PINAL COUNTY POLICY AND PROCEDURE 3.97

Subject: **County Owned and Take Home Vehicles**

Date: **December 21, 2011**

Pages: **1 of 5**

A. PURPOSE: To establish policies, procedures and criteria for county-owned vehicles used by employees for work and commuting.

B. STATEMENT OF POLICY: It is the policy of Pinal County to properly use public funds and to comply with federal tax law when allowing employees to commute to and from work in county-owned vehicles.

C. SCOPE: This policy applies to all Pinal County, Superior Court, and Clerk of the Superior Court employees.

D. DEFINITIONS: The following terms shall have the following meanings:

1. "Control Employee" means an elected official or an employee whose compensation is at least as great as a federal government employee at Executive Level V.

2. "Designated Parking Area" means a county parking facility or lot which has been identified by an employee's department director as an acceptable overnight location for parking the employee's assigned county vehicle.

3. "Duty Post" means the office or site an elected official or county employee reports to perform the largest portion of the work day or work time.

4. "Emergency Response" means an employee has primary responsibility for immediate response, to protect life or property or an employee has primary countywide custodial control of resources used during emergency response.

5. "Employee" means an employee of Pinal County, the Pinal County Superior Court or the Clerk of the Pinal County Superior Court.

6. "Executive" means any elected or appointed official.

7. "Law Enforcement Officer" means an employee authorized to carry firearms, execute warrants and make arrests. The officer must regularly carry firearms except when it is not possible to do so because of the requirements of undercover work. *Reg. §1.274-5T (k) (6)*

8. "Motor Pool Vehicle" means a vehicle issued from Fleet Services.

9. "Occasional Overnight Usage of County-owned Vehicles" means county employees take home county-owned vehicles for conducting county business away from the employee's normal place of work and outside an employee's normally scheduled work hours no more than once per month.

10. "Public Safety Officer" means an individual serving a public agency in an official capacity, with or without compensation, as a law enforcement officer as described above or a firefighter, chaplain or member of a rescue squad or ambulance crew. *TD 9483; §1.274-5*

E. POLICIES

1. Use of a county-owned vehicle is neither a privilege nor a right of any employee.

2. The need for communication access (car radio, etc.) shall not normally be considered adequate justification for a county vehicle assignment.

3. Based upon criteria in this policy, use of county-owned vehicles must be authorized by the elected official, presiding judge, county manager or assistant county manager.

4. Employees are not to use the vehicle for personal purposes other than for commuting or de minimis personal use (such as a stop for a personal errand on the way between a business delivery and the employee's home).

5. Emergency Response take-home vehicles may be assigned on a continuous overnight basis to county employees who have primary responsibility to respond to emergencies which require immediate response to protect life or property and cannot use alternative forms of transportation to emergencies; and cannot pick up county-owned assigned vehicles at designated sites without impacting the employee's ability to respond to emergencies, which require immediate response to protect life or property. This includes marked patrol vehicles, used by law enforcement officers.

6. Re-authorization of Take-Home Vehicles: The take home vehicle assignment period shall not be greater than one year unless re-authorized by an elected official, presiding judge, county manager or an assistant county manager.

7. Special Equipment Vehicles: Take-home vehicles may be assigned if an employee needs specialized equipment or a special vehicle to perform county work. If special equipment is used as justification, the following information must be provided:

   a. The necessary special equipment must be described.

b. Explanation of why a county vehicle is required to transport the special equipment.

c. How the vehicle is used.

d. Why the vehicle cannot be picked up at a designated county parking area.

e. Description of the type and nature of emergencies that requires the use of such equipment.

8. Occasional overnight usage of county-owned vehicles is permitted. Such occasional usage of county vehicles may occur when an employee conducts county business away from the employee's normal place of work and outside an employee's normally scheduled work day. Occasional overnight usage typically is no more than once a month.

F. COUNTY OWNED VEHICLE ADMINISTRATION RESPONSIBILITY

General:

1. Elected Officials, Presiding Judge, County Manager and Assistant County Managers shall be the responsible parties in charge of implementing the provisions of this policy:

   a. Authorizing or denying requests for the assignment of a county-owned vehicle used for commuting from their employees.

   b. Notifying the Fleet Services Director and Finance Director in writing each time a new take-home vehicle assignment is authorized or a take-home vehicle assignment is removed.

2. The Fleet Services Director shall:

   a. Suspend fuel card and vehicle privileges of employees who have failed to comply with the county-established policies governing vehicle usage and safety, preventative maintenance scheduling, fuel card usage, accurate odometer reporting and the timely submission of vehicle use logs.

3. The Finance Department shall:

   a. Monitor take home vehicles and determine what, if any, tax fringe benefit exists.

b. Determine if detailed mileage logs are required and notify employee and Elected Officials, Presiding Judge, County Manager and Assistant County Managers.

4. The County Manager is authorized to use GPS monitoring devices in county-owned vehicles to ensure compliance with IRS regulation and state and federal law.

Recordkeeping and Vehicle Re-Authorization:

1. The Finance Department shall develop and maintain central records of all vehicle assignments. At a minimum, the recordkeeping shall contain assignment and take-home authorization by department, division, employee name, position title, vehicle make, model, vehicle number and mileage data.

2. The records shall be maintained in one location within the Finance Department and shall be readily available to the County Manager, Internal Auditor, Human Resources Director and general public upon request.

3. By December 31st of each year, the Elected Official, Presiding Judge and Assistant County Managers shall make available to the County Manager an updated list of take-home vehicle assignments by department, division, employee name, position title, the basis for which authorization was granted and re-authorize take home vehicles.

Presiding Judge, Elected Officials, County Manager, Assistant County Managers and Department Directors Responsibilities:

1. Provide a copy of the policies, procedures and criteria governing county-owned vehicles used for commuting and work to employees.

2. Maintain updated and current lists of authorized take-home vehicles within their departments.

3. Provide immediate written notification to the Finance Director and Fleet Services Director whenever individual employees no longer have assigned take-home vehicle authorization using the Assignment of County Vehicle form.

4. Notify the Fleet Department in writing whenever an employee with a take-home vehicle assignment/authorization is changed, including a change in vehicle or vehicle description, and/or is permanently assigned a different vehicle.

5. Departmental records shall include the names of the employees and the time period and type of usage approved. Unless otherwise directed by the Finance Department, directors shall

require employees to log their vehicle usage on the log form. The log shall be sent biweekly, with payroll, to the Finance Department.

6. Ensure that employees comply with the county's established policies including those governing vehicle usage and safety, vehicle preventative maintenance scheduling, fuel card usage, accurate odometer reporting and the timely submission of Vehicle Use Log.

Employee Responsibilities:

1. Complete the Vehicle Use Log form (Appendix B) for the assigned vehicle and submit a copy to the Elected Official or Department Director biweekly, with payroll.

2. Provide Risk Management and Department Director with a photo copy of their respective Arizona State driver's license and insurance verification upon request.

3. Employees with county-owned vehicles used for commuting and work must comply with established policies and procedures including vehicle usage and safety, preventative maintenance scheduling, fuel card usage, accurate odometer reporting and the timely submission of Vehicle Use Log. The Fleet Services Director shall suspend privileges for failure to comply with the provisions of this policy.

4. Failure to provide necessary information and complete forms in a timely manner will result in the loss of use of county-owned vehicle.

APPENDIX A

PINAL COUNTY, ARIZONA
NOTIFICATION OF ASSIGNMENT OF COUNTY VEHICLE

Employee Name _____

Department _____ **Vehicle Make/Year** _____

Vehicle Odometer Reading _____ **Vehicle License Number** _____

ACTION: _____ **Assignment of Vehicle** _____ **Return of Vehicle**

Fleet Director Approval_____

Date of Action: _____

Is the employee required to be on call? Yes___No____
Is the employee required to take the vehicle home? Yes___No____
Is the employee a control employee? Yes___No____
Is the employee a public safety officer? Yes___No____
Is the employee authorized to take the vehicle home/use it overnight? Yes___No____

Special Equipment Vehicles (Provide information requested in Section E (7) of this policy)
a._____
b._____
c._____
d._____
e._____

Employee Signature _____

Department Head Approval_____

Elected Official/County Manager/ACM Approval:_____

APPENDIX B

Pinal County
Vehicle Use Log

Department _____ Vehicle License _____

Employee _____ Vehicle Number _____

Vehicle Make/Model _____ Employee Signature _____

Date	From	To	Odometer Start	Odometer End	Commute miles	Business miles	Total miles	Description or Purpose