



City Take-Home Vehicle Policy Example

Take-Home Vehicle Criteria

An employee of the city is eligible if that employee is:

1. Subject to frequent after-hours emergency callback, unscheduled work, or temporary/seasonal assignment; and
2. Such callback arrangements are immediately to locations other than the employee's normal duty station; and
3. Such callback arrangements involves the first response to a real or present threat to life or property requiring an immediate response; and
4. A specialized vehicle, tools, or equipment are required for the performance of these duties; and
5. An unacceptable delay in the response would result from the employee's return to the normal duty station to retrieve the needed equipment.

Authorization for take home privileges of city vehicles shall be approved only for employees that live within the city or within five (5) miles of the city limits.

Take home vehicles will be limited to:

- On call vehicles with special equipment,
- Emergency response vehicles, and
- Special equipment required due to the response and need (i.e. K-9 unit, SWAT team, investigators, etc.)

A general rule is to assign take home vehicles to those employees who are called out on an after hours basis at least once (1) per quarter, or four (4) times per calendar year, and who are required to provide immediate response to protect life and property.

Temporary/seasonal take home vehicle privileges may be granted by Department Heads on a case by case basis for seasonal events (i.e. ice storms, heavy rain storms, etc.) for a duration of no longer than one week (7 calendar days).

Eligible employees may not travel a distance greater than thirty (30) miles from City Hall without prior approval from the employee's supervisor.

The job regularly requires the employee to go directly from his/her home to a work site (and from work site to home) without first going to a standard work location and the work requires the use of a city vehicle.

Exceptions to this policy must be approved by a Department Director and Assistant City Manager.