

County of El Paso, Texas

Usage Policy For County or Grant Vehicles (includes leases)
Adopted by the Commissioners Court on December 16, 1996

Internal Revenue Services (IRS) regulations require that usage of a County or grant vehicle, whether it is owned or leased, must be properly and adequately accounted for. The County has a responsibility to monitor vehicle usage and to require that individuals report business and personal usage. Furthermore, the County has an obligation to assure compliance with the IRS vehicle usage guidelines.

It is the policy of the Commissioners Court that all county and grant vehicles be used solely for county business purposes. Employees are prohibited from using (or allowing others to use) any county or grant vehicle for personal purposes, except for *de minimis* personal use (such as to stop for lunch between two business deliveries). All vehicles must be stored on County's premises unless otherwise authorized by county officials or department heads due to the particular nature of that department which may require that vehicles be located otherwise in order to; effectively and efficiently serve the public needs; enhance public safety or specialized needs; allow uninterrupted departmental functions requiring employees on call; and for the purpose of securing county or grant vehicles. This policy is applicable to all functions and activities and is to be enforced by officials and department heads on behalf of the County.

IRS guidelines require that a determination be made of the taxability of usage of County and grant vehicles. Both business and personal usage of county and grant vehicles must be determined each year and shall be reported to the county auditor on a monthly basis. The county auditor is required to report as taxable income of an employee not exempted by IRS code, any benefit received from using a County or grant vehicle for personal use. Various methods may be applied in determining compensation to employees as defined by IRS guidelines and interpreted by the county auditor. Vehicle usage will be classified as follows: Unrestricted (unfettered usage of a county vehicle); Restricted (no personal use); Commute Only, and Qualified Non Personal Use Vehicles (Marked vehicles such as Police or Fire vehicles).

Employees shall document business and personal usage of County or grant vehicle(s). Failure to maintain such records may result in a taxable benefit to the employee. Periodic monthly reporting of business and total miles driven shall be provided to the county auditor's office. Each employee is responsible for keeping tract of miles driven and for annotating business or personal purposes (except where business purposes are truly obvious). Adequate records and sufficient evidence to support the employee's claimed business usage is required via a form prescribed by the county auditor. The county auditor shall retain supporting documentation regarding mileage reported, but in the event that only summary information is provided, the employee shall be responsible for maintaining detail records of business and personal usage. All employees, inclusive of those deemed exempt from reporting vehicle usage, shall annually provide an affidavit affirming that they have read the County's vehicle usage policies and will follow them.

Employee Affidavit of Vehicle Usage

I have read the above policy of the El Paso County Commissioners Court and affirm that I will abide by such rules. Furthermore, I acknowledge my responsibility of providing the aforementioned information of business and personal usage of a County or grant vehicle and that failure to supply such information may result in a taxable event for the benefit received.

Signature



Print Name

Date