

RESOLUTION NO. 21-61

AMENDING SECTION 4.09 OF THE OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL
- VEHICLE USE POLICY

RESOLVED, by the Ozaukee County Board of Supervisors that Section 4.09 of the Policy and Procedure Manual be amended to read:

4.09. VEHICLE USE POLICY

- (1) Each employee required or authorized to drive a County owned or leased vehicle, shall submit to the Human Resources Department, upon hire or at the required time a valid Wisconsin driver's license for the type of vehicle to be driven.
 - (a) The validity of the employee's license will be checked through the Wisconsin Department of Transportation.
 - (b) Any employee performing work, which requires the operation of a vehicle, must notify his/her immediate supervisor forth with in those cases where his/her license is expired, suspended or revoked and/or the employee is unable to obtain an occupational permit from the State of Wisconsin Department of Transportation and shall not drive a County owned or leased vehicle until said condition is corrected.

(2) Personal Use of County Vehicles:

(a) Definitions:

1. "Commuting trip" means a one-way trip from either the home to the job site or the job site to the home, as the case may be, and not a round trip of home to job site to home.
2. "Personal use" means any use which is for the benefit or enjoyment of the employee, or is not in pursuit of the business or interests of the county, or is in pursuit of a business or trade other than that of the county.

~~(b) County employees shall not use any County owned vehicle for personal use, except by the provisions of the Code of Federal Regulations, Internal Revenue Regulations, as such may be amended.~~

~~1. The following are the employees who are permitted to drive a county vehicle to and from work:~~

- ~~a. Sheriff,~~
- ~~b. Planning and Parks Director (or Designee),~~
- ~~c. Emergency Management Director (or Designee),~~
- ~~d. Highway Department Superintendents,~~
- ~~e. Drug Unit Investigator,~~
- ~~f. Radio Equipment Technician/Programmer,~~
- ~~g. Undersheriff,~~
- ~~h. County Administrator,~~
- ~~i. Building Superintendent~~
- ~~j. Technology Resources Communications Services Manager~~

(b) Take Home County Vehicles: take home county vehicles may be assigned to specific positions in order to enhance public safety and/or where it can be clearly shown to improve the efficiency of county operations.

- (c) Take home County vehicles are not intended as an employee fringe benefit.
- (d) The County Administrator's Office shall approve a list of positions eligible for take home county vehicles and file it in the Human Resources Office.
 - 1. The list of positions assigned a take home vehicle shall be reviewed annually by the County Administrator's Office to ensure that each assignment continues to comply with this policy.
 - 2. The list of positions assigned a take home vehicle and the personal use valuation calculated per subsection (h) of this policy shall be reviewed annually by the Finance Committee.
- (e) Requests for adding additional positions to the list shall be made to the County Administrator in writing explaining the positive impact the take home vehicle will have on public safety and/or operational efficiency.
- (f)2. This section shall not forbid employees using county vehicles to commute to and from work from making stops or minimally deviating from their normal commuting route to attend to personal business.
- (g)3. Employees may be permitted to drive a county vehicle to commute to and from work for official business purposes with prior approval of their Supervisor or Department Head, this section shall not apply to employees who regularly use a vehicle for commuting purposes
- (eh) Personal use valuation:
 - 1. Each employee who is required to commute to and from work with a county vehicle shall have included as gross income one of the following:
 - a. The sum of \$1.50 per commuting trip
 - b. A sum equal to the same automobile travel allowance established for other officials and employees in a resolution annually adopted by the County Board per mile actually driven in so commuting to and from work
 - 2. This sum shall be reported as ordinary income for federal income taxes, state income taxes, and social security taxes.
- (di) No unauthorized persons will be allowed to either operate or ride in the vehicle.
- (ej) Transporting family members in County vehicles shall be allowed only when the family member is accompanying an employee to a business meeting or official function.
- (fk) All use of the vehicle assigned to the Sheriff, Undersheriff, County Administrator and Emergency Management Director shall be considered an official function.

Dated at Port Washington, Wisconsin, this 2nd day of March 2022.

SUMMARY: Amending Section 4.09 of the Policy and Procedure Manual - Vehicle Use Policy

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

RESULT: APPROVED [UNANIMOUS]
MOVER: R. Nelson, Supervisor District 6
SECONDER: M. Wolf, Supervisor District 11
AYES: Schlenvogt, Wolf, Geracie, Nelson, Jobs
EXCUSED: P. Melotik

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 **Passed By Majority Vote**

Winker		YES
Haas		YES
Jobs		YES
Schlenvogt		YES
Clark		YES
Nelson	S	YES
Becker		YES
Larson		YES
Grabow		YES
Melotik		YES
Wolf		YES
Richart		YES
Vacant		ABSENT

Rishel		EXCUSED
Geracie	M	YES
Whitworth		YES
Irish		EXCUSED
Stelter		YES
Ross		YES
Godden		YES
Strom		YES
Holyoke		YES
Henrichs		EXCUSED
Braverman		EXCUSED
Frohman		EXCUSED
Minkel-Dumit		EXCUSED