

## **9. TAKE HOME / OVERNIGHT VEHICLE ALLOCATION**

**A. Regularly Assigned Take-Home Vehicles.** A take-home vehicle is any County-owned vehicle which is regularly assigned to an employee who has been Risk Management Authorized and Department approved to drive this vehicle to and from work to the employee's residence. Take-home vehicle authorizations must be pre-approved by the Department Director with notification to Risk Management and the Auditor/Controller's Office. Authorization will be based on demonstrable and beneficial needs for the delivery of services for Lake County given the following:

**1. Assignment Criteria.**

Take-home vehicle users are required to respond and report to after assigned hours and weekend emergencies on a regular and frequent basis and meet one of the following requirements:

- a. First responders responding directly to the scene of an emergency when that individual demonstrates a minimum of ten (10) after-hours emergency/investigation callouts per year and is authorized by the Department Head to have a take-home vehicle. Second responders and special service vehicles and equipment are not to be authorized for take-home vehicles; or
- b. Vehicles may be permanently assigned by the District Attorney to his/her investigators when s/he determines there is a sufficient number of vehicles for this purpose and it is in the best interest of the Department to make such assignments. The District Attorney may make permanent assignments of some vehicles and use additional vehicles as "pool" vehicles to be shared by two or more members.  
**Authorized employees shall track their afterhours responses and report to the District Attorney. Annually, the CAO will prompt the department to report on the afterhours responses as justification for the take-home vehicles**
- c. Vehicles may be permanently assigned by the Sheriff to his/her deputies, sworn management staff and the Emergency Services Manager when s/he determines there is a sufficient number of vehicles for this purpose and it is in the best interest of the Department to make such assignments. The Sheriff may make permanent assignments of some vehicles and use additional vehicles as "pool" vehicles to be shared by two or more members.

Additionally, at the request of a Department Head and with the approval of the Board of Supervisors take-home vehicles may be assigned to employees who clearly demonstrate one of the following conditions:

- d. The employee is regularly working in a remote location and reports directly from home to such a place of work. This includes employees who work in several locations without one designated place for commencing regular work hours; or
- e. The overall net cost to the County is less than if the employee is reimbursed for use of his/her private vehicle for miles traveled on official County business; or

- f. The employee is a Board-appointed employee or an elected official who, in the estimation of the Board, requires a take-home vehicle to effectively conduct County business both during and after typical work hours.
2. Employees taking home vehicles must comply with all laws of the State of California and local jurisdictions, including possessing a valid operator's license. Take-home vehicles may not be used to conduct personal business (e.g. driving children to daycare, doing shopping, nor transporting other non-County passengers). This policy and practice ensures that take-home vehicle assignments are assigned to those who must respond quickly, that they can be justified to the public, and that they represent a prudent use of County resources.
3. Employees assigned take home vehicles may be subject to IRS commuter mileage taxation.
4. Approval process -- Employees must complete and sign the "Take-Home / Overnight Stand-by Vehicle Authorization, obtain their Department Head's approval, and send copies of this form to Risk Management and to the Auditor/Controller's Office. Sheriff's Deputies assigned under A1C above must also sign a Certificate of Compliance Form.
5. Residency Restriction (Assigned Vehicles). The employees must either reside within the boundaries of Lake County, or within a 45-mile radius of their primary worksite to be eligible for a take-home vehicle assignment.
6. The Auditor's office will conduct an annual review of take-home vehicles and will share those responses with Risk Management.

**B. Overnight Standby Duty**

1. Department Heads that have employees who are required to take-home a County vehicle for overnight use during paid standby duty, may authorize employees for take-home privileges for these specified after hours standby assignments. There must be a compelling reason for the use of such take-home vehicles (e.g. the vehicle and equipment in the vehicle are essential to respond to after-hours calls anticipated during standby duty; the employee is responding to emergency calls related to loss of life or property.)
2. Employees taking home vehicles for Stand-by must comply with all laws of the State of California and local jurisdictions, including possessing a valid operator's license. Stand-by vehicles may not be used to conduct personal business (e.g. driving children to daycare, doing shopping, nor transporting other non-County passengers). This policy and practice ensures that Stand-by vehicle assignments are assigned to those who must respond quickly, that they can be justified to the public, and that they represent a prudent use of County resources.
3. Residency Restriction (Assigned Vehicles). Additionally, the employees must either reside within the boundaries of Lake County, or within a 45-mile radius of their primary worksite to be eligible for a take-home vehicle assignment.
4. Approval process -- Employees must complete and sign the "Take-Home / Overnight Stand-by Vehicle Authorization Form", obtain their Department Head's approval, and send copies of this form to Risk Management and to the Auditor's Office.

**C. Overnight Duty**

1. Departments may have employees attending classes, conferences, and events out of the area for more than one consecutive day who take a County vehicle as transportation. Overnight usage of a County vehicle for this type of official County business may be approved by the Department Head.
2. Approval Process – Department Heads are responsible for approving and tracking overnight duty within their department.

**D. Temporary Use - Overnight at Residence**

1. The privilege of taking a County car home for a night may be granted by the Department Head if:
  - a. an employee is attending an out-of-office assignment the next day as part of official County business and must leave for this assignment before the Department and/or Central Garage is opened in the morning; or
  - b. an employee will return from an out of office assignment as part of official County business after the Department and/or Central Garage is closed for the day; or
  - c. an employee is assigned to drive a County vehicle to an after-hours meeting/event/training; or
  - d. an employee is assigned to a remote location and reports directly from work to that assignment. This includes an employee who works in several locations without one designated place for commencing regular working hours; or
  - e. the overall net County cost is less than if the employee is reimbursed for use of his private vehicle for miles traveled on official County business.
2. Approval Process – Department Heads are responsible for approving and tracking temporary overnight use within their department.

