will be taxed using the lease valuation method.

Do you take this vehicle to your home? _____ Yes _____ No
(Must check one)

If a company-provided vehicle is unlikely to be used for personal travel because of its special design, use of the vehicle by an employee is excluded from income. Such vehicles include: Marked and unmarked police cars; ambulances or hearses; delivery trucks with only a driver's seat; moving vans; school buses; passenger buses seating at least 20; animal control vehicles; dump trucks; qualified utility repair vehicles; and trucks with a loaded weight of over 14,000 pounds.

(Please check all that apply!)

_____ Sirens _____ Strobe lights _____ External fuel tanks

_____ Winch(s) _____ Utility boxes _____ Towing package(s)

_____ Lift gate _____ Light bars _____

(Other-please list)

Please return this form to the Payroll Office by _____

Employee Signature: _____ Date: _____

Department Director or Designee: _____ Date: _____