

Executive Order 09-03
DeKalb County, Georgia's Policy
For County Take-Home Vehicles

WHEREAS, DeKalb County desires to become more fiscally and environmentally responsible with regard to use of county property; and

WHEREAS, the use of county vehicles should be tied to a legitimate purpose.

NOW, THEREFORE, the Chief Executive Officer hereby establishes procedures that will govern DeKalb County employees' use of county take-home vehicles, or compensation in lieu of same, as follows:


1. The Chief Executive Officer, or his designee, shall determine which employees may use county take-home vehicles or receive compensation in lieu of same.
2. Within 30 days of this order, the Fleet Management Division of the Public Works Department shall submit a report to the Chief Executive Officer detailing the legitimate business purpose of every county take-home vehicle. This report will also outline the Fleet Management Division's recommendation of which county take-home vehicles should be removed from the County's fleet based on legitimate business purposes.
3. Within 30 days of this order, every employee who currently uses a county take-home vehicle, or who receives compensation in lieu of same, must complete and submit to the Chief Executive Officer a Request for County Take-Home Vehicle form, which is attached hereto so the Chief Executive Officer, or his designee, can determine an employee's eligibility to use a county take-home vehicle or receive compensation in lieu of same.
4. For those employees who currently drive county take-home vehicles and are subsequently found to be ineligible for a county take-home vehicle, they must immediately surrender possession of the vehicle to the Fleet Management Division of the Public Works Department.
5. All future requests for county take-home vehicles must be submitted to the Chief Executive Officer on the Request for County Take-Home Vehicle form.
6. Each employee who has been issued a county take-home vehicle shall submit to the Chief Executive Officer a Request for County Take-Home Vehicle form on an annual basis.
7. If an employee is eligible for a county take-home vehicle, the employee must sign an acknowledgement that they have read and reviewed the county vehicle rules promulgated by the Fleet Management Division of the Public Works Department.
8. Smoking is prohibited in county vehicles.

9. No employee residing more than thirty-five (35) miles outside the county line shall be eligible to use a county take-home vehicle.
10. No employee who is not required to work outside of normal business hours, as determined in the sole discretion of the Chief Executive Officer, shall be eligible to use a county take-home vehicle.
11. Any exceptions to this order must be submitted to and approved in writing by the Chief Executive Officer, or his designee.

NOW, THEREFORE, BE IT RESOLVED by the Chief Executive Officer that all DeKalb County Departments adhere to the aforementioned policy as it relates to county take-home vehicles.

This order is effective immediately.

So issued this 1 day of May, 2009.



W. BURRELL ELLIS, JR.
Chief Executive Officer
DeKalb County, Georgia