Miami-Dade County Take-Home Vehicle Form

- **This form must be filled out by any employee who is assigned a County funded vehicle that is not parked at the work site at the end of the workday.**
- **This is to include County owned, marked or unmarked, leased, and rented vehicles.**
- **Any changes must be sent to Fleet Management as soon as they are effective in order to maintain accurate records.**
- **Incomplete forms will be returned.**

☐ New Request ☐ Change/Update ☐ Delete

Department: _____ Division: _____

Employee Name: _____ Employee Social Security: _____

Classification _____

Work Address: _____ Home Address: _____
(If exempt from providing home address, you must provide County where residing and round trip home to work miles)

County of Residence: _____ Round Trip Home to Work Miles: _____

Vehicle Number: _____ Vehicle Year/Make/Model: _____

VIN #: _____ MSRP: _____
(For leased and rental vehicles only) (To be provided by GSA Fleet Mgmt)

Leased Vehicle Issue Date: _____

☐ Marked ☐ Rented (County Contract)

☐ Unmarked ☐ Leased (Executive Only)

☐ County Owned (Yellow Tag)

_____ _____
Employee Signature Signature Date

Form Date: 5/24/04

(Over)

Vehicle Assignment Categories

☐ **LS** Group 1 Executive Benefits Recipient (Non-Law Enforcement), (Car Assignment is in lieu of car allowance; this is a **taxable** benefit).

☐ **LE** Executive Benefit Recipient Law Enforcement Official (Car assignment is in lieu of car allowance; this is a **non-taxable** benefit).

☐ **NT** Sworn Fire or Law Enforcement Official required to take clearly marked vehicles home for operational reasons (car assignment is a **non-taxable** benefit).

☐ **6A** County employee required to take County vehicle home to provide 24 hour operational response (Commute value is a **taxable** benefit; justification for vehicle assignment must be attached to this form).

☐ **PP** PPVP/Per Resolution No. 941-91 Dated 9/16/91 and MDPD Departmental Manual Chapter 5, Vehicles.

☐ **UN** Vehicles per letter of understanding between the Dade County Police Benevolent Association and the MDPD dated 1/28/92 (Captains and Lieutenants).

Codes above should be entered on the PDPO screen by your DPR.

Reason/Use of Vehicle (Describe) _____

_____

_____

APPROVALS

Date	Immediate Supervisor (Print Name)	Approval Signature	Disapproval Signature
Date	Department Director	Approval Signature	Disapproval Signature
Date	Budget Officer	Approval Signature	Disapproval Signature
Date	County Manager's Office	Approval Signature	Disapproval Signature

Form Routing After Approvals

1. Employee Relations/Admin Services _____ (Received By) _____ Date
2. Finance Department/Payroll _____ (Received By) _____ Date
3. GSA/Risk Management (Leased Vehicles Only) _____ (Received By) _____ Date
4. GSA/Fleet Management _____ (Received By) _____ Date

Form Date: 5/24/04