

**ASSIGNED TAKE HOME VEHICLE PROGRAM
MODEL POLICY**

I. PROGRAM:

- A. Participation in this program is voluntary; however, the county has the right to deny participation, or suspend, revoke, terminate, or modify this program at anytime, for any reason.
- B. This program is reserved for employees having an official need for a county vehicle beyond normal working hours, e.g., sworn law enforcement, on-call status, subject to call-out, etc. Personnel will not operate vehicles during off-duty hours, except when on an on-call status, to and from work, or when on official county business.
- C. This program shall not be construed nor is it intended as a benefit to participating employees, but rather an efficient means of accomplishing county business as certain job duties may necessitate.
- D. Employees volunteering for this program agree to abide by all rules and regulations governing county fleet operations and this program.
- E. This program will be reviewed periodically and may be modified at the discretion of the county. If in the opinion of the county commission, the Assigned Take Home Vehicle Program, as covered by this policy proves unworkable in practice, the county commission shall have the right to modify or terminate this policy at anytime.
- F. Take home vehicle privileges may be revoked indefinitely or modified for any reason or infraction of this program. Personnel will be notified in writing of a modification, suspension, revocation, or termination of their take-home privileges.

II. GENERAL REQUIREMENTS:

- A. No one other than the assigned individual is permitted to drive the county vehicle. Personnel will not presume any special privileges with a county vehicle while off-duty.
- B. When off-duty, unattended vehicles must be locked and parked in a safe location.
- C. Personnel will not operate an assigned vehicle while under the influence of alcohol or drugs, and shall not operate the vehicle within eight (8) hours after consuming an alcoholic beverage.
- D. Personnel participating in this program will not transport passengers, except in course and scope of duty or as authorized by their immediate supervisor. The

safety of all passengers rest solely with the person issued and operating the county vehicle.

- E. Personnel will not use the county vehicle for personal business or commercial enterprise.
- F. When an individual is out of town off-duty for seven (7) or more days, the county vehicle will be properly secured at the main office. Department managers may be more restrictive to prevent unnecessary damage, theft, or vandalism to county property.
- G. Personnel assigned a county vehicle will exercise good judgment when utilizing the vehicle, and obey all local and state traffic laws, and county fleet policies. Personnel will not operate the vehicle in a manner that causes unfavorable comment or reflects discredit on the county.
- H. Personnel will not use the vehicle outside the county, except when on official county business.

III. MAINTENANCE REGULATIONS:

- A. The individual assigned a county vehicle shall be fully responsible for ensuring that the general maintenance and proper care of the vehicle is performed.
- B. All repairs and work will be accomplished timely, at or through the county's authorized service facility. Individuals assigned a take home vehicle are responsible for having scheduled preventative maintenance (PM) performed timely and in accordance with the county's PM schedule.
- C. Individuals are responsible for the appearance and cleanliness of their vehicles, both interior and exterior.
- D. The immediate supervisor of the assigned vehicle operator will inspect vehicles quarterly. The inspection will include, but is not limited to:
 - 1. Cleanliness of the interior and exterior
 - 2. Maintenance is performed at proper intervals
 - 3. Equipment is in good working order
 - 4. Alterations or additions are authorized
- E. Negligence in the care and operation of the vehicle or failure to follow these procedures or county fleet policies by the assigned individual will be cause for removal from this program.
- F. If it becomes necessary for an assigned vehicle to be out of service for extended repairs, the individual may be assigned another vehicle.