



UNIFIED GOVERNMENT HUMAN RESOURCES GUIDE

Effective: 06-27-2024

TAKE-HOME VEHICLES

- I. General: This policy establishes rules and procedures for authorization and use of Unified Government take-home vehicles. Some of these rules are mandated by federal and state regulations (such as K.S.A. 8-301 *et seq*, K.S.A. 21-6002(a)(1) and IRS guidelines).
- II. Policy
 - A. Unified Government employees must follow these rules and procedures for authorization and use of take-home vehicles. Take-home vehicle authorizations will be based on demonstrable and beneficial need for the delivery of services for the Unified Government and will comply with IRS guidelines for employer-provided vehicles.
 - B. Departments may create their own take-home vehicle policy subject to review by Human Resources and the approval of the County Administrator. Such policies may be stricter than the Unified Government take-home vehicle policy.
 - C. Authorization for Take-Home Vehicles
 1. Take-home vehicles will be approved only for the purpose of conducting Unified Government business, based on public purpose and demonstrable and beneficial need, in accordance with IRS guidelines.
 2. Operators must maintain a valid Kansas driver's license for the class of vehicle they are assigned to operate.
 3. An employee may be authorized to use a take-home vehicle only after a Take-Home Vehicle Use Authorization Form has been submitted to and approved by the by the department head. Take-Home Vehicle Use Authorization Forms must be completed annually. Authorization will not exceed one year.
 4. If the basis for the authorization changes during the year, a new authorization form must be submitted and approved.
 5. Department heads will only approve take-home vehicles when there is a justified business necessity.
 6. In declared emergencies, the department head, or his or her designee, may temporarily change a take-home vehicle's use to support Unified Government operations.



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7. Employees who are authorized to use a take-home vehicle must comply with this policy to ensure IRS rules are followed. Unified Government will report employee take-home vehicles as imputed income via payroll tax deduction.

D. Responsible Use of Take-Home Vehicles

1. Only authorized employees are permitted to operate Unified Government vehicles.
2. Non-business passengers (e.g., family members and friends) are prohibited from operating, riding in, or using Unified Government vehicles.
3. Only “de minimis” personal use of a take-home vehicle is permitted. De minimis use is defined as infrequent and limited travel outside of the direct commuting route between the employee’s residence and his or her place of work each day or outside of direct travel between work stops during the workday, e.g., stopping at a convenience store on the direct route while commuting to home or work or stopping between two work sites for a meal or to use the restroom.
4. Employees are prohibited from travelling outside of a 50-mile radius of Wyandotte County in a take-home vehicle unless the travel is pre-approved by the employee’s department head, or his or her designee.
5. When operating a Unified Government vehicle, employees must comply with all federal, state, and local laws.
6. Operators of take-home vehicles shall immediately notify their supervisor and department director of any changes in their driver’s license, traffic citations received while operating a UG or personal vehicle (if that citation affects the status of the driver’s license).
7. Operators of Unified Government vehicles must adhere to HR Guide 6.2 Driver Safety, Accident Reporting and Vehicle Use.
8. Operators of take-home vehicles will be subject to the Substance Abuse policy 7.4 and Substance Abuse Policy Transit 7.4A as outlined in the Human Resources Guide.
9. Take-home vehicles must be maintained in accordance with Unified Government fleet management operating procedures. Vehicle maintenance and refueling must be done at department designated Unified Government facilities.
10. Traffic or parking citations received while driving a take-home vehicle are the responsibility of the vehicle’s operator.



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11. Mileage incurred in a Unified Government vehicle is not eligible for reimbursement.
12. Employees authorized to utilize a take-home vehicle are not eligible for compensation of a stipend or vehicle allowances.
13. Use of tobacco products, including e-cigarettes and chewing tobacco, in a Unified Government vehicle is prohibited.
14. The Unified Government highly encourages employees who have been authorized to use a take-home vehicle to park the vehicle in the driveway, to be respectful of neighbors and motorists and to reduce the risk to children at play.
15. The use of a take home vehicle is a privilege and can be revoked for policy violations (i.e., failed drug/alcohol test, misuse of vehicle etc.).
16. Employees in violation of this policy are subject to discipline up to and including termination.
17. Employees should consult their department head, or his or her designee, if they have questions about this policy.

Related Polices:

- 6.2 Driver's Safety, Accident Reporting and Vehicle Use
- 6.5 Use of Cell Phones and Electronic Devices While Driving
- 7.1 Rules and Discipline
- 7.4 Substance Abuse
- 7.4A Substance Abuse Transit Department

Related Forms:

Take Home Vehicle Justification Form