

Section I- Purpose

On a limited basis the City may allow for use of take home vehicles by employees. The City shall not assign a City vehicle exclusively for take home use. Employees with take home vehicles will also use the vehicle for their daily responsibilities in support of City operations during normal business hours. This policy will set forth the criteria for the assignment of take home vehicles as well as the City's requirements for the use of take home vehicles by City employees.

Section II – Limitation on Use

Take home vehicles will be used for official City business. It is not intended that these vehicles be used to conduct personal business.

Under rare and limited circumstances, this policy allows operators of take home vehicles to make stops to or from work for personal business. This policy prohibits routine personal use on a daily or weekly basis.

Section III – Criteria for Assignment of Take Home Vehicles

Take home vehicles shall only be assigned on the basis of the City's operational needs. Take home vehicles may be assigned based on one or more of the following criteria:

1. Mayor and Council's previously authorized assignment of marked take home vehicles to Police Officers residing within the City of Hagerstown and/or Police Officers who serve as members of the Police Department's Street Crimes Unit.
2. Police and Fire employees who routinely respond from their homes for either emergency calls or to support public safety operations.
3. Employees who, as part of their normal job responsibilities, are expected to *routinely respond from their homes* for either City emergency operations or to support City operations after normal business hours.
4. Employees, who are assigned on-call status on a rotational basis, may be assigned a take home vehicle when they are serving on-call.
5. Unless otherwise directed by Mayor and Council, the future assignment of take home vehicles shall not be provided as a component of an employee's compensation package.

Section IV – Documentation of Take Home Vehicle Use

Employees assigned a take home vehicle shall keep a daily log to record mileage of their trips to and from home and work. In addition, employees will record mileage associated with call outs, emergency responses, and after hours' support of City operations.

Each employee operating a take home vehicle shall also record the date and number of incidents where the vehicle was used for after hour call outs, emergency responses or support of City operations.

These logs will be available at all times for review and the completed logs will be submitted to the Department Manager at the end of each month.

Section V – Internal Revenue Service Regulations

The City, and all employees assigned the use of a take home vehicle, are required to comply with all Internal Revenue Service Regulations pertaining to the use of such vehicles. This includes all Internal Revenue Service reporting requirements.

Section VI – Other Requirements

Employees assigned a take home vehicle must be provided a copy of this policy on an annual basis and will provide a written sign off that they have received and reviewed the policy. The employee statements shall be provided to the Department Manager by the end of the calendar year.

Each department with take home vehicles shall submit a list of their take home vehicle assignments to the Human Resources Department by the end of October each year.

September 1, 2008