

Take-Home Vehicle Assignment Authorization Request

Employee name:	Position title:
Vehicle number:	Department:
Primary work site:	Division:
Estimated daily commute miles:	Section:
Estimated daily business miles:	City & County of residence:
Justification for out of county residence (if applicable):	
Start date for this request:	
Pursuant to King County Code, Chapter 3.30, take-home vehicle assignments must meet at least one of the following criteria. Please select one (1) criteria and attach all required documentation as outlined in FES-12-2-3 and the administrative procedures in Attachment A. Example documentation is available upon request.	
<input type="checkbox"/> Emergency Response: Take-home vehicles may be assigned to employees with emergency response duties if they consistently meet the criteria below and provide supporting documentation as outlined in Appendix A: <ul style="list-style-type: none"> Employee has primary responsibility to respond to emergency situations that require immediate response to protect life or property. Employee responds to emergency call outs at least twelve (12) times per quarter. Employee needs specialized equipment or a specifically equipped vehicle to respond to emergencies and cannot use alternative forms of transportation to respond to emergencies. Employee cannot effectively respond to emergencies by picking up a county-owned assigned vehicle at a designated site. 	
<input type="checkbox"/> Economic Benefit: Take-home vehicles may be assigned to employees whose agencies have documented an economic benefit or to the county. Employees must provide the supporting documentation listed below: <ul style="list-style-type: none"> Documentation of cost savings calculation(s) gained by employee taking-home vehicle. This may include labor or time savings, reducing equipment usage, or minimizing fuel consumption; and Documentation of the economic benefit calculation, which must be provided and recalculated on at least an annual basis; and Documentation of why employee cannot use alternative forms of transportation or pick up a county vehicle at a designated parking area. 	
Taking a county-owned vehicle home generates a tax liability. If your request for a take-home vehicle assignment is approved, you are required to check with your payroll administrator to determine your liability.	
<i>I have read and understand K.C.C.3.30 and Executive Policy FES-12-2-3. I certify this request meets the requirements.</i>	
Requestor's signature:	Date:
Department Director or designee:	Date:
Fleet Services Division Director:	Date:

Distribution: Completed signed original to Fleet Services Division. Copies to employee, payroll administrator, and department director.