

FINANCE AND ADMINISTRATION CABINET

PERMANENTLY ASSIGNED VEHICLE(S)

Revisions 5-05-11

This following policies and procedures apply to **ALL permanently assigned vehicles** regardless of the fleet assignment model -- agency-assigned, agency-specific, Frankfort motor pool, exempt or any other fleet management model vehicle.

Definition

A permanently assigned vehicle is allocated for the exclusive use of specific employee who uses it in the performance of his or her official duties. These vehicles may be parked at a private residence and are sometimes referred to as “take home” vehicles.

Permanent assignment may be requested when one or more of the following classifications are met:

- Vehicle required for the sole use of the Governor, Lieutenant Governor, Secretaries of the Executive Cabinet, or Constitutional Officials
- Specialty use vehicle assigned to a full-time line duty law enforcement officer
- Vehicle assigned to an employee whose principal job function is law enforcement as documented on the relevant record(s) in the statewide human resources management system
- Vehicle assigned to a First Responder in accordance with the definition in this document
- A vehicle which is assigned to a state employee whose official workstation as documented on the relevant record(s) in the statewide human resources management system is his or her residence and ALL of the following are met:
 - Vehicle is driven more than 10,000 miles per year for official business; and
 - Employee does not go to an agency office or other agency facility more than once each week.
- Permanently assigning a vehicle to an employee is financially beneficial to the Commonwealth.

Request and Justify Permanent Assignment

Requests for permanently assigned vehicles must be made in writing by a Cabinet Secretary or Agency Head to the Secretary of the Finance and Administration Cabinet. Approval must be received BEFORE permanent assignment of a state-owned vehicle is permitted.

Justification for vehicles permanently assigned to the Governor, the Lieutenant Governor, Secretaries of the Executive Cabinet, or Constitutional Officials shall include:

- Driver name and position title;
- Vehicle identification information; (tag, make, model, year)
- Affirmation that the vehicle will be used exclusively by the assigned employee;
- Workstation and home county listed on the employee’s relevant record(s) in the statewide human resources management system;
- Estimated miles the permanently assigned vehicle will be driven monthly for commuting;
- Estimated miles the permanently assigned vehicle will be driven monthly for business.

Justification for permanently assigned specialty use vehicle(s) assigned to full-time law enforcement personnel shall include:

- Affirmation that the vehicle(s) will be used exclusively by the assigned officers for official business and commuting;
- Affirmation that documentation regarding the individual assignment of vehicles to full-time law enforcement personnel will be kept at the agency.
- Count of the number of marked, official unmarked, confidential, and special purpose vehicles that are permanently assigned.

Justification for all other permanently assigned vehicles shall include:

- The specific classification that qualifies the employee for request of a permanently assigned vehicle;
- Affirmation that the vehicle will be used exclusively by the assigned employee;
- Driver name and position title;
- Workstation county and home county listed on relevant record(s) in the statewide human resources management system;
- Vehicle identification information; (tag, make, model, year)
- Estimated miles and number of trips the vehicle will be driven monthly for commuting;
- Estimated miles and number of trips the vehicle will be driven monthly for business;
- What services are provided with the vehicle;
- If trying to gain approval of a permanently assigned vehicle by showing a financial benefit to the commonwealth, then please provide supporting documentation detailing such benefit.

The Finance and Administration Cabinet may request documentation in addition to that specified within this section or other sections of this document.

Revocation of Permanent Assignment

Permanent assignment of a vehicle may be revoked at any time, with or without cause. Grounds for revocation include, but are not limited to:

- The vehicle is used for any purpose other than official state business
- The vehicle is driven less than required miles annually, if part of the classification
- The assignment of the vehicle is no longer reasonably justified
- An unauthorized person is permitted to use the vehicle
- All reporting requirements are not timely met
- False information is willfully and knowingly submitted on a report
- Proper vehicle accident reports are not filed
- Other policies or stipulations contained in the Fleet Guides are violated

Annual Reporting

Agency or Cabinet heads must submit an annual request for continued designation of a permanently assigned vehicle at the beginning of each fiscal year. The request must include justification for continuation of the assignment, the criteria the assignment meets and any additional information as requested by the Secretary of the Finance and Administration Cabinet.

For audit and verification purposes, the agencies with permanently assigned vehicles for law enforcement purposes shall maintain a list of officers who are permanently assigned a vehicle, their home address and vehicle identification information.

Change in Assignment

Notice of any change which would affect status of the permanent assignment of a vehicle, i.e. individual's address, workstation, job duties, retirement, etc. must be given to the Secretary, Finance and Administration Cabinet, within 30 days of the change.

If the agency requests a new assignment (new driver, change in job duties), a letter of justification, including the classification the assignment meets, must be submitted and approved **BEFORE** the assignment or reassignment.

Commuting

Commuting may be authorized only if it is in the best interest of the Commonwealth and not solely for the benefit of or as a prerequisite for state employment. Commuting mileage shall not be used in calculating official business mileage if required for justification of a permanently assigned vehicle.

Individual Tax Responsibilities

Employees who have a permanently assigned vehicle may have individual tax reporting responsibilities and liabilities. Drivers of permanently-assigned state owned vehicles are encouraged to review the current guidelines provided by the Internal Revenue Service, the Kentucky Department of Revenue and other information at <http://finance.ky.gov/ourcabinet/caboff/OAS/fleet/manual/>.

Trip Log Required

With the exception of line duty law enforcement officers and other employees primarily engaged in law enforcement as shown in the relevant information in the statewide human resources management system, each employee driving a permanently assigned vehicle shall fill out a log for each trip, including at minimum the beginning odometer reading, the ending odometer reading, the name of the driver, the date, time and purpose of the trip. Should the Finance and Administration Cabinet or the State Auditor of Public Accounts request a vehicle log for audit or review, each using agency shall comply with the request for the dates requested.

The Finance and Administration Cabinet will provide optional formats that may be used to capture the required information. Optional formats for the trip log are available on the web at: <http://finance.ky.gov/ourcabinet/caboff/OAS/fleet/manual/>