

**EXCERPTS FROM MENDOCINO COUNTY CODE CHAPTER 3.12
COUNTY VEHICLE USE POLICY**

Section 3.12.060. Authorization for Work-to-Home/Home-to-Work Use of a County Vehicle

(A) Upon the recommendation of the County Executive Officer (CEO) or his/her designee, the Board of Supervisors as set forth herein shall approve an annual list of employees authorized to use a County vehicle for work-to-home/home-to-work use, when such use is determined to be in the best interests of the County. "In the best interests of the County" is defined as "those vehicle assignments that are cost effective to the County, enhance service to the public and better provide for public safety, and can stand the test of public scrutiny".

(B) On or before January 7th of each year, all department heads must file with the CEO a Request for Authorization for each employee certified by the appointing authority to use a County vehicle for work-to-home/home-to-work. The Request for Authorization shall include the following information:

1. The name of the employee;
2. Verification that the employee is authorized to operate a County vehicle, pursuant to Section 3.12.030;
3. The location where the vehicle will be parked, if other than at the employee's home address on record with Human Resources;
4. The employee's classification or position; and
5. The estimated frequency, reason, and a complete, detailed justification and/or description for which such use is requested.

(C) Examples of approved reasons or circumstances that the department head may submit to the CEO in the Request for Approval include:

1. The employee is on call for service in emergencies related to loss of life or property, and is required to respond directly to a site other than the employee's normal place of employment, and such response is of an emergency nature.
2. The department head certifies that recurring, daily or continual work-to-home/home-to-work use by the identified employee is necessary for the safe and/or efficient conduct of County business.

(D) The CEO shall transmit the requests to the Board of Supervisors via an updated list of "Personnel Authorized to Use County Vehicles for Work-To-Home/Home-To-Work", with his/her recommendations. The CEO shall ensure that the requests transmitted to the Board have been edited to remove information that might compromise the safety or privacy of County employees. Approved requests shall be valid for one year.

(E) Department heads shall keep the CEO current with employee use of vehicles for work-to-home/home-to-work.

1. During the year, department heads may submit to the CEO new individual requests for authorization as circumstances arise.
2. The information, including justification, reason, and circumstances requiring work-to-home/home-to-work use, as set forth in this section, shall be included in the request for the individual employee.

3. Individual requests that are submitted during the year may be approved only until the following January.

(F) The CEO and Board of Supervisors shall be authorized to approve or disapprove requests for a period not to exceed one (1) year.

(G) No employee who receives a vehicle allowance shall be authorized for work-to-home/home-to-work use of a County vehicle.

(H) Employees permitted to take County vehicles home for work-to-home/home-to-work may be subject to IRS taxable fringe benefit laws.

(I) Employees who temporarily reside at a location other than their home address of record shall notify their department head of the location where their assigned County vehicle will be parked.