

COMMISSION POLICY

POLICY #2.9

SUBJECT: Official and Employee County Owned Car Policy

DATE ADOPTED
December 18, 2012

AGENDA ITEM
EA4

<u>OBSOLETE VERSIONS</u> <i>(Can be found in the Inactive Policy Book.)</i>	
DATE ADOPTED	PAGE (BCC MINUTES)
September 17, 1985	Book 6, pg. 93
February 19, 2008	Page 26
March 17, 2009	Page 11

NOTE: (CHARACTERISTICS OF A GOOD POLICY AND PROCEDURE DOCUMENT) -- A policy is typically a document that outlines specific requirements or rules that must be met. The overall goal is to write policies that are clear, concise and in simple language. If you use an acronym, spell it out the first time you use it.

POLICY STATEMENT

This policy defines the County Vehicle policy. Individuals who are issued a County car shall not use the assigned vehicle for personal use. The assigned vehicle may only be used by the employee to whom it was issued for official County business. The only exception to this rule is commuting to and from one's residence to one's workstation. All employees who are issued a county car, (emergency, maintenance, administrator, and field personnel who are on 24 hour call) must commute in their assigned vehicle to ensure adequate transportation in case of an emergency. Violation of the above limitations will constitute a retraction of the authorization of use. Personnel issued a County vehicle may not choose to use their personal vehicle for County business and request mileage.

Personnel who drive a County vehicle home and commute to and from work using a County vehicle shall be authorized by the County Commission. The following personnel can be considered by the County Commission to be authorized to commute to and from work from their home using a county vehicle:

1. Department Directors
2. Supervisory personnel (if requested by their Director)
3. Other staff (if recommended by the County Administrator or a Department Director)

Personnel that are authorized expressly by this policy and need no additional authorization include;

1. Personnel designated as “on call” provided that they drive the vehicle home only on days in which they are “on call”.
2. Personnel activated in times of emergency.
3. Personnel that utilize a county vehicle for their job during normal business hours, and their physical location at the conclusion of the business day is closer to their home than their personal vehicle, then in such instances and on an occasional basis only, the employee may drive the County vehicle home with prior approval of their supervisor.
4. Pool cars assigned to B.C.C. Administration, may be driven home on an occasional basis with prior approval from the County Administrator. In the case where the County Administrator needs to drive a pool car home, approval shall be provided by the Chairman.

Only personnel that meet the above requirements will be authorized to drive a vehicle home.

The County Commission, reserves the right to require a County employee to use a county vehicle, if, in their opinion, the use of the County vehicle would be less expensive for the County than the mileage charges for the employees personal vehicle.

PROCEDURAL REQUIREMENT

In order to carry out this policy, the following steps must be taken:

1. A request to regularly drive a County vehicle home must be made to the County Commission as an agenda item in the Commission meeting.
 - a) Department Directors shall make the request for themselves or any supervisor in their department.
 - b) Individual staff member requests shall be made by the Department Director.
2. Should the Commission approve the request, the employee may begin to drive the vehicle to and from their home and his or her name shall be added to the approved list by the County Administrator. It is the responsibility of each Director to notify the County Administrator if an individual approved to drive a vehicle home, stops doing so, in order to update the Approved List.
3. The Commission will annually charge the employee for the taxable fringe benefit of commuting to and from home in a County vehicle.
4. Each December, the County Administrator shall present the current list of employees that drive County vehicles home, to the County Commission for review.