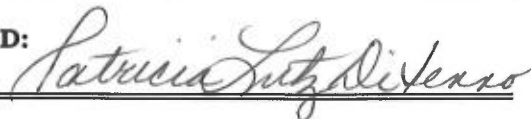


NEW CASTLE COUNTY
PERSONNEL POLICY

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SUBJECT: COUNTY TAKE-HOME VEHICLES

APPROVED:



OBJECTIVE: To set forth the guidelines for the issuance, use, and maintenance of New Castle County (County) vehicles assigned to all County employees for 24-hour use, except for sworn police personnel. The policy for sworn police personnel is on file with the Department of Police.

STATEMENT: County vehicles are only to be used for official County business. The assignment of a take-home vehicle is not a guaranteed benefit, but a means to meet the County's mission statement. Vehicle assignments will be based on departmental needs as determined by the department general manager or row officer and as approved by the Chief Administrative Officer. This policy does not invalidate other County policies regarding vehicle use.

Procedure:

1. The Internal Revenue Code stipulates that take-home vehicles represent personal use and are subject to rules governing taxable fringe benefits. Calculation of this fringe benefit requires use of the commuting valuation rule. Each one-way commute is currently valued at \$1.50. The taxable fringe benefit shall be recorded each payroll period and reported on the employee's payroll statement to reflect actual commuting use of the County take-home vehicle.
2. Employees assigned a take-home vehicle are required to drive the vehicle back and forth to work from their respective residence. Employees who have been placed on restricted duty, which limits their ability to drive a vehicle as determined by the County's designated medical facility, will not be assigned a take-home vehicle.
3. Vehicles assigned to employees shall be parked at the employee's residence during off-duty hours. If the employee resides outside of the State of Delaware, the vehicle may, with the written permission of the Chief Administrative Officer, be taken to the employee's residence in the other state.
4. An employee on extended vacation away from home will ensure that the County vehicle is parked at a pre-approved County facility and shall notify his/her immediate supervisor, in writing, of the vehicle's disposition during this time. The keys to the vehicle will be left with the employee's immediate supervisor for the duration of this period. The department general manager or row officer may authorize a permanently assigned vehicle to remain at the residence of the absent employee if it is deemed to be in the best interest of the County.
5. All persons shall wear seat belts while operating or riding in any County vehicle. The only approved operators of an assigned vehicle are New Castle County employees.
6. Assigned vehicles shall not be utilized in connection with any event that is not consistent with the mission statement of the County. Questions should be directed to a supervisor prior to the event.
7. Assigned vehicles shall not be driven for any off-duty purpose other than as set forth elsewhere in this policy or as approved by the department general manager or row officer with written permission from the Chief Administrative Officer.

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8. In the event that a vehicle is damaged by an employee during unauthorized use, as determined by the Chief Administrative Officer, the employee shall reimburse and indemnify the County for any loss, including collision damage. The assigned employee shall be responsible for the safety of all persons in the vehicle and, therefore, must drive accordingly and must observe all traffic and parking laws. Employees violating any laws shall be subject to the appropriate punishment.
9. County employees shall be held accountable for the security of their assigned vehicles. In case of an accident, theft, or damage to the vehicle, the police shall deal with the issues from an investigatory standpoint. Accidents that occur out of the County must be reported to the appropriate law enforcement agency. Any damage to vehicles must be reported as soon as possible to the County's risk management office through the department general manager or row officer. The department general manager or row officer is responsible to ensure that accurate records are maintained regarding vehicle use.
10. Employees are required to close vehicle windows and lock doors when the vehicle is not in use. This measure will help to ensure that the vehicle is not stolen as well as safeguarding the contents of the vehicle. Vehicle keys must be removed and properly secured when the vehicle is not in use. The County is not responsible for personal property within the vehicle.
11. When operating a County vehicle, the employee must have in his/her possession the vehicle registration, insurance card, a County-issued identification card, and a valid driver's license.
12. The use of any tobacco products is prohibited in any take-home vehicle.
13. The procurement, storage, and/or use of alcoholic beverages in assigned vehicles is strictly forbidden. No County vehicle shall be operated after an employee has consumed any alcoholic beverage or has used certain prescription medications which may impair his/her driving abilities.
14. The basic care of and responsibility for take-home vehicles assigned to individual employees rests with the employee. Any complex maintenance or repairs to be performed on the vehicle shall be the primary responsibility of the Department of Special Services, Transportation Division.
15. Routine periodic maintenance shall be completed by the Department of Special Services as their procedures dictate. The assigned employee is responsible for scheduling this process through the Transportation Division which will make a temporary replacement vehicle available, if necessary.
16. Employees must inspect their vehicles and monitor the vehicle fluid levels such as engine oil and antifreeze, tire inflation levels, wiper fluid, and other items. Replacement items are available through the Transportation Division.
17. Refueling of vehicles shall be the responsibility of the assigned employee and may be accomplished at the Churchman's Road facility.

REQUIRED ACTION: Department general managers, row officers, and employees assigned take-home vehicles are responsible for the implementation of and compliance with the above-stated policy. Violations shall be in writing. Any employee found to be in violation of this policy may have their privilege to operate a take-home vehicle suspended or revoked by the department general manager or row officer. In instances where a poor driving record exists or there is documented frequent accident involvement, the privilege will be revoked and shall not be grievable.