

Vehicle Take Home

Effective: April 7, 2008

UDOT 06-02

Revised: February 15, 2018

Purpose

To establish the policy for determining which Utah Department of Transportation (Department) positions are allowed to take vehicles home in order to be more productive and responsive in their job tasks. It will also determine which ones are required to report this fringe benefit to the IRS (commuters) and which ones do not (garagers). Also, define process for short duration commute authorization.

Policy

To provide guidelines to insure the Department is in compliance with the IRS Publication 15-B, Employer's Tax Guide to Fringe Benefits, Department of Finance Policy 10-01.00, Travel – State Vehicle Usage, and Department of Administrative Services/Fleet Operations Rules listed below:

- R27-3-6 Application for Commute or Take Home Use
- R27-3-7 Criteria for Commute or Take Home Privilege Approval
- R27-3-8 Exemptions from IRS Imputed Daily Fringe Benefits
- R27-3-9 Enforcement of Commute Use Standards

The term Region Director in this policy applies to all four Region Directors and any of the Group Leaders at the Central headquarters.

Fleet Operations is in charge of managing the Take Home Policy for all State agencies. Special arrangements have been made with Fleet Operations in order for the Department to adhere to its own internal policy. These agreements are mostly concerned with the application and renewal process required by Fleet Operations.

Listed below are the only positions that are entitled to take vehicles home unless permission is granted by the Executive Director or designee:

1. The Executive Director is the only Department leader authorized for personal use. The Deputy Director, Region Directors and Operations Director are authorized to commute.
2. Roadway Operations Manager I positions are authorized to commute, except for special crews. Special Crew Manager I positions may be given a **limited** or **seasonal** commute privilege at the discretion of the Region Director. This will only be under conditions where they are required to give emergency response and not just act as regular snowplow operators or maintenance workers. There must be careful control of these types of privileges.

3. Roadway Operations Manager II and shop supervisor positions are authorized to commute except when the Region Director determines that the nature of an individual's work and time on the job are primarily office-focused rather than an assignment that requires they work primarily in the field out of their vehicles.
4. Roving Mechanics are authorized to commute during winter months only. This privilege **does not** cover Shop Supervisors or Mechanics who primarily work in the shop.
5. Region Risk Managers are authorized to commute in order to respond to accidents in a timely manner.
6. Resident Engineers are authorized to commute.
7. There are times when it is a benefit to the Department to allow commute privileges to Permits, Construction, Transportation, Materials Technicians, and other personnel. It will be the responsibility of the Region Director to limit commuting to times when a benefit is clearly defined. They will also control parking, reporting, and commuting by personnel to or from sites that are remote from the normal home office. All personnel parking, reporting, and commuting to work sites will require written approval from the Deputy Director, Region Director, or group leader. No garaging is allowed for technicians.
8. The Incident Management Teams will be allowed to garage their vehicles to respond to emergencies as needed.
9. Traffic Signal Maintenance Workers will be allowed to garage their vehicles. They primarily work from their specially equipped vehicles. Employees rotate on-call responsibility for emergencies during off hours. Those employees on-call are the only ones allowed to garage.

Commuting or garaging will be allowed only for the employees listed above unless granted permission by the Executive Director or designee.

State employees, when practical, may carpool with an employee that meets the requirements listed above. Each Region Director is responsible to strictly administer these commute and garage guidelines. Regions must notify Equipment Operations immediately of all new or cancellations of commute and garage status. It will not be necessary to give notice when seasonal commuting begins or ends but submit the FI-48s whenever commuting is occurring.

The commute and garage authorizations expire at the end of each calendar year and must be renewed to obtain a new authorization number. Each commuter and garager must fill out and submit a new MP-2 form to be renewed for the next year. This will ensure that all of the information required is as current and accurate as possible. The MP-2 form will be modified to include the employee's signature. This will replace the new signature form required by Fleet Operations and save time during the renewal process. All completed MP-2 forms must be returned to Equipment Operations before December 15. This should give sufficient time to update the information in the database.

Notice will be sent to the Region Director to investigate and respond back to Fleet Operations or the Auditors if any complaints are received about employees not following these commute and garage guidelines.

Procedures
Vehicle Take Home

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REQUEST AUTHORIZATION OR RENEWAL FOR COMMUTING OR GARAGING

Responsibility: Employee Requesting Take Home Privilege

Actions

1. Complete MP-2 Form, Request for Commute Authorization.
 - a. All fields must be filled out completely.
 - b. Fill out all of the employee information in the top section of the form.
 - c. Select a qualifying commute or garage category from Section 1.
 - d. Enter the total number of days and miles to commute or garage per month in Section 2.
 - e. Enter the total number of days you are called out per year in Section 3.
2. Sign and date the bottom of the form.
3. Submit original form to the Region Director for approval.

Responsibility: Region Director

4. Review the MP-2 form for accuracy.
5. Sign and date the bottom of the form.
6. Forward original form to Equipment Operations for review.

Responsibility: Equipment Operations

7. Review the MP-2 form to ensure position qualifies for commute or garage privileges.
8. Submit the MP-2 form to Director of Operations for final approval signature.

Responsibility: Director of Operations

9. Sign and date the MP-2 form.
10. Return MP-2 form to Equipment Operations for processing.

Responsibility: Equipment Operations

11. Enter take home information into Fleet Operations database.
12. Print out authorization form to submit to Fleet Operations.
13. Update any changed information in Fleet Focus.
14. Make copy of MP-2 form for filing.
15. Submit original MP-2 form and authorization form to Fleet Operations.
16. Notify employee and Region Administrative Services Managers of the authorization number to use for commuting or garaging.
17. Provide a summarized count of all commute or garage categories to the Deputy Director and the Director of Operations after the annual renewal process is complete.

Responsibility: Employees Authorized to Commute or Garage

18. Complete T-65A form each month as required.
 - a. This form documents the total miles driven for the month, commute and garage miles, and the number of call outs per month.
 - b. This information will be helpful for the annual renewal process.
19. Turn in copy of the T-65A form at the end of each month to accounting technician who enters the equipment usage for your area.
20. Report commute miles to employee's payroll technician to be entered on an FI-48 form and processed into the SAP payroll system.
 - a. This step does not apply to employees who garage their vehicles.
21. File the original T-65A forms for any future reference or auditing purposes.
22. Renew take home authorization each calendar year by December 15, by repeating the procedure from the beginning.

Responsibility: Region Accounting or Payroll Technicians or Comptroller's Service Center

23. Enter miles driven for the vehicle into FINET from the T-65A form.
24. Enter the fringe benefit for the employee from FI-48 for commute miles for the month.