

**SALT LAKE COUNTY  
FLEET MANAGEMENT  
Take-Home Vehicle Authorization Form**

<b>Date:</b> / /	<b>Department:</b> <b>Organization#:</b> <b>Department Sub#:</b>	<b>Contact Person:</b>	<b>Phone:</b> - -
<b>Authorized Driver:</b>		<b>Defensive Driving Course Date:</b> / /	
<b>Employees' EIN:</b>		<b>New Employee:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Authorized Driver's Title:</b>			
<b>Type of Vehicle:</b>	<b>Take-Home Address:</b>		
<b>Unit #:</b>	<b>Vehicles Assigned County Address:</b>		
	<b>Daily Roundtrip Miles to Address:</b>		
<b>Department's Current Total # of Take-Home Vehicles:</b>			
<b>State justification for take-home privileges below:</b>		<b>Director:</b>	
		<b>Date:</b> / /	

**VEHICLE USE – TAKE-HOME VEHICLES: Policy 1350 Section 12.0**

Certain employees may be identified by the department director or elected official as requiring a vehicle on a twenty-four hour basis. Authorization given by the Fleet Management Board of take-home vehicles shall be based solely on the best interest of the County. **County vehicles shall be authorized for regular take home use if the employee's take-home residence is within Salt Lake County. Any exceptions will be annually reviewed on a case by case basis and approved by Fleet Management Board.** Take-home vehicles may, for example, be authorized to those employees:

- Who are subject to being “on-call” and who, when called, must report to a work site location
- Whose primary duties are in the field and thus those personnel are authorized to take home a County-owned vehicle
- Sworn Fire or Law Enforcement officials required to take vehicles home for operational reasons (car assignment is a non-taxable benefit).

Personnel given the use of take-home County-owned vehicles must execute a written acknowledgement, regarding receipt of said vehicle, with the Department. Fleet Management will keep a central list of employees with such vehicles. Each department must annually submit this form for each employee assigned a take-home vehicle to Fleet Management.

Personnel given the use of take-home County-owned vehicles must ensure that there is adequate and safe parking for such vehicles. Parking of take-home County-owned vehicles, whether on or off duty, must be in approved areas and never on any vegetated and or non-designated parking areas, unless necessitated by work requirements.

Except for incidental or emergency personal use, or authorized commuting with a take home vehicle, personal use of any county vehicle is prohibited. See section 10.0 in County Policy 1350.

Due to liability issues personnel authorized to take home County-owned vehicles may not allow non-County persons to ride in such vehicles at any time, unless their Director or Director Designee has expressly authorized the action.

Personnel operating take-home County-owned vehicles must be attired in the proper, mandated uniform, if applicable.

Personnel authorized to use a take-home County vehicle who submit leave notices for three (3) or more consecutive workdays, must make arrangements with their supervisor to leave the vehicle and keys for use by other County personnel during such period and report this information to Fleet Management.

Each person who is assigned a take-home vehicle is responsible to provide their payroll coordinator a Take-Home Vehicle Tax Reporting Form in a timely manner. The payroll coordinator shall provide the form to Fleet Management. The Auditor shall be responsible for preparing internal policies for reporting taxes.

SALT LAKE COUNTY  
 REQUEST FOR REIMBURSEMENT  
 EMPLOYEE'S/VOLUNTEER'S AUTO MILEAGE REPORT

In consideration of mileage reimbursement from the County, I, \_\_\_\_\_, certify that I was using my personal automobile on official duty for Salt Lake from \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_, as specified below, and that the auto mileage shown on this report does not include personal mileage, but only the mileage directly related to my position as a County employee/volunteer.

I also certify that I have on this date a valid driver's license, # \_\_\_\_\_, Exp. Date \_\_\_\_\_ and automobile liability insurance, effective \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_, Policy # \_\_\_\_\_. If any of the information I have provided herein is false, I agree to refund to the County all reimbursement for mileage shown on this report.

\_\_\_\_\_  
 Employee's/Volunteer's Signature Date

APPROVED FOR PAYMENT:

\_\_\_\_\_  
 Elected Official/Department or Division Director Date

Date	Destination	Odometer Beginning	Odometer Ending	Miles

Subtotal - Pg. 1 \_\_\_\_\_  
 Subtotal - Pg. 2 \_\_\_\_\_  
 TOTAL \_\_\_\_\_

(See other side if more space is required for your report)

