



## **Company-Owned Vehicle Assignment**

*Eligibility Requirement for assignment of Company-Owned Vehicles to Employees*

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## **Section: Fleet Management**

### **Company–Owned Vehicle Assignment**

**Summary:** Company has eligibility requirements for assignment Company – owned vehicles to employees.

#### **Scope**

This procedure applies to all non–represented Company employees who assigned Company–owned vehicles excluding those defined by the IRS as qualified utility vehicles.

#### **Statement of Intent**

The intent is to address the eligibility requirement for non–represented employees for the assignment of a Company–owned vehicle to perform Company activities. The Company–owned vehicles will be assigned to allow Company work to be performed in an expeditious manner addressing Company needs and expectations.

#### **Eligibility Requirements**

- The position must participate in regularly scheduled on–call duties.
- There must be a defined operational need for a vehicle to be assigned that is approved by the respective division officer.
- Employee will typically transport and have available tools and equipment related to the work being performed.
- Employee must have a responsibility for the direction of Company employees and perform, if necessary, physical work to address operational emergency conditions.
- Employee must maintain a valid driver’s license.

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## Responsibilities When Assigned Vehicles

- The vehicle will be stored at the Company when the employee has a scheduled absence from work of five or more contiguous workdays.
- Employee is expected to maintain radio, pager, or telephone communications with the company.
- Accidents with Company vehicles will be handled following Administrative Procedure 1111, Reporting Vehicle Accidents.
- Employees will use their Company-owned vehicle for Company business and limit personal use as much as possible.
- Family members should only use Company-owned vehicle in cases of emergency.
- The Company-owned vehicle will not be used for personal towing.
- All mileage related to transportation “to” and “from” work is personal and is required to be reported as such if the “to/from” work site is the employee’s assigned workstation (i.e., assigned office).
- Employee will document business mileage when using the Company-owned vehicle and will report the mileage on a weekly basis using Form No. 1949, Weekly Automobile Log of Business Miles Driven (See Figure 1). Mileage not reported on Form No. 1949 will be considered non-business and will be treated as taxable compensation.
- The assignment and choice of vehicle style will be made by the employee’s division officer.

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## Restricted Use

The use of Company–assigned vehicles to engage in any activity that is illegal or is in violation of Company policy is prohibited including, but not limited to:

- Excessive personal use.
- Inappropriate or offensive activities.
- Activities that would harm Company, an employee, customer or external party.
- Business activities not related to Company business activities.
- Soliciting for commercial ventures, religious or political causes, outside organizations, or other no job–related solicitations.
- Tobacco use as covered in Administrative Procedure PRO–627, Tobacco Use in Company Facilities.

## Responsibility

Administrative: The Vice President – Administration and Chief Information Office is responsible for administration of this procedure.

Functional: The designated areas responsible for the functional responsibilities of this program are covered in the procedure.

Supporting Documentation (Notes Procedures and Policies mentioned)

## Figure 1

Weekly Automobile Log of Business Miles Driven

Items:

- **Vehicle Number:**
- **Driver:**
- **Date:**
- **Driver Initials:**
- **Start Odometer:**
- **End Odometer:**
- **Reason:**