

ADMINISTRATIVE PROCEDURES



Procedure Number: 49-12

Effective Date: 07/05/2013

Revision Date: 02/07/2018


County Administrator

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

DEPARTMENT RESPONSIBLE: **FLEET SERVICES DEPARTMENT**

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 twenty-four days or more in a twelve-month period.

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 The Pima County Take Home Vehicle Information form is available on the Fleet Services Intranet site to facilitate with the reporting of the required data. It is recommended that the department Transportation Coordinator complete the form and forward to the department Director/Appointed Authority for review.

3.3 Departments that do not have any take home vehicles are still required to complete the form checking the "No Department Take Home Vehicle" box.

3.4 The department Director/Appointed Authority is required to provide approval for all take home vehicles (signature required on Pima County Take Home Vehicle Information form).

3.5 Departments are required to submit this data to Fleet Services on a semi-annual basis (December 31st and June 30th).

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- 3.6 Fleet Services will maintain a Take Home Vehicle Database that will be used for analysis, tracking and reporting of take home vehicles.
 - 3.7 Take home vehicle data received from departments will be reconciled against data contained in the Fleet Services fleet management system. Any discrepancies noted will need to be resolved prior to accepting department inputs as final.

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 County Administration.

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. Data must be submitted using the Pima County Take Home Vehicle Information form. Only forms signed by the Director/Appointed Authority will be accepted.
- 5.2 Fleet Services is responsible for maintaining a Take Home Vehicle Database; analysis of data; and fiscal year end reporting to County Administrator.