

**Board of County Commissioners
Leon County, Florida**

Policy No. 08-2

Title: Vehicle Assignments
 Date Adopted: October 14, 2008
 Effective Date: October 14, 2008
 Reference: Ch. 112.061, Florida Statutes.
 Policy Superseded: Policy No. 03-13, "Vehicle Assignments," adopted June 10, 2003

It shall be the policy of the Board of County Commissioners of Leon County, Florida that:

Policy No. 03-13, adopted by the Board of County Commissioners on June 10, 2003, is hereby repealed and superseded and a new policy in its place, to wit:

This policy shall govern the assignment of County take-home vehicles, the authorization of car allowances, and the authorization of one-time employee pay adjustments for car allowances.

Take-home Vehicle Assignment

An overnight vehicle assignment shall be made only when it is found to contribute significantly to the efficiency and effectiveness of Leon County, is cost effective on its own merit, and is in the best interest of the citizens of Leon County. All vehicle assignments shall be approved by the County Administrator. The following positions are permitted take-home vehicles: Public Works Director of Operations; EMS Chief; EMS Deputy Chief; EMS Quality Improvement & Education.

The County shall allow take home vehicles for on-call and stand-by personnel.

Car Allowances

In lieu of providing County vehicles, the County Administrator may authorize annual car allowances of \$3,500 for employees based on job usage requirement or \$2,925 for employment enhancement.

The County Administrator may authorize employee base pay adjustments in lieu of a take-home vehicle or car allowance.