

**WOODBURY COUNTY SECONDARY ROAD DEPARTMENT  
POLICY AND PROCEDURE MEMORANDUM**

SUBJECT: Travel in County owned vehicles

All county owned departmental vehicles will remain in the County Office Parking Lot or Buildings, District Shed Properties, or Maintainer Sheds or Lots overnight with the following exceptions.

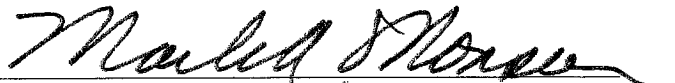
- 1) Vehicles used by the County Engineer and District Foreman. The County Engineer and Maintenance Foreman are "on call" employees and are required by their jobs to have vehicles at their residences when they are not on leave status. Said use of the county vehicles by the Engineer and Foreman shall be in compliance with the Woodbury County Policy for Use of Assigned County Vehicles as attached to this memorandum, and in some cases this is a taxable employee benefit.
- 2) Vehicles used by staff for approved travel to single day or overnight meetings when said travel requires the employee to either leave for the meeting or return home from the meeting after normal working hours and use of the vehicle receives prior approval of the County Engineer.
- 3) Other vehicles may be taken home whenever the Engineer deems it necessary to do so to efficiently perform county work.

Employees taking vehicles home will comply with all county regulations governing vehicle use and may be subject to taxation for a non cash fringe benefit.

Employees are normally required to carry their lunch to minimize the use of County vehicles to get lunch or snacks during the work day. Employees may make restroom stops as needed, but other personal use of county vehicles is prohibited and may subject the employee to disciplinary action.

Extra trips to and from the county yard and outbuildings for materials will be avoided if at all possible. Employees should plan their work for the day so that needed materials are taken out to the worksite when employees leave in the morning.

APPROVED:



Chairman-Woodbury County Board of Supervisors

  
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Mark J. Nahra, Woodbury County Engineer

Attachments:

County wide vehicle use policy