

# Countywide Administrative Procedures Manual

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Revision # 3

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## Take Home Vehicle Administrative Procedure

**Overview:** The purpose of this administrative procedure is to provide direction for the assignment and use of County owned take home vehicles.

**Scope:** All County employees shall follow this procedure for the assignment and usage of take-home county vehicles.

Procedure:

1. Definitions:

- a. Authorized Employees - the designated County employee-operator of the County-owned vehicle conducting County business. County volunteers are not authorized to operate County-owned vehicles unless approved by Risk Management at the request of the Department Director.
- b. Assigned Vehicle - a County-owned vehicle designated for the use of an individual employee in the normal performance of their duties but not authorized for take-home use.
- c. County Business - any authorized work or activity performed by a County employee conducting business for Alachua County.
- d. County-Owned Vehicle - any vehicle owned by Alachua County. All County-owned vehicles shall display a yellow County tag and be clearly marked, with the County seal, assigned department, and a vehicle number. Exceptions for some vehicles assigned to sensitive jobs to not be marked will require written approval from the Administrating Official or Constitutional Officer.
- e. Take-Home Vehicle - a County-owned vehicle designated for use by an individual employee in the normal performance of their duties and also the commute from home to work. Any travel, from the office, in the direction of the individual's residence constitutes a take home benefit that is considered as taxable income as set forth by the IRS.
- f. Emergency Response- the employee has responsibility for responding to emergency situations which require immediate response to protect life or property. Vehicle must be clearly marked, and carry specialized equipment other than communications. i.e. facilities vans equipped with tools and materials, Road Dept trucks equipped with signage and tools for clearing right-of-way, Fire

Rescue vehicles that have equipment designed for protection of life and property.

- g. Economic Benefit- this means the cost of mileage reimbursement would exceed the costs associated with a take home vehicle. Department Directors will ensure that demonstrable and beneficial needs can be shown in the delivery of County services, for all approved take home vehicles.
  - h. Take Home Vehicle Committee consists of the Fleet Manager, Risk Manager and Finance & Accounting Director.
  - i. Administrating Official- County Manager or County Attorney, or their designee.
- 2. Procedures for Authorization of a Take Home Vehicle:
  - a. The Department Director, after determining that there is a demonstratable benefit to the County, will complete a take home vehicle form (attachment A) for each applicable employee in the job classification. Form is to be signed by the employee and the Department Director. Demonstratable Economic Benefit or Emergency Response documentation must be included. i.e., call out history and rotational on call schedules.
  - b. This process must be completed annually, in conjunction with the County's fiscal year.
  - c. All forms shall be forwarded to the Fleet Manager by August 1<sup>st</sup> of each year. For new hires, the form shall be forwarded to the Fleet Manager as appropriate.
  - d. The Take Home Vehicle Committee will review the forms and make a recommendation to the Administrating Official for approval or denial.
    - i. The Take Home Review Committee will use the following criteria:
      - 1. Economic Benefit;
      - 2. Emergency Response;
      - 3. Location of residence as it would impact response time and economic benefit;
      - 4. Demonstrated call out history; and
      - 5. Rotational schedule.
  - e. The Administrating Official, or their designee, will have the final approval.
- 3. Responsibilities:
  - a. Department Directors:

- i. Shall ensure that employees follow all guidelines as outlined in this procedure, the Motor Vehicle Procedure and the Fuel Conservation Procedure.
  - ii. Ensure that applications for Take Home Vehicles are completed and turned in annually, by the date listed above.
- b. Employees:
  - i. Shall follow all guidelines as outlined in this procedure, the Motor Vehicle Procedure and the Fuel Conservation Procedure.
    - 1. Violations of this Procedure and/or the Motor Vehicle Procedure may result in revocation of the take-home vehicle and/or corrective action.
  - ii. While commuting to and from their residence, shall immediately contact their supervisor of any condition that would require them to stop or deviate from their normal route.
  - iii. Shall report any motor vehicle incidents or accidents to Risk Management immediately including after hours.
  - iv. Comply with "De minimus" personal use - infrequent and limited travel between work stops during the workday and outside of normal work hours. Limited travel is travel that is of such a short distance that accounting for it is unreasonable. All policy restrictions still apply.
  - v. Passengers in County vehicles must be engaged in County business. Persons not involved in County business will not be permitted to ride in County vehicles. Transporting family members is not permitted. Exceptions may be granted by the Board for the Administrating Officials. The Administrating Officials or designee may grant an exception for other County employees in special situations. Employees shall submit a request for an exception through the Department Director.
  - vi. It is strongly recommended that employees add *Non-owned Vehicle Coverage* to their personal automobile insurance policies.
- c. Fleet Manager:
  - i. Review this Procedure annually with the Take Home Vehicle Committee.
  - ii. Keep copies of all approved or denied take home vehicle requests.

Provide copies of approved or denied take home authorizations to the appropriate Department Director, Finance Director and Payroll Manager.