



Employer-Provided Vehicles

Weekly Mileage Log for Business (B) and Personal (P) Usage

Vehicle Information

Department Name: _____

Make: _____

Model: _____

Employee Name: _____

Year: _____

I hereby certify that the classification selected below is true and accurate to the best of my knowledge of my use of the above listed vehicle.

Signature of Employee / Date

Classifications of Vehicle Usage

Treatment

Unrestricted: Unfetter usage of a county vehicle

Vehicle is within my control to come and go at will, and is not restricted to working hours only.

☐

100 percent taxable to individual, if usage information not provided

Restricted: No Personal Use

Maintain records of business and personal usage, vehicle on employer premises, and employee does not live on employer's premises where vehicle is stored.

☐

Must follow county policies and provide information to county auditor bi-weekly, sign policy affidavit annually, personal usage is taxable as income.

Commute Only:

Vehicle usage restricted to work, but, employee is allowed to take vehicle to and from work.

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Must follow county policies and provide information to county auditor bi-weekly, sign policy affidavit annually, personal usage is taxable as income.

Qualified Non Personal Use:

Vehicles qualified as Non-personal:

☐

Must submit affidavit annually regarding non-personal usage of vehicle

- ▶ Clearly marked, through painted insignia or words, police, fire, and public safety vehicles
Ex: Sheriff Patrol Vehicles
- ▶ Unmarked law enforcement vehicles, in certain cases (Law enforcement usually includes someone who regularly carries firearms)
- ▶ Ambulances, hearses
- ▶ Vehicles with loaded gross weight in excess of 14,000 pounds
- ▶ Miscellaneous Heavy Equipment
- ▶ Delivery trucks with limited seating
- ▶ Utility repair, dump, and garbage trucks
- ▶ Moving vans, passenger buses and school buses

No requirements
No requirements

No requirements
No requirements
No requirements
No requirements