

Vehicle Assignment

KCHA vehicles may be assigned to an employee, a department or an area office. At least one of the following conditions, as determined by the Department Director and approved by the Executive Director or designee, should exist prior to the assignment of a vehicle:

- When travel requirements of the employee, department or area office have demonstrated to average not less than 750 miles per month. This distance does not include home to work commuting.
- When an employee requiring a vehicle is on 24-hour call, as determined and approved by the Executive Director or designee, and it is not practical to provide any other means of transportation.
- When a need exists for a specially equipped or special purpose vehicle.

Assignment of a vehicle for any purpose other than those listed above is done only after justification by the Department Director and approved by the Executive Director or designee.

Assignment of a vehicle to an employee is not in itself sufficient justification for assignment of a take-home vehicle for commuting purposes. Annually, the Executive Director or designee, Department Director and Risk Manager will reevaluate, reassign and update all vehicle assignments.

Criteria for Assigned Take-Home Vehicle

KCHA take-home vehicles may be assigned to an employee when at least one (1) of the following conditions, as determined by the Department Director and approved by the Executive Director or designee, exists:

- **24-Hour On-Call:** When an employee requiring a vehicle is on 24-hour call, as determined and approved by the Executive Director or designee, and it is not practical to provide any other means of transportation.
- **More Economical:** When storing the vehicle at an employee's home is more advantageous and economical than the purchase, lease, or rental of a commercial garage or other parking facility. Security and safety are to be considered when determining storage location of vehicles.
- **Outside of Normal Working Hours:** When an employee regularly commences business activity prior to the opening time of an area office, or outside an employee's normally scheduled work hours, or later than the closing time of the vehicle's customary storage area.
- **Safety & Security:** When, because of darkness, late hour, isolated location, that area has a record of crime, there is a threat to personal safety, or there is a reasonable basis for fear or uneasiness in returning a vehicle to its customary storage area.
- **Incidental Travel:** When it is economical and advantageous to KCHA to allow such incidental travel in a vehicle.

*Department Directors may approve employees occasionally taking home KCHA vehicles when employees are attending night meetings or other business activities that might occur outside normal work hours ("occasional overnight usage").