

KINGMAN COUNTY
KANSAS

Personnel Policy Manual

Policy #25
County-issued Vehicles

Commission Approved
Date: 4/7/2008

25: County-issued vehicles

25.1 All county-owned vehicles will be adequately insured according to law and will be inspected at Board-designated inspection locations each year or as required by law. Each department head is responsible for keeping county-owned vehicles in good operating condition and shall report immediately any non-routine maintenance needs to the Board.

25.1.1 No county-owned vehicle shall be loaned, leased, or subcontracted to any person, groups, or organizations except as allowed by law and as approved by the Board of County Commissioners.

25.1.2 No county-owned vehicle of any type shall be used by any employee to transport any non-county employee outside the scope of regular county business unless expressly approved by the Board of County Commissioners.

25.1.3 The mileage traveled by employee who drive County-issued vehicles to and from work is considered a taxable fringe benefit and said benefit shall be shown as income as required by Federal Law and according to IRS regulations. Employees who are issued a county vehicle are required to complete a daily log of all miles traveled verifying both personal and business use.

25.1.4 The County has adopted the IRS "Commuting Rule" as is presently allowed under IRS regulations. Law Enforcement personnel are exempt from this regulation.

25.2 Vehicle Use

25.2.1 Employees or authorized individuals are not allowed to operate county vehicles after consuming, or while under the influence of alcohol or drugs.

25.2.2 Employees or authorized individuals will comply with all local laws governing vehicle-related accidents, should an accident occur.

25.2.3 Smoking is not permitted in any county vehicle.

25.2.4 Use of cell phones or two-way radios while operating a vehicle is dangerous and employees or authorized individuals are cautioned against such use while driving on county business.

25.2.5 All drivers and passengers in the county vehicle shall use seat belts as is required by Kansas law.

25.2.6 All county vehicles must display at all times a "County Vehicle" sign on both driver's and passenger's sides of the vehicle.

25.3 Mileage and Information To Be Reported

The following information is required to be recorded and reported to the Kingman County Clerk's office as required by the Board:

- a. Daily beginning odometer reading;
- b. Business miles;
- c. Statement describing the reason for the business miles;
- d. Personal miles;
- e. Daily ending odometer reading.

The recording and reporting of said information, as may be required by the Board of County Commissioners, shall be on a form provided by the Kingman County Payroll Clerk.