

ORDINANCE NO. **11183**

AN ORDINANCE establishing policies and criteria related to authorizing county employees to use county owned vehicles to commute to and from work, and amending ordinance 10930, Sections 2,3,4,5, & 11, and repealing Sections 6,7, & 8.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 10930, Section 2, is hereby repealed and replaced with the following:

DEFINITIONS. For Purposes of this ordinance, the following terms shall have the meanings set forth below:

A. "Assigned take-home vehicle" means a county vehicle which is used by a county employee for county business and for regularly commuting to and from the employee's home and work station.

B. "Assigned vehicle" means a county vehicle assigned to a department or county employee for county business, but not for employee commuting to and from the employee's home and work station.

C. "Emergency Response" means an employee response to an emergency situation requiring immediate attention for the protection of life or property.

D. "Motor pool dispatch vehicle" means a vehicle issued from a central motor pool for a single trip or for less than three working days.

E. "Occasional overnight usage of county-owned vehicles" means county employees taking home county-owned vehicles after attending night meetings or other county business activities that occur outside an employee's normally scheduled work hours. Occasional overnight usage of a county-owned vehicle shall mean no more than twelve times per quarter on average.

F. "Work station" means the office or site a county employee reports to perform normally scheduled work.

1 SECTION 2. Ordinance 10930, Section 3, is hereby amended
2 to read as follows:

3 TAKE-HOME VEHICLE ASSIGNMENT POLICIES AND CRITERIA. The
4 Council wishes to restrict the number of take-home vehicles
5 provided to county employees. To accomplish this objective,
6 the following policies and criteria shall be used as the basis
7 for authorizing take-home vehicle assignments:

8 A. Take-home vehicle policies:

9 1. For county business before or after normal working
10 hours, providing motor pool dispatch vehicles or travel
11 reimbursement is preferred over the assignment of take-home
12 vehicles.

13 2. The assignment of a take-home vehicle is neither a
14 privilege, nor a right of any county employee.

15 3. Take-home vehicle assignments shall not be made
16 based on employee merit or employee status.

17 ~~4. The need for communication access (car radio,~~
18 ~~telephone, etc.) shall not normally be considered adequate~~
19 ~~justification for a take-home vehicle assignment.~~

20 ((5.)) 4 Wherever possible, county vehicles shall be
21 picked up and dropped off at designated county parking areas,
22 thereby avoiding the assignment of take-home vehicles.

23 B. Take-home vehicle assignment criteria:

24 1. Emergency Response. Take-home vehicles may be
25 assigned to county employees who:

26 a. Have primary responsibility to respond to emergency
27 situations which require immediate response to protect life or
28 property;

29 b. Respond to emergencies at least twelve times per
30 quarter;

31 ((b.)) c Cannot use alternative forms of transportation
32 to respond to emergencies; and

33 ((e.)) d Cannot pick up county-owned assigned vehicles at
34 designated sites.

1 Emergency response assignments (~~should~~) shall be
2 supported by data demonstrating the actual number and nature of
3 emergency responses in the prior year, and estimates of future
4 emergency responses. In addition, there must be an explanation
5 (~~as to~~) why an employee cannot use alternative forms of
6 transportation to respond to the emergencies or pick up county
7 owned assigned vehicles at designated parking areas.

8 2. Economic Benefit to the County. Take-home vehicles
9 may be assigned if employee travel reimbursement costs are
10 greater than the commuting costs associated with overnight
11 vehicle usage. Lost productivity costs, the cost of the time
12 it takes an employee to travel from a designated county parking
13 facility to their work station, shall not be included in the
14 calculation of economic benefit to the County. In addition,
15 there must be an explanation ~~as to~~ why an employee cannot use
16 alternative forms of transportation or pick up county owned
17 vehicles at designated parking areas.

18 3. Special equipment vehicles. Take-home vehicles may be
19 assigned if an employee needs specialized equipment or a
20 special vehicle to perform county work outside an employee's
21 normally scheduled work day. Employees taking a county vehicle
22 home must have primary responsibility to respond to
23 emergencies. Special equipment vehicle assignments shall be
24 supported by information describing the special equipment
25 needed to perform the county work. The need for communication
26 access (car radio, telephone, etc.) shall not be considered
27 adequate justification for a take-home vehicle assignment.

28 SECTION 3. Ordinance 10930, Section 4 is hereby repealed.

29 SECTION 4. Ordinance 10930, Section 5 is hereby amended
30 to read as follows:

31 AUTHORITY TO APPROVE TAKE-HOME VEHICLE ASSIGNMENTS. The fleet
32 administration section of the department of public works shall
33 be the executive agency in charge of implementing the
34 provisions of this ordinance. Fleet administration shall:

1 A. Develop the administrative rules to implement the
2 provisions of this ordinance;

3 B. Evaluate all take-home vehicle assignment requests
4 from executive departments; and

5 C. Approve and monitor take-home vehicle assignments
6 including the take-home vehicle assignments from the department
7 of parks, planning and resources, ((and)) the solid waste
8 division of the department of public works, and the airport
9 division((s)) of the department of ((public works)) facilities
10 management.

11 SECTION 5. Ordinance 10930, Section 6, is hereby
12 repealed.

13 SECTION 6. Ordinance 10930, Section 7, is hereby
14 repealed.

15 SECTION 7. Ordinance 10930, Section 8, is hereby
16 repealed.

17 SECTION 8. Ordinance 10930, Section 11, is hereby amended
18 to read as follows:

19 EXEMPTIONS.

20 A. Commissioned Police Officers. All vehicles assigned
21 to commissioned police officers, ((of the public safety
22 department)) including commissioned roads use investigators,
23 and arson investigators shall be exempt from the provisions of
24 this ordinance.

25 B. Occasional Overnight Usage. Occasional overnight
26 usage of county-owned vehicles is permitted. Occasional
27 overnight usage may involve:

28 1. Taking a county vehicle home before or after
29 attending a meeting away from the employee's normal place of
30 work; and

31 2. Taking a county vehicle home when an employee has
32 primary responsibility to respond to emergencies caused by
33 inclement weather, such as, flooding or heavy snow storms.

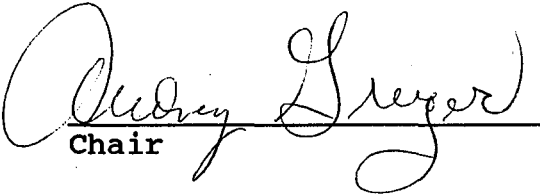
34 C. Collective Bargaining Agreement. All represented
35 employees whose collective bargaining agreement specifically

1 provides for take-home vehicle assignments are exempt from the
2 provisions of this ordinance.

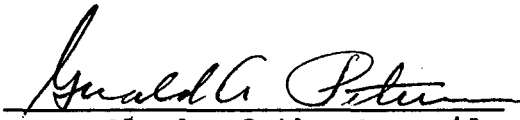
3 INTRODUCED AND READ for the first time this 22nd day
4 of November, 1993.

5 PASSED this 20th day of December, 1993

6 KING COUNTY COUNCIL
7 KING COUNTY, WASHINGTON

8 
9 Chair

10 ATTEST:

11 
12 Clerk of the Council

13 APPROVED this 30th day of DECEMBER, 1993

14 
15 King County Executive

16 Attachments: None