

# ADMINISTRATIVE PROCEDURES



Procedure Number: 49-12

Effective Date: 07/05/2013

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County Administrator

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**SUBJECT: TAKE HOME VEHICLE TRACKING AND REPORTING**

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**DEPARTMENT RESPONSIBLE: ALL COUNTY DEPARTMENTS**

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1. **PURPOSE**

The purpose of this procedure is to establish the guidelines that are to be followed by all County departments when reporting vehicles that are driven home by County employees. This procedure also sets guidelines for tracking and reporting take home vehicles.

2. **DEFINITION**

2.1 **Take Home Vehicle** – County vehicle that is assigned to a County employee on a permanent or temporary basis and is driven home a minimum of five days or more per month.

3. **PROCEDURE**

3.1 All County departments are required to provide a list of employees who take home County vehicles per the definition listed in paragraph 2.1.

3.2 In addition to providing the employee name; EIN, Job Classification, Vehicle Year/Make/Model, License Plate, Property Number (PN) and justification must be provided. A form titled "Take Home Vehicle Information" is available on the Fleet Services Intranet site to facilitate with the reporting of the required data.

3.3 Departments are required to submit data to Fleet Services on a semi-annual basis. Fleet Services will send a reminder during the last week of December and June requesting the data be provided by the 15<sup>th</sup> of the following month.

3.4 Fleet Services will maintain a Take Home Vehicle Database that will be used for analysis, tracking and reporting of take home vehicles.

**4. REPORTING**

- 4.1 Fleet Services will provide a fiscal year-end annual report to the County Administrator providing key information regarding take home vehicles.
- 4.2 Periodic reporting will also be available at the request of the County Administrator.

**5. RESPONSIBILITIES**

- 5.1 County Departments are responsible for providing complete and accurate take home vehicle data to Fleet Services on a semi-annual basis.
- 5.2 Fleet Services is responsible for maintaining a Take Home Vehicle Database; analysis of data; and fiscal year reporting to County Administrator.