

## 42. 24 Hour Assignment of County Vehicles

### POLICY

It is the policy of Scott County to ensure county owned vehicles are used exclusively for carrying out County functions and services. The availability of County vehicles for personal use, particularly for commuting to and from work, is not an employee benefit. As such, beyond the exceptions for the County's benefit noted below, this policy regarding the use of County vehicles is intended to supplement all previous policies regarding the use of vehicles and supersede provisions of any previous policies where any conflicts are found to arise.

### SCOPE

This policy is applicable to all users of County vehicles.

### ADMINISTRATIVE PROCEDURES

#### A. USE OF COUNTY VEHICLES

The assignment of County vehicles for twenty-four (24) hour is not allowed. Unless deemed emergency use or exceptional circumstance, as described below, this restriction includes commuting to and from one's residence (or any other location that does not involve County business) for any purpose.

Employees who require a vehicle for anticipated emergencies (i.e. weather forecasts) or are assigned a vehicle to take home for the effective discharge of their job functions may be assigned a 24 hour vehicle. The employee must live within Scott County. Criteria, which will be used in the determination of eligibility for 24-hour vehicle for commuting to one's residence, will include the following:

- officially designated on-call status;
- requirement for availability due to frequent emergency or preventive services;
- emergency or other equipment to perform job contained in the vehicle;

When commuting, vehicle use is limited to travel to and from the residence and place of work. The vehicle should be driven over the most direct route taking into account road and traffic conditions. The vehicle should not be utilized for travel outside a direct commuting route for personal reasons.

B. AUTHORIZATION FOR 24 HOUR USE

Each calendar year, Department Directors and Elected Officials will submit the list of the job position, vehicle number, and the current employee who meet the criteria for 24 hour assignment of a County vehicle to the County Administrator. Each assignment will be reviewed for eligibility and the initial list will be approved by the Board of Supervisors. New assignments outside of the initial list will be reviewed by the County Administrator and if deemed a change in previous assignment will be brought to the Board for approval.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

March 24, 2016

APPROVING A NEW GENERAL POLICY 42, 24 HOUR ASSIGNMENT OF COUNTY  
VEHICLES

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That General Policy 42 "24 Hour Assignment of County Vehicles" be added to the County General Policies.

Section 2. This resolution shall take effect immediately.