




Title Take-Home Policy For County-Owned Vehicles		Document Code No. FES 12-2-1 (AEP)
Department/Issuing Agency County Executive Office		Effective Date December 24, 1993
Approved  12/14/93		

1.0 SUBJECT TITLE: Policies, Procedures, and Criteria related to authorizing county employees to use King County-owned vehicles to commute to and from work.

1.1 EFFECTIVE DATE: 10 Days After Approval.

1.2 TYPE OF ACTION: Supersedes FES 12-1 (AEO) and FES 12-2 (A-EP).

1.3 KEY WORDS: (1) Assigned Vehicles; (2) Take-Home Vehicles; (3) Emergency Responses; (4) Work Stations; (5) Call-Outs.

2.0 PURPOSE: To ensure the proper use of public funds with regards to the county practice of allowing employees to commute to and from work in county-owned vehicles.

3.0 ORGANIZATIONS AFFECTED: Applicable to all King County Executive Departments and Agencies. Effective January 1, 1994, Ordinance No. 10930 and these policies and procedures will apply to the Metropolitan Services Department.

4.0 REFERENCES:

4.1 Ordinance No. 10930. Establishing policies, procedures, and criteria related to the assignments of county-owned vehicles to county employees to commute to and from work.

4.2 FES 12-2 (AP) Use of Commercial Fuel Credit.

4.3 FES 12-1 (AEO) Suspending the Use of Take-Home Vehicles.

4.4 FES 12-1-2 (AEP) Use of King County Vehicles.

4.5 FES 12-1 (AP) Motor Pool Operating Procedures Manual.

4.6 FES 12-3 (AEP) Fuel Conservation Policy.

5.0 DEFINITIONS: The following terms shall have the following meanings:

- 5.1 "Assigned take-home vehicle" means a county vehicle which is used by a county employee for county business and for regularly commuting to and from the employee's home and work station.
 - 5.2 "Assigned vehicle" means a county vehicle assigned to a department or county employee for county business, but not for employee commuting to and from the employee's home and work station.
 - 5.3 "Call-Out" means a directive to an employee to report to a work site during off duty time or day, and to respond to emergencies which require immediate response to protect life and property.
 - 5.4 "Commissioned Officers" means all Department of Public Safety police officers, including the commissioned Road Use Investigators, and the commissioned Arson Investigators.
 - 5.5 "Emergency response" means an employee who has primary responsibility to respond to emergencies which require immediate response to protect life and property, and to maintain and enforce law and order.
 - 5.6 "Motor Pool dispatch vehicle" means a vehicle issued from a central motor pool for a single trip or for less than three working days.
 - 5.7 "Occasional overnight usage of county-owned vehicles" means county employees taking home county-owned vehicles after attending night meetings or other county business activities that occur outside an employee's normally scheduled work hours. Occasional overnight usage of a county-owned vehicle shall mean no more than once a week on average.
 - 5.8 "Work station" means the office or site a county employee reports to perform normally scheduled work.
- 6.0 POLICIES:
- 6.1 The County wishes to restrict the number of county owned vehicles being used by employees to commute to and from work.
 - 6.2 The use of Motor Pool dispatch vehicles or travel reimbursement is preferred over the assignment of take-

home vehicles for conducting county business before or after normal working hours.

- 6.3 Assignment of a county vehicle is neither a privilege nor a right of any county employee.
- 6.4 Assignment of a county vehicle shall not be made based on employee merit or employee status.
- 6.5 The need for communication access (car radio, telephone, etc.) shall not normally be considered adequate justification for a county vehicle assignment.
- 6.6 Wherever possible, assigned county vehicles shall be picked up and dropped off at designated county parking areas, thereby avoiding the assignment of take-home vehicles.
- 6.7 Take-home county vehicle assignments must be approved by Fleet Administration.
- 6.8 Emergency Response: Take-home vehicles may be assigned to county employees who:
 - 6.8.1 Are called out at least 12 times per quarter, or 48 times a year and have primary responsibility to respond to emergencies which require immediate response to protect life or property; and
 - 6.8.2 Cannot use alternative forms of transportation to respond to emergencies; and
 - 6.8.3 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.
 - 6.8.3.1 Emergency response assignments should be supported by data demonstrating the actual number and nature of emergency responses in the prior year, and estimates of future emergency responses. There must be an explanation as to why an employee cannot use alternative forms of transportation to respond to the

emergencies or pick up county-owned assigned vehicles at designated parking areas.

6.9 Special Equipment Vehicles: Take-home vehicles may be assigned if an employee needs specialized equipment or a special vehicle to perform county work outside of an employee's normally scheduled work day.

6.9.1 Communication access shall not normally be considered a valid justification for a specially equipped take-home vehicle.

6.9.2 Employees must be on call when taking a county vehicle home and must have primary responsibility to respond to calls.

6.9.2.1 Special equipment vehicle assignments shall be supported by information describing the special equipment needed to perform the county work.

6.10 Economic Benefit to the County: Take-home vehicles may be assigned if employees travel reimbursement costs are greater than the commuting costs associated with overnight vehicle usage.

6.10.1 Lost productivity costs, the cost of the time it takes an employee to travel from a designated county parking facility to their work station, shall not be included in the calculation of economic benefit to the county.

6.10.1.1 There must be an explanation as to why an employee cannot use alternative forms of transportation or pick up county-owned vehicles at designated parking areas.

6.11 Re-assignments of Take-Home Vehicles: The authorization of assigned take-home vehicles is granted for a period of six months, unless re-assignment is approved. Emergency response assignments should be supported by data demonstrating the actual number and nature of emergency responses in the prior year, and estimates of future emergency responses. In addition, there must be an explanation as to why an employee cannot use alternative

forms of transportation to respond to the emergencies or pick up county-owned assigned vehicles at designated parking areas.

6.12 EXEMPTIONS:

6.12.1 Occasional Overnight Usage of County-Owned Vehicles. Occasional overnight usage of county-owned vehicles is permitted. Such occasional usage of county vehicles may occur when an employee attends a meeting away from the employee's normal place of work, and outside an employee's normally scheduled work day. Other types of occasional overnight usage include:

6.12.1.1 Inclement weather conditions: When employee is on-call and has primary responsibility to respond.

6.12.1.2 Emergency preparedness or seasonal assignment: County-owned vehicle is permitted when an employee is on call and vehicle is taken home less than 12 times per quarter or 48 times a year.

6.12.2 Commissioned Police Officers: All vehicles assigned to commissioned police officers, including commissioned Arson Investigators, and commissioned Road Use Investigators shall be exempt from the provisions of Ordinance No. 10930.

6.12.3 Collective bargaining agreement: Take-home vehicle assignment is permitted whenever collective bargaining agreements provide for take-home assignments.

7.0 PROCEDURES:

7.1 Fleet Administration: Fleet Administration section of the Department of Public Works shall be the executive agency in charge of implementing the provisions of this ordinance. Fleet Administration shall:

7.1.1 Develop the administrative rules to implement the provisions of Ordinance No. 10930.

- 7.1.2 Evaluate all take-home vehicle assignment requests from executive departments.
- 7.1.3 Approve and monitor take-home vehicle assignments including the take-home vehicle assignments from the Department of Parks, Planning and Resources, Solid Waste Division of the Department of Public Works, and the Airport Division of the Department of Construction and Facilities Management.
- 7.1.4 Recordkeeping: Develop and maintain central records of all county take-home vehicle assignments. At a minimum, the record-keeping shall contain:
 - 7.1.4.1 Vehicle assignment by department, division, position title, and employee name.
 - 7.1.4.2 Mileage including a breakdown of commuting mileage and work related mileage based on a trip log.
 - 7.1.4.3 Number and nature of emergency related calls, if the take-home vehicle is assigned based on an emergency response justification.
 - 7.1.4.4 A calculation of savings if take-home vehicle assignment is based on an economic justification.
 - 7.1.4.5 The records shall be maintained in one location and shall be readily available to the council and the public upon request.
- 7.1.5 Semiannual Monitoring and Re-Authorization of Take-Home Vehicle Assignments:
 - 7.1.5.1 On a semiannual basis, re-evaluate and update all executive department take-home vehicle assignments.
 - 7.1.5.2 By June 30 and December 31 of each year, fleet administration shall make available to the Council and

the public an updated list of take-home vehicle assignment by department, division, and position title. In addition, there should be written documentation for each take-home vehicle assignment which describes how each assignment meets the policies and criteria set forth in Ordinance No. 10930.

7.2 King County Executive: The Executive shall:

- 7.2.1 Transmit semiannually a list of take-home vehicle assignments by department, division, and section via a motion to the King County Council for approval.

7.3 Department Directors: Department Directors shall:

- 7.3.1 Ensure that requests for take-home assignments are consistent with the policies and criteria governing take-home vehicles and Ordinance No. 10930.
- 7.3.2 Monitor the assignments of all take-home vehicles in their respective departments.
- 7.3.3 Ensure wherever possible, that assigned vehicles are picked up and dropped off at designated county parking areas.
- 7.3.4 Approve requests of take-home vehicles to ensure that assignments meet the policies and criteria governing take-home vehicles, before submittal to Fleet Administration.
- 7.3.5 Approve requests for occasional overnight take-home vehicles when usage is no more than once a week on average.
- 7.3.6 Provide employees requesting assigned take-home vehicles with a copy of the policies, procedures, and criteria governing take-home vehicle assignments.
- 7.3.7 Ensure that the Daily Assigned Take-Home Vehicle Log is submitted to Fleet Administration no later than 10 working days

after the end of each month.

- 7.3.8 Identify designated parking areas for employees to park their assigned cars.

7.4 Employees: Employees are responsible to:

- 7.4.1 Request assignment of take-home vehicles by providing written documentation to department directors. The documentation should describe how the assignment meets the policies and criteria for take-home vehicle assignment.
- 7.4.2 Complete a **Request for Assignment of Take-Home Vehicle Form**. If emergency response is being used as justification, it should be supported by data demonstrating the actual number and nature of emergency responses. In addition there must be an explanation as to why alternative forms of transportation cannot be used to respond to the emergencies or pick up county-owned assigned vehicles at designated parking areas.
- 7.4.3 Provide calculation of savings to the county, if economic justification is used. In addition, there must be an explanation as to why alternative forms of transportation cannot be used to respond to the emergencies or pick up county-owned assigned vehicles at designated parking areas.
- 7.4.4 Complete a **Daily Assigned Take-Home Vehicle Log**. The log must be submitted to department director who must submit it to Fleet Administration no later than 10 working days after the end of each month. The log shall contain the following information:
 - 7.4.4.1 Vehicle assignment by department, division, section, employee name, and position title.
 - 7.4.4.2 Total round trip mileage, including a breakdown of commuting mileage and work-related mileage based on a daily assignment vehicle log.

- 7.4.4.3 The number and nature of emergency related call-outs if the take-home vehicle is assigned based on an emergency response justification.
- 7.4.4.4 The number of after hour meetings.
- 7.4.4.5 A signature approval by the respective department director or his/her designee.

8.0 RESPONSIBILITIES:

- 8.1 The King County Executive shall transmit semi-annually a list of all take-home vehicle assignments by department, division, and section to the King County Council.
- 8.2 Fleet Administration is responsible for developing the administrative rules in implementing the provisions of Ordinance No. 10930, to evaluate requests of vehicle assignments, and to maintain central records of all take-home vehicle assignments.
- 8.3 Department directors are responsible for ensuring employees requesting a take-home vehicle be provided with a copy of the Policy and Procedures for Take-Home Assignment of County-Owned Vehicles, a Daily Assignment Take-Home Vehicle Log, and a Request for Assignment of Take-Home Vehicle Form.
- 8.4 Employees are responsible for providing written documentation to department directors for vehicle assignment requests. Complete Request for Assignment of Take-Home Vehicle, and the Daily Assigned Take-Home Vehicle Log and submit to the director within 10 working days after each month.

9.0 APPENDIX

- 9.1 Request for Assignment of Take-Home Vehicle Form.
- 9.2 Daily Assignment Vehicle Log

In the space below, please describe reasons for requesting assignment of take-home vehicle. Lost productivity costs, the cost of the time it takes an employee to travel from a designated county parking facility to their work station, shall not be included in the calculation of economic benefit to the County. In addition, there must be an explanation as to why the use of alternative forms of transportation or pick up county owned vehicles at designated parking areas is not feasible:

with: tkh, frn

Daily Assigned Take-Home Vehicle Log

Vehicle No. E00047

MONTH: November Year 1993

Department: *Public Works*

Division: *Roads*

Employee Name: John Doe

Title: Supervisor

Phone #: 296-0000

Regular Work Hours: 8:00 a.m. to 5:00 p.m. Odometer: Beginning 5000 Ending 5435

[illegible]

8

Total # of Trips (1)

John Doe
Employee Signature

11.30.93

Date _____

Division/Designee Signature

Date _____

(1) Reported to payroll for benefit calculation

(2) Use this column only for Emergency Call Out incidents.

Send one copy to Fleet Administration (MS9A), and one copy to your payroll office no later than 10 working days after the end of each month.



King County
Records and Elections Division
Archives and Records Management
Department of
Executive Administration
King County Administration Building
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(206) 296-1572

January 4, 1994

TO: DEPARTMENT POLICY/PROCEDURE MANUAL STATIONS

FM: Archives and Records Management Section

RE: Distribution of Executive Policy FES 12-2-1 (AEP)

This memo transmits Executive Policy FES 12-2-1 (AEP), "Take-Home Policy for County-Owned Vehicles." This policy supersedes Executive Order FES 12-1 (AEO), "Suspending the Use of Take Home Vehicles," and FES 12-2 (AEP), "Take Home Policy for County-Owned Vehicles." Please place the attached policy in your AEO/AEP Policy/Procedure Binder behind the FES index tab, and remove the superseded order and policy.

If you have any questions, please call Linda Grob at 296-1572.