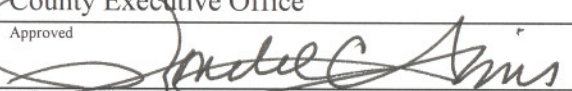




King County
Administrative Policies and Procedures

Executive Orders,
Policies & Procedures

Title Take-Home Policy For County- Owned Vehicles and Collective Bargaining Agreements Which Specifically Provide For Take-Home Vehicles		Document Code No. FES 12-2-2 (AEP)
Department/Issuing Agency County Executive Office		Effective Date. 4-23-01
Approved 		

- 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 TYPES OF ACTION: Supercedes 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 ORGANIZATION AFFECTED: Applicable to all King County Executive Agencies including the Sheriff's Office.
- 4.0 REFERENCES:
- 4.1 King County Code 3.30 . Establishing policies, procedures, and criteria related to authorization of the assignment of county-owned vehicles to county employees to commute to and from work.
- 4.2 FES 12-2 (AP) Use of Commercial Fuel Credit Cards
- 4.3 FES 12-1-2 (AEP) Use of King County Vehicles
- 4.4 FES 12-1 (AP) Motor Pool Operating Procedures Manual
- 4.5 FES 12-4 (AEP) Vehicle and Equipment Acquisition, Commercial Rental and Leasing, Employee Provided Vehicles and Disposition
- 4.6 FES 12-3 (AEP) Fuel Conservation Policy

- 4.7 Fleet Administration User Guide
- 4.8 King County Vehicle Driver's Operating Manual
- 4.9 King County Records Retention Schedule and Destruction Authorization
- 4.10 Internal Revenue Service (IRS) regulations

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 "Business Trip Mileage" means the daily mileage driven by an employee from the regular work station and back or from the first work site to the last work site or from a designated county parking area and back.
- 5.4 "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.
- 5.5 "Commissioned Officers" means all officers commissioned by the Sheriff's Office, including the commissioned Road Use Investigators, and the commissioned Arson Investigators.
- 5.6 "Commute Trip Mileage" means the mileage from an employee's home to the regular place of work and back, or the actual daily mileage from home to the first work-site and from the last work-site to home.
- 5.7 "Control Employee" means an elected official, or an employee meeting the Internal Revenue Service (IRS) requirements as provided annually by the King County Department of Finance.
- 5.8 "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.

- 5.9 “Economic benefit to the county” means the amount by which the cost of reimbursement to an employee for the business use of his or her private vehicle to respond to emergency call-outs is greater than the commuting costs associated with an assigned, county-owned, take-home vehicle for the same assignment period.

SAMPLE ECONOMIC BENEFIT CALCULATION
(based on a six month Take-Home Vehicle Assignment period)

* NOTE: Employees must contact Fleet Administration to request the cost per mile for county vehicles, which is to be used in column “G.”

Private Vehicle			County Assigned Vehicle EPU9999				
A.	B.	C.	D.	E.	F.	G. *	H.
Number of call-outs in 6 months	Total six months call-out miles driven	Reimbursement at county rate, \$0.345 per mile	Average daily commute mileage	Average monthly commute mileage	Total six month commute mileage	EPU9999 cost per mile \$0.483 times 6 month commute mileage	Economic benefit to the county Column C minus G
37	2,900 miles	\$1001.00	16 miles	320 miles	1,920 miles	\$927.00	\$74.00

If the dollar amount in column “C” is greater than the dollar amount in column “G”, then there is an economic benefit to the county. If the dollar amount in column “C” is less than the dollar amount in column “G”, then there is no economic benefit to the county.

- 5.10 “Emergency Response” means an employee has primary responsibility for immediate response, to protect life and property, and to maintain and enforce law and order or an employee has primary county-wide custodial control of resources used during emergency response.
- 5.11 “Executive Agency” means those agencies of King County which make up the executive branch of government. In accordance with the King County Charter, these include the Department of Assessments and the King County Sheriff’s Office, as well as the departments and administrative offices which report to the county executive.
- 5.12 “Motor Pool Dispatch Vehicle” means a vehicle issued from a central motor pool for a single trip or for less than three working days.

- 5.13 "Occasional overnight usage of county-owned vehicles" means county employees taking 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. Occasional overnight usage of a county-owned vehicle shall mean no more than twelve times per quarter on average.
- 5.14. "Special Equipment Vehicles" means vehicles manufactured for special applications or a vehicles equipped with tools or devices for specific job applications.
- 5.15 "Temporary On-Call Status" means an employee is directed by his or her supervisor to be available to respond to emergency situations for a specified and limited period of time.
- 5.16 "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.
- 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 authorized by Fleet Administration.
- 6.8 Emergency Responses: 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 workday.
- 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 have primary responsibility to respond to emergencies.
 - 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 private vehicle mileage reimbursement costs are greater than the commuting costs for an assigned county vehicle 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-authorization of Take-Home Vehicles: Take-home vehicle assignment period shall not be greater than six months unless re-authorized by Fleet Administration, or otherwise specified in a collective bargaining agreement for represented employees.

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 conducts county business away from the employee's normal place of work, and outside an employee's normally scheduled work day. Other types of occasional overnight usage is permitted when the following conditions exist:

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 on average.

6.12.2 Commissioned Officers of the Sheriff's Office: All vehicles assigned to commissioned Sheriff's officers, commissioned Road Use Investigators and Arson Investigators are exempt from the provisions of K.C.C. 3.30

6.12.3 Collective Bargaining Agreement: Authorization for take-home assignment may be granted to employees represented by collective bargaining agreements with language that provides for take-home vehicle assignment.

7.0 RESPONSIBILITIES

7.1 Fleet Administration: Fleet Administration Division of the Department of Transportation shall be the executive agency in charge of implementing the provisions of King County Code 3.30. Fleet Administration shall:

7.1.1 Develop the administrative rules to implement the provisions of K.C.C. 3.30.

- 7.1.2. Evaluate and authorize or deny take-home vehicle assignment requests from all executive agencies including non-commissioned employees in the Sheriff's Office.
- 7.1.3. Notify appropriate department directors, and the Office of Finance, central payroll, in writing, each time a new take-home vehicle assignment is authorized.
- 7.1.4. Submit the summary of authorized take-home vehicle assignments to the County Executive, to the department directors and to the Office of Finance, Payroll Section on a semi-annual basis.
- 7.1.5. On an on-going basis, Fleet Administration shall review and authorize or deny Take Home Vehicle Authorization requests submitted by department directors or their designees.
- 7.1.6. Take-home vehicle authorization shall be for the following periods of time: October 1st to March 31st and April 1st to September 30th of each year, unless otherwise specified by a collective bargaining agreement.
- 7.1.7. Provide the Finance Manager with the Fair Market Value of vehicles driven by control employees or elected officials for auto fringe benefit calculation.
- 7.1.8. Recordkeeping: Develop and maintain central records of all executive agency take-home vehicle assignments. At a minimum, the record-keeping shall contain:
 - 7.1.8.1. Take-home authorization by department, division, employee name, position title and vehicle number.
 - 7.1.8.2. Mileage data, including breakdowns of daily commute mileage and business mileage based on daily vehicle trip logs.
 - 7.1.8.3. Vehicle trip log data detailing the number and nature of emergency calls, if the take-home vehicle is based on an emergency response justification.
 - 7.1.8.4. A calculation of economic benefit to the county, if the take-home vehicle assignment is based on an economic justification. 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.

- 7.1.8.5 The records shall be maintained in one location and shall be readily available to the council and the public upon request.
 - 7.1.8.6 Vehicle trip logs shall be maintained by Fleet Administration for a period of one year. The requesting department shall maintain vehicle trip logs consistent with King County Records Retention Policy.
 - 7.1.8.7 By June 30 and December 31 of each year, Fleet Administration shall make available to the Executive and the Council and the public an updated list of take-home vehicle assignments by department, division, employee name, position title, and the basis for which authorization was granted.
- 7.1.9 Semiannual Monitoring and Re-Authorization of Take-Home Vehicle Assignments:
- 7.1.9.1. On a semiannual basis, or as specified in a collective bargaining agreement, Fleet Administration shall re-evaluate, update and re-authorize take-home vehicle assignments for all executive agencies, including the Sheriff's Office.
- 7.1.10 The Fleet Manager may request a photo copy of any employee's drivers license and may, also at his discretion, request any employee's driving record from Washington State Department of Licensing.
- 7.1.11 Replace vehicles with vehicles of a similar class, unless it can be demonstrated that the vehicle is no longer suited for its original purpose or when it is necessary to meet the fuel efficiency, conservation or environmental goals of the county.
- 7.1.12 Acquire and assign fuel efficient or alternative fuel vehicles to agencies as replacements for any general purpose vehicles, if necessary to meet the fuel efficiency, fuel conservation or environmental goals of the county.
- 7.1.13 Deactivate or cancel fuel card privileges of employees who have repeatedly failed, after notification by Fleet Administration, to comply with the county's established policies governing vehicle preventative

maintenance scheduling, fuel card usage and odometer reporting and the timely submission of vehicle trip logs. The privilege shall be restored after the employee complies with the established policies.

- 7.2 Department Directors: Department directors or their designees shall: (designees shall not be organizationally lower than division managers)
- 7.2.1 Ensure that all employees with assigned take-home county vehicles complete, and maintain all required records.
- 7.2.2 Provide a copy of the policies, procedures and criteria governing take-home vehicle assignments to employees requesting Take-Home Vehicle Assignment.
- 7.2.3 Review the need for Take-Home Vehicle Assignments in their respective departments on a semi-annual basis, or as specified in collective bargaining agreements for represented employees.
- 7.2.4 Prepare and submit to Fleet Administration a list of all commissioned Road Use Investigators and commissioned Arson Investigators who have been approved by the department director to use assigned county Fleet vehicles to commute to and from work. This list shall include employee name, title, work location, vehicle number and vehicle type. An updated list shall be transmitted to Fleet at least once every six months or as specified in collective bargaining agreements for represented employees.
- 7.2.5 Commissioned Road Use Investigators and commissioned Arson Investigators are exempt from the County Code requirements relating to Fleet Administration authorization of take-home vehicle assignments.
- 7.2.6 Apply the following standards and criteria for approving all take-home assignments.
- 7.2.6.1 The employee shall reside within King County. The department director may, however, approve take-home vehicle assignments for employees residing in Pierce and Snohomish Counties if there are reasonable and compelling justifications and if such requests meet the criteria contained in sections 7.2.6.2 through 7.2.6.5 of this policy.
- 7.2.6.2 The employee commute mileage shall not be greater than the business mileage.

- 7.2.6.3 In cases where the Take-Home Vehicle Assignment requests are based on Emergency Response or Special Equipment, the department must show that emergency response outside of the employee's normal working hours is necessary due to an eminent threat to life or property. The employee must provide historical data showing the number of emergency responses made during the same time period in the previous year.
- 7.2.6.4 There must be no other employees on duty and available to respond or perform the emergency work during their normal work shift.
- 7.2.6.5 Before approving Take-Home Vehicle Assignment, the department shall first consider whether occasional overnight assignment, temporary on-call status or reimbursement for the use of a private vehicle will be of greater economic benefit to the county than a six month Take-Home Vehicle Assignment.
- 7.2.6.6 The employee has primary county-wide custodial control of resources used during emergency response, and who must be available for any and all emergencies, approval should be consistent with section 7.2.6.
- 7.2.7 Review, approve and certify requests for take-home vehicles that meet the applicable County Code or collective bargaining agreement requirements. Such approval must be consistent with the criteria set forth in Section 7.2.6 of this policy, before requests are submitted to Fleet Administration.
- 7.2.8 Forward all approved Take Home Vehicle Authorization Forms to Fleet Administration as they are approved. Only those take-home vehicle authorization requests that are submitted using the official Take-Home Vehicle Assignment Authorization Request Forms will be accepted by Fleet Administration.
- 7.2.9 Maintain updated and current lists of authorized take-home vehicles within their respective departments.
- 7.2.10 Provide immediate written notification to Fleet Administration whenever individual employees no longer have assigned take-home vehicle authorization.
- 7.2.11 Notify Fleet Administration in writing whenever an employee with a take-home vehicle assignment is permanently assigned a different vehicle. The following information must be provided:
The newly assigned vehicle number.

The current mileage on the newly assigned vehicle.
The current mileage and vehicle number of the previously assigned vehicle.

- 7.2.12 Verify that Vehicle Trip Log Forms are prepared and maintained by employees with assigned take-home vehicles, and that copies of those logs are submitted to Fleet Administration no later than 10 working days after the end of each month. Only vehicle trip logs submitted using the official Vehicle Take-Home Trip Log Form will be accepted by Fleet Administration.
- 7.2.13 Advise employees that repeated failure to submit vehicle trip logs in a timely manner may result in deactivation or cancellation of the employee's fuel card privileges by Fleet Administration. He or she must also advise employees that the privileges shall only be restored after the employee and/or the employee's department complies with established policies.
- 7.2.14 Verify that their respective departmental payroll clerks make vehicle trip entries on a monthly basis to the payroll system. Departments which use a centralized payroll system must submit Vehicle Trip Log Forms to their respective central payroll office for vehicle trip entries and reporting auto fringe benefit compensation.
- 7.2.15 Ensure that copies of Vehicle Trip Logs, submitted by employees, are retained in departmental files for a period of time consistent with King County records retention policy.
- 7.2.16 Identify and designate county parking areas where county employees may park county vehicles.
- 7.2.17 Direct employees with assigned vehicles to pick up and drop off their vehicles at designated county parking areas when appropriate.
- 7.2.18 Approve and maintain requests for occasional overnight take-home vehicles when overnight usage is no more than twelve times per quarter on average. If occasional overnight usage is projected to be greater than twelve times per quarter on average, the director shall determine whether there is an economic benefit to the county if the employee is reimbursed for the use of his or her private vehicle. Departmental records shall include the names of the employees and the time period approved for occasional take-home usage.
- 7.2.19 Monitor the number of occasional overnight trips made by employees using county vehicles. If occasional overnight usage by any employee exceeds 12 times per year, IRS regulations require that the log form for

each overnight commute trip must be completed for auto fringe benefit calculations and the information reported to the Department of Finance, central payroll.

- 7.2.20 Department directors or division managers may request a photo copy of any employee's Washington State drivers license and driving records of any employees under their respective supervision.
 - 7.2.21 Ensure that employees comply with the county's established policies including those governing vehicle preventative maintenance scheduling, fuel card usage, odometer reporting and the timely submission of vehicle trip log forms to Fleet Administration.
- 7.3 Sheriff's Office: The Sheriff or the Sheriff's designee shall: (designees shall not be organizationally lower than division chiefs)
- 7.3.1 Prepare and submit to Fleet Administration a list of all commissioned employees who have been authorized by the Sheriff to use county Fleet vehicles to commute to and from work. This list shall include employee name, rank or title, work location, vehicle number and vehicle type. An updated list shall be transmitted to Fleet at least once every six months, or upon request by Fleet Administration.
 - 7.3.2 The Sheriff's Office shall maintain its own internal list of non-Fleet take-home vehicles.
 - 7.3.3 Commissioned employees of the Sheriff's Office are exempt from the County Code requirements relating to Fleet approval of take-home vehicle assignments.
 - 7.3.4 The Sheriff's Office shall apply the following standards and criteria for approving all take-home assignments for non-commissioned employees.
 - 7.3.4.1 The non-commissioned employee must reside within King County. The Sheriff may, however, approve take-home vehicle assignments for employees residing in Pierce and Snohomish Counties if there are reasonable and compelling justifications and if such requests meet the criteria contained in sections 7.3.4.2 through 7.3.4.4. of this policy.
 - 7.3.4.2 The employee commute mileage shall not be greater than the business mileage.

- 7.3.4.3 In cases where the Take-Home Vehicle Assignment requests are based on Emergency Response or Special Equipment, the department must show that emergency response outside of the employee's normal working hours is necessary due to an eminent threat to life or property. The employee must provide historical data showing the number of emergency responses made during the same time period in the previous year.
- 7.3.4.4 Before approving Take-Home Vehicle Assignment, the Sheriff's Office shall first consider whether occasional overnight assignment, temporary on-call status, or reimbursement for the use of a private vehicle will be of greater economic benefit to the county than a six month Take-Home Vehicle Assignment.
- 7.3.5 Review approve and certify requests for take-home vehicles that meet the applicable county code or collective bargaining agreement requirements, that requests meet the criteria contained in Section 7.3.4 of this policy, before those requests are submitted to Fleet Administration.
- 7.3.6 Forward all approved Take Home Vehicle Authorization Forms to Fleet Administration as they are approved. Only take-home vehicle authorization requests submitted using the official Take-Home Vehicle Assignment Authorization Request Form will be accepted by Fleet Administration.
- 7.3.7 Maintain updated and current lists of authorized take-home vehicles for non-commissioned employees within the Sheriff's Office.
- 7.3.8 Provide immediate written notification to Fleet Administration whenever individual non-commissioned employees no longer have assigned take-home vehicle authorization.
- 7.3.9 Notify Fleet Administration in writing whenever an employee with a take-home vehicle assignment is permanently assigned a different vehicle. The following information must be provided:
 - The newly assigned vehicle number.
 - The current mileage on the newly assigned vehicle.
 - The current mileage and vehicle number of the previously assigned vehicle.
- 7.3.10 Verify that Vehicle Trip Log Forms are prepared and maintained by non-commissioned employees with assigned take-home vehicles, and that copies of those logs are submitted to Fleet Administration no later than 10 working days after the end of each month. Only trip logs submitted on the

official Vehicle Take-Home Trip Log Form will be accepted by Fleet Administration.

- 7.3.11 Advise employees that repeated failure to submit vehicle trip logs in a timely manner may result in deactivation or cancellation of the employee's fuel card privileges by Fleet Administration. He or she must also advise employees that the privileges shall only be restored after the employee and/or the Sheriff's Office complies with established policies.
- 7.3.12 Verify that Sheriff's Office payroll clerks make vehicle trip entries on a monthly basis to the payroll system for reporting auto fringe benefit compensation.
- 7.3.13 Ensure that copies of Vehicle Trip Logs, submitted by employees, are retained in departmental files for a period of time consistent with King County records retention policy.
- 7.3.14 Identify and designate county parking areas where Sheriff's Office employees may park county vehicles.
- 7.3.15 Direct employees with assigned vehicles to pick up and drop off their vehicles at designated county parking areas when appropriate.
- 7.3.16 Approve and maintain requests for occasional overnight take-home vehicles when overnight usage is no more than once per week. If occasional overnight usage is projected to be greater than twelve times per quarter on average, the Sheriff shall determine whether there is an economic benefit to the county if the employee is reimbursed for the use of his or her private vehicle. Sheriff's Office records shall include the names of the employees and the time period approved for occasional take-home usage.
- 7.3.17 Monitor the number of occasional overnight trips made by non-commissioned employees using county vehicles. If occasional overnight usage by any employee exceeds 12 times per year, IRS regulations require that the log form for each overnight commute trip must be completed for auto fringe benefit calculations.
- 7.3.18 Ensure that employees comply with the county's established policies including those governing vehicle preventative maintenance scheduling, fuel card usage, odometer reporting and the timely submission of vehicle trip log forms to Fleet Administration.

7.4 Employees: Employees with assigned take-home vehicles shall:

- 7.4.1 Reside within the geographical boundaries of King County unless otherwise approved by the department director or the Sheriff.
- 7.4.2 Submit completed Take-Home Vehicle Authorization Request Form to department director or Sheriff for review and approval. Employees shall sign the form, certifying that they have read and understand the County Code and Executive Policy governing Take-Home Vehicle Assignment.
 - 7.4.2.1 Take-Home Vehicle Assignment Criteria: Employees must meet at least one of the following criteria:
 - 7.4.2.1.1 If emergency response is being used as the justification, it must be supported by data demonstrating the actual number and nature of required emergency responses. There must be a minimum of 12 emergency responses per quarter or 48 per year to meet the standard. In addition, there must be an explanation as to why alternative forms of transportation cannot be used to respond to the emergencies and why assigned county vehicles cannot be picked up at designated county parking areas.
 - 7.4.2.1.2 If economic justification is used, it must be supported by a calculation of economic benefit to the county. (Refer to example shown under section 5.9 for economic calculation). Lost productivity costs, the cost of the time it takes and 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 alternative forms of transportation cannot be used to respond to the emergencies, and why assigned county vehicles cannot be picked up at designated county parking areas.
 - 7.4.2.1.3 If special equipment is used as the justification, the following information must be provided:
 - (1.) The necessary special equipment must be described.
 - (2.) Explanation of why a county vehicle is required to transport the special equipment.
 - (3.) How the equipment is used.

- (4.) Why the vehicle cannot be picked up at a designated county parking area.
- (5) Description of the type and nature of emergencies that requires the use of such equipment.

7.4.2.1.4 If union contract is used as the justification, the employee must provide the following information:

- (1.) List the name of the labor contract, contract section and language that applies.
- (2.) Explanation of how the employee meets any take-home vehicle criteria established in accordance with the labor contract by the department director or the director's designee.

7.4.3 Complete the daily Vehicle Take-Home Trip Log Form for the assigned vehicle and submit a copy to the director, the Sheriff, or his or her designee, no later than the 5th working day after the end of each month. The trip log shall contain all information required on the form:

7.4.3.1 Vehicle number, month, year department name, division name, employee name, employee position title, phone number, regular work hours, odometer beginning of month, odometer, end of month.

7.4.3.2 Enter the total daily trip mileage in the column showing commute miles, and the column showing business miles, and fill in the column listing the trip destination and the column indicating whether or not the trip was an emergency call-out. The daily commute, business and total mileage data must be summarized on the log. Emergency call-outs shall be recorded in the column provided. (See attached sample Vehicle Trip Log)

7.4.4 Forward copies of the Vehicle Trip Logs to the departmental payroll clerks, no later than 5 working days after the end of each month, so that auto fringe withholdings can be made for those days on which a county vehicle was used for commuting.

7.4.5 Employees driving assigned or pool vehicles are required to complete a Vehicle Trip Log Form for each over-night trip in a county vehicle and shall submit the forms to their department director whenever over night trip usage exceeds 12 times per calendar year.

- 7.4.6 Employees with assigned vehicles must comply with established policies and procedures including scheduled preventative maintenance scheduling, fuel card usage, odometer reporting and timely submission of vehicle trip logs. Repeated failure, by employees, to comply will result in fuel card deactivation or cancellation by Fleet Administration. Fuel card privileges shall only be restored after the employee complies with the established policies.
 - 7.4.7 Provide Fleet Administration or department director with photo copy of their respective Washington State drivers license upon request.
- 7.5 Agency Payroll Clerks: Agency Payroll Clerks shall:
- 7.5.1 Input commute trip data into the payroll system for auto fringe benefit withholding.
 - 7.5.2 Update auto fringe benefit data in the payroll system.
- 7.6 Finance Office Payroll Section: Finance Office shall:
- 7.6.1 Prepare and transmit, updated lists of employee auto fringe benefit withholdings to department directors or designees and Fleet Administration every six months, corresponding with the six month authorization list prepared by Fleet.
 - 7.6.2 Verify that the list of employees with auto fringe benefit withholdings matches Fleet Administration's list of employees with authorized take-home vehicle assignments for April 1 and October 1, of each year.
 - 7.6.3 Notify department directors whenever auto fringe benefit withholdings are being made for employees whose names do not appear on Fleet Administration's list of employees with authorized take-home vehicle assignments.
 - 7.6.4 Compute the auto fringe benefit calculation using either the "lease value" or the "safe harbor" method for computing auto fringe benefits for control employees including elected officials.
- 7.7 Office of Human Resource Management (OHRM): The director of OHRM, the Labor Relations Manager, and all labor negotiators shall ensure that collective bargaining agreements covering represented employees contain language that is

consistent with the County Code and Executive policy governing take-home vehicles.

7.7.1 County Code 3.30.030 states: "The Council wishes to restrict the number of take-home vehicles provided to county employees." Represented employees and vehicles assigned to them are to be governed by the same policies and procedures which apply to non-represented employees.

7.7.1.1 OHRM will review all existing collective bargaining agreements to ensure that any language contained in them is consistent with these provisions.

7.7.1.2 When negotiating agreements, OHRM shall solicit the advice and input of the Fleet Manager regarding any proposal to retain or establish contract language relating to take-home vehicles. Such input shall be requested and received in writing prior to making any proposal to the union. OHRM shall provide Fleet with a copy of the final contract language as passed by the Council and signed by the Executive.

8.0 APPENDIX

8.1 Sample Take Home Vehicle Assignment Authorization Request Form

8.2. Sample Vehicle Take-Home Trip Log Form

TAKE - HOME VEHICLE ASSIGNMENT AUTHORIZATION REQUEST FORM

Employee Name: _____ Department: _____

Position Title: _____ Division: _____

Vehicle Number: _____ Section: _____

Primary Work Station: _____ City of Residence: _____

Daily Commute Miles _____ Current Odometer Reading: _____

Daily Business Miles: _____

Number of emergency call-outs in previous year: April 1 - Sept 30: _____ Oct. 1 - March 31: _____

Pursuant to King County Code Chapter 3.30, requests to authorize take home vehicles must meet at least one of the following criteria:

☐ **EMERGENCY RESPONSE:** The employee has primary responsibility for responding to emergency situations which require immediate response to protect life or property AND the employee is called out at least 12 times per quarter. A "call-out" is defined as a directive to an employee to report to a work site during off duty time. Documentation listing the number and nature of call-outs for the six month period from the prior year. In addition, there must be an explanation of why alternate transportation cannot be used and why a County vehicle cannot be picked up from a designated County parking area. **Attach all justifications and back-up documentation to this form.**

☐ **ECONOMIC BENEFIT:** There is an economic benefit to the County. This means the cost of travel reimbursement would exceed the costs associated with a take home vehicle. A calculation of this benefit must be submitted with the Take Home Vehicle Request. The cost of lost productivity **cannot** be a part of the calculation. **Attach all justifications and back-up documentation to this form.**

☐ **SPECIAL EQUIPMENT:** The employee has primary responsibility for responding to emergency situations which require immediate response to protect life or property AND the employee needs a special vehicle and/or carries specialized equipment other than communications equipment in order to perform their work outside of normal working hours. A description of this equipment must be submitted with the Take Home Vehicle Request. **Attach all justifications and back-up documentation to this form.**

☐ **UNION CONTRACT:** Collective bargaining agreement may provide general language for department director to approve take home assignment. **Provide union name, contract number, and attach a copy of the relevant contract language.**

Union Local: _____

NOTE: A county owned take-home vehicle is a fringe benefit that generates a tax liability. If your request for take-home vehicle assignment is approved, you are required to check with payroll to determine your liability.

Requestor's Signature
I have read and understand the County Code and Executive Policy governing take-home vehicles assignments. I certify that this request meets the requirements.

Date

Department Director/Division Manager
I certify that this request meets the requirements of County Code and criteria set forth under Executive Policy section 7.2.4.

Approved

Denied

Date

Fleet Administration
Revised 3-6-2001

Authorized

Denied

Date

COMPLETED SIGNED ORIGINAL TO FLEET, COPIES TO FINANCE CENTRAL PAYROLL AND DEPARTMENT DIRECTOR

Vehicle Take-Home Trip Log Form

Vehicle No. _____

Month: _____ Year _____

Department: _____

Division: _____

Employee Name: _____ Title: _____ Phone: _____

Regular Work Hours: ____ a.m. to ____ p.m. Odometer: Begin Month:____ End Month:_____

[illegible]

Employee Signature

Date _____

Supervisor's Signature

Date _____

- Column 1: Enter the date for each daily trip.
- Column 2: Enter your total daily mileage from home to your work headquarters and back to home OR your total mileage from home to your first work site and from your last work site to home.
- Column 3: The total number of trips from home to work and from work to home in a single-day.
- Column 4: Enter the remaining daily miles driven after subtracting the daily commute miles (Column 2).
- Column 5: Enter your first destination, e.g., work headquarters, job site or meeting location.
- Column 6: Enter the date for each emergency situation.
- Column 7: Enter round trip mileage.
- Column 8: State the emergency situation.

Send one copy to your department's payroll office no later than 5 working days after the end of each month.