



Driving at the city

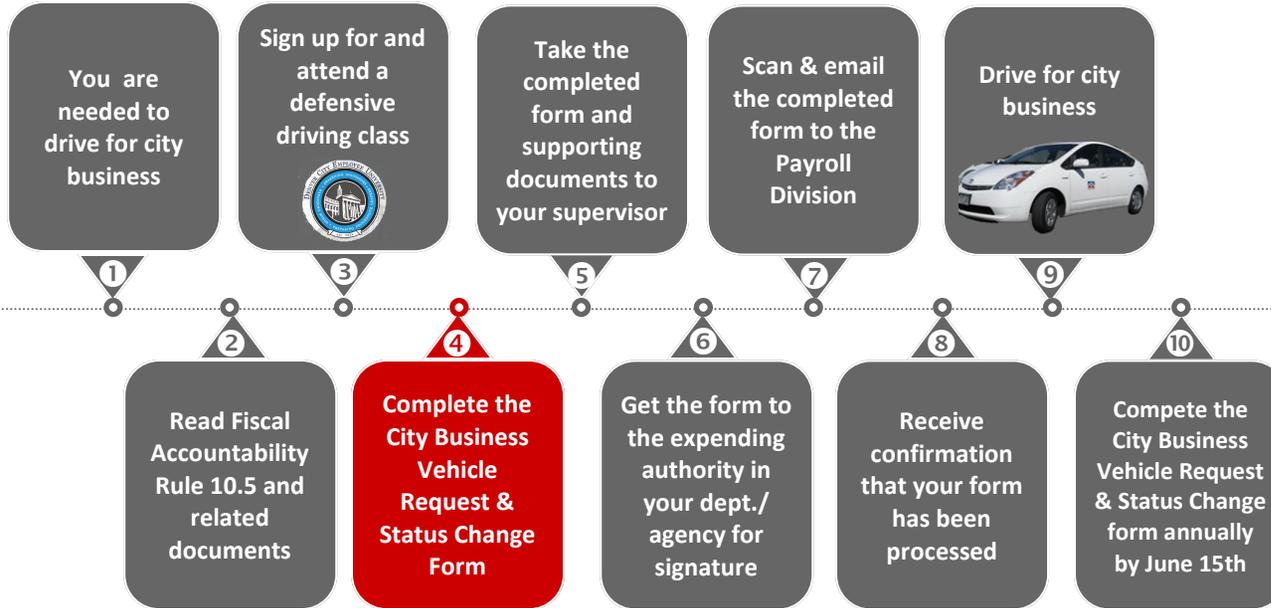
One-Page Fiscal Accountability Rule Summary

Tips

- If you and a co-worker are engaged in the same city business, you may carpool.
- Choose to utilize a motor center vehicle whenever possible over utilizing your personal vehicle to conduct City business.

Get approved before you cruise!

Remember



- **The City Business Vehicle Request and Status Change form is due** before you drive for city business and by **June 15th annually**.
- You must attend a **defensive driving class** before you drive for city business and **every three years**.
- If you drive for city business, you must report any citation for traffic violations, whether received on or off the job (this does not apply to parking violations).
- You must pay any fines associated with any tickets or violations received while driving for city business.

Mileage reimbursement

When you have been approved to drive your **personal vehicle** to conduct city business, you may be reimbursed for the miles you drive for city business. Complete and submit the **Bi-Weekly Mileage Summary for Personal Vehicle Usage form** to your immediate supervisor/manager on a timely basis. Once your supervisor/manager has added the mileage from the form to your timecard, you will receive the mileage reimbursement on the following **paycheck**.

The IRS reviews and possibly updates the mileage reimbursement rate each year. Visit www.irs.gov for more information about how mileage reimbursement rates are calculated.

Take home vehicles

When you have been approved to **take home a city vehicle**, the use of this vehicle is considered taxable income. The amount of taxable income to the employee will be based on whether the employee is a non-control or control employee. Both types of employees must complete and submit the **Take-Home Vehicle Bi-Weekly Trip and Carpool Mileage Log** to the Payroll Division. Non-control employees must submit the log each pay period, and control employees must submit the log by November 10th of each year.

Non-control employees will see the commuting fee deducted in each paycheck that a log was received. Control employees will see the ??? deduction in the paycheck after the log is received.

Regularly Assigned

Regularly assigned vehicles are used by an employee who needs a city-owned vehicle to perform his/her regularly assigned job duties.

Motor Pool

The city maintains a central fleet of alternative vehicles, referred to as motor center vehicles, which are co-managed by Public Works and Safety. Motor center vehicles are used by city officers and employees who need the use of a vehicle to conduct City business on an infrequent or irregular basis.