

Assignment of City Vehicle for Take Home Purposes

2.2.12

PURPOSE

This policy aims to provide guidance and information to departments on the assignment of City vehicles for take home purposes.

POLICY

With the adoption of Resolution No. 7737, City Council established a Capital Asset Policy to ensure that all capital assets are properly accounted for; adequately safeguarded; and only used for authorized purposes.

ASSIGNMENT APPROVAL

Prior to allowing any employee to take a City-owned or City-leased vehicle home, an Assignment of City Vehicle for Take Home Purposes form must be completed in accordance with the following instructions. The form can be found on the shared drive in the [Finance Forms Folder](#).

- Department Director must complete first two sections of the assignment form including signature and date. S/he must then have the employee sign and date the last section and submit the form to the City Manager for approval.
- The City Manager will approve or deny the requested assignment, sign and date the form and return it to the Human Resources Director.

In cases where a vehicle is being assigned to a Department Director, s/he should complete and sign both the request section (Department Director) and the acknowledgment section (employee).

FORM ROUTING

The Human Resources Director will return one fully executed copy to the employee and another to the Department Director. A copy will be forwarded to the Quality of Life Department. If the vehicle qualifies for an exemption, the exemption must be reviewed and approved by the Quality of Life Department. Quality of Life will forward the form to the Finance Department.

TIMESHEET TRACKING

Employees who do not qualify for an exemption are required to mark a "1" using code 345 on their timesheet for each day they take home a City vehicle. Payroll will automatically add this taxable benefit onto their paycheck.

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Employees are required to notify their Department Director and complete a new form upon changing residences where the vehicle is housed.

VEHICLE CHANGE

The Department Director is responsible for notifying the Human Resources Director of any change in the vehicle assigned to a particular employee. If the vehicle assigned is changed, the Department Director must complete a new form.

ASSIGNMENT TERMINATION

Upon completion of the assignment, the Department Director must notify Human Resources (in writing).