



Employee Policies and Procedures

Title: Take-Home Vehicles

Document Number – HRM 6.17.01

I. Purpose

The Town understands that in certain circumstances, it is advantageous to both the employee and the Town to allow an employee to utilize a Town vehicle to travel between work and home on a regular and/or periodic basis.

II. Definitions

Take-home vehicle: A Town vehicle that the Town has authorized an employee to utilize to travel between work and home on a regular and/or periodic basis.

III. Scope

This policy shall apply to all non-bargaining unit employees of the Town of Jupiter (for Police Department employees, please refer to the Jupiter Police Department General Order 15.9).

IV. Policy

The Town of Jupiter's Take-Home Vehicle policy is voluntary. Any employee who is offered the opportunity to utilize a take-home vehicle may refuse to accept a take-home vehicle. All employees who agree to utilize a take-home vehicle must accept all terms and conditions of this policy. Failure to properly maintain a Town vehicle or adhere to this policy may lead to the suspension of the employee's take-home vehicle privileges. In cases of multiple violations, this could result in the permanent revocation of eligibility for a take-home vehicle, as determined by the Town Manager or their designee. Additionally, disciplinary actions may be taken in accordance with HRM 9.0 – Disciplinary Actions and Procedures. The use of a Town vehicle is a program offered by the Town, and is not a benefit or employment right, and is subject to revocation at any time. An employee's eligibility for a take-home vehicle shall be determined by the Town Manager or designee.

An employee's eligibility for a take-home vehicle includes employees in a supervisory capacity with the responsibility for emergency/immediate response to incidents, nonsupervisory employees with a continuous need for response to emergency/immediate incidents, and any other reason deemed eligible by the Town Manager or designee. Eligibility for a take-home vehicle may be changed due to any conditions as determined by the Town Manager or designee.



Take-home vehicles shall only be used for transportation between home and work, and for official Town duties. Small errands, such as briefly stopping at a store on the way home or on the way to work is an acceptable use. Dropping off or picking up children from school are also an acceptable use for a take-home vehicle upon notification and approval of a supervisor. Again, these activities may only be done en-route between home and work

A. Safety restraint devices shall always be worn by all occupants while in a Town vehicle, the vehicle shall always be driven safely and in compliance with all applicable laws, and shall be locked when left unattended.

B. Employees shall keep their take-home vehicles clean and in good working condition at all times. Preventive maintenance shall be performed as scheduled by the Engineering & Public Works Department, and no maintenance, repair, service, or alteration of the vehicle shall be performed by anyone other than an employee of the Engineering & Public Works Department at the Town of Jupiter Maintenance facility. Any damage or defect shall be reported to the Engineering & Public Works Department and the Risk Manager immediately.

C. No employee or passenger may smoke or use tobacco products of any kind in a take-home vehicle at any time.

D. Take-home vehicles shall not be operated within eight (8) hours after an employee has ingested any amount of alcohol, or after the employee has ingested any drug that impairs the employee's ability to operate the vehicle. No alcoholic beverages shall be transported in the take-home vehicle.

E. Take-home vehicles shall not be used to carry excessively large or heavy loads or objects which protrude from the trunk, truck bed, or windows, except when required in the performance of Town duties.

F. Take-home vehicles shall only be operated by the specific employee authorized to drive the take-home vehicle.

G. Employees are prohibited from using their take-home vehicles while engaged in political activities, such as setting up signs, attending rallies, caucuses, promotional events, fundraisers, etc. No banners, placards, slogans, bumper stickers, or personalized plates of any type may be attached to the take-home vehicle.

H. Employees are prohibited from transporting pets of any kind in their take-home vehicle.



I. Violations of this policy shall result in a 6-month suspension from the employee's use of a take-home vehicle, and a second violation may result in the employee's eligibility for a take-home vehicle being revoked.

J. All employees utilizing a take-home vehicle must sign and submit to the Finance Department the attached Take-Home Vehicle Payroll Authorization Form upon being deemed eligible for a take-home vehicle by the Town Manager or designee. The Town utilizes the following IRS prescribed methods to calculate the imputed benefit to the employee for the personal commuting miles.

a. Cents-Per-Mile Rule

- i. This rule applies to employees electing to utilize a take-home vehicle.
- ii. Under this rule, the Town determines the value of a vehicle provided to an employee for personal use by multiplying the IRS standard mileage rate by the total miles the employee drives the vehicle for personal purposes. This amount must be included in the employee's wages for tax purposes.

b. Commuting Rule

- i. This rule applies to employees required by the Town to commute in a Town owned vehicle (e.g., employees carrying on-call phones).
- ii. Under this rule, the Town determines the value of a vehicle provided to an employee for commuting use by multiplying each one-way commute (i.e., from home to work or from work to home) by \$1.50. This amount must be included in the employee's wages for tax purposes.

Employees in the Town of Jupiter Fire Department and Police Department are exempt from payroll deductions (for Police Department employees, please refer to the Jupiter Police Department General Order 15.9).

V. Procedure

Eligibility for a take-home vehicle shall be determined by the Town Manager or designee. All employees approved for a take-home vehicle must sign and submit through the Human Resources Department to the Finance Department the attached Take-Home Vehicle payroll deduction authorization.



Take Home Vehicle Payroll Authorization Form

THIS FORM ONLY NEEDS TO BE COMPLETED BY AN EMPLOYEE WHO TAKES A VEHICLE HOME ON A REGULAR BASIS.

Employee: _____ Position Title: _____

Department: _____ Supervisor: _____

Effective Date: _____ Dept Director: _____

Home Address: _____

Work Address:

- | | |
|--|---|
| <input type="checkbox"/> Town Hall - 210 Military Tr | <input type="checkbox"/> Water Plant – 17403 S Central Blvd |
| <input type="checkbox"/> EOC - 3131 Washington St | <input type="checkbox"/> UFO - 3131 Washington St |
| <input type="checkbox"/> PD – 196 Military Trail | <input type="checkbox"/> Other - _____ |

Total Roundtrip Miles: _____ (attach a copy of google maps)

I, _____, hereby authorize the Town of Jupiter to utilize the following IRS prescribed methods to calculate the imputed benefit to me for personal commuting miles in a Town owned vehicle.

a . Cents-Per-Mile Rule

- i. For those employees electing to utilize a take-home vehicle.
- ii. Under this rule, the Town determines the value of a vehicle provided to an employee for personal use by multiplying the standard mileage rate by the total miles the employee drives the vehicle for personal purposes. This amount must be included in the employee's wages for tax purposes.

b . Commuting Rule

- i. Now required by the Town to commute in a Town owned vehicle (i.e. employee carrying the on-call phone)
- ii. Under this rule, the Town determines the value of a vehicle provided to an employee for commuting use by multiplying each one-way commute (that is, from home to work or from work to home) by \$1.50. This amount must be included in the employee's wages for tax purposes.

In signing below, I acknowledge that I have read, understand and agree to be bound by the terms of the Town's Take-Home Vehicle policy.

Check this box if this is only notification of an address change

Employee Signature: _____ Date: _____

	Approved	Denied
Department Director	_____	_____
HR Director	_____	_____
Town Manager	_____	_____