

## Administrative Policy No. 19.10.14

**Subject:** Take-Home Vehicle Requirements

**Information Contact:** Office of Accounting Services  
Chief, (360) 664 - 5716

**Authorizing Source:** [OFM State Administrative & Accounting Manual \(SAAM\)](#)  
[DES Enterprise Transportation Policy](#)  
Administrative Policy [14.12](#)  
[IRS Publication B](#)

**Effective Date:** December 28, 2023 <sup>1 Housekeeping 4/5/2024ii housekeeping 10/25/2024</sup>

**Revised:** New

**Approved By:** **Original signed by Richard Pannkuk**  
Assistant Secretary / Chief Financial Officer  
Facilities, Finance, and Analytics Administration

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### Purpose Statement

The purpose of this policy is to define take-home vehicles and outline the reporting requirements for the responsible driver.

### Scope

This policy applies to all Department of Social and Health Services (DSHS) employees, who have a permanently assigned state-owned vehicle parked at their personal residence on an ongoing/permanent basis.

### Additional guidance

DSHS administrative policies,

[19.10](#), Travel policies

[14.12](#), Accountability for state-owned vehicles

DES procedure [BR01.01.P1](#) – Permanently assigned motor vehicles

[IRS Publication B - Employer's tax guide to fringe benefits](#)

[Monthly commute mileage summary, form 16-272](#)

[Take home vehicle application, form 02-741](#)

[Monthly mileage usage maintenance travel log, form 04-323A](#)

**Definitions**

**Administration vehicle coordinator** is the DSHS employee appointed in each administration to manage the administration's fleet, and to act as the liaison between their local vehicle contact(s) and the agency transportation officer for all issues pertaining to vehicle policy compliance.

**Agency transportation officer (ATO)** is the DSHS employee within the central purchasing unit (CPU) who is responsible for the management of all agency owned vehicles used by DSHS employees.

**Assigned Vehicle** means a vehicle allotted to a local office or individual staff for use for official state business.

**Business miles** means miles traveled from official station to conduct official state business.

**Commute** means travel between the official residence and official station, or when the official residence and official station are the same city or town, travel from the traveler's home to their first business stop within their official station/residence and the travel from their last business stop within their official station/residence to their home. In multiple official station assignments, it is the travel between the official residence and the official station where the traveler is assigned to on that particular day. This includes use of a privately owned vehicle, bus, vanpool, and other modes of transportation.

**Commute route** means the most direct route between the last stop (home or business stop) within the official residence and the first stop (regular workplace or business stop) within the official station, or vice versa. When the official residence and official station are the same city or town, the commute route is the most direct route from the traveler's home to their first business stop within their official station/residence and the most direct route from the last business stop within their official station/residence to their home. (See Commute Mileage Diagram)

**Central purchasing unit (CPU)** is the DSHS organizational unit within the Facilities, Finance, and Analytics Administration (FFAA), whose staff provides technical assistance and consultation to the rest of DSHS regarding fleet management.

**Local vehicle contact(s)** means the DSHS employees appointed in each administration to manage vehicles at the region, institution, campus, or local office level.

**Official residence** means the city, town, or other location where the traveler maintains their primary residence. For employees, this information is obtained from their personnel records.

For non-employees, this information is obtained from Form 09-415 (authorization for expenditures).

**Official state business** means activities performed by an official or state employee, authorized volunteer, or contractor, work experience program participant, student or employee of another governmental jurisdiction as directed by his or her supervisor in order to accomplish state programs or as required by the duties of his or her position or office.

**Official station** means the city, town, or other location where the traveler's office is located, or the city, town, or location where their work is performed on a permanent basis. When a traveler does not have a regular workplace, the city, town, or other location of their official residence is considered their official station. For the purposes of these travel regulations, Olympia, Tumwater, and Lacey are considered the same official station. A traveler's official station is to be designated by their appointing authority and is to be determined by the needs of the agency and not assigned because it is the home or preferred living area of the traveler.

**Office of Financial Management (OFM), State Administrative & Accounting Manual (SAAM)** provides control and accountability over financial and administrative affairs of the Washington state. The policies and procedures in this manual are the minimum requirements that state agencies must meet.

**Monthly commute mileage summary** identifying all commute miles driven while traveling for business each month. Should be trip for trip, with the [monthly mileage usage maintenance travel log, form 04-323A](#), and if no commute miles driven on a trip, then you should report zero for that trip.

**State driver** means people who have been authorized by the agency head or authorized designee to operate a state vehicle used for conducting official state business. They include state employees, volunteers, students (high school or college students at least 18 years old and who have a minimum of two years of driving experience), and contractors.

**State-owned vehicles** are motor vehicles owned, rented, leased, or otherwise under the possession and control of the state. A rental vehicle is a state vehicle if it is rented by a duly authorized employee at the cost of the state and is solely for official state business. The use of a state vehicle must be authorized by the agency head or authorized designee and used only for official state business.

**Take-home vehicle** means an assigned vehicle, that is exclusively assigned to a staff and is parked at their official residence on an ongoing/permanent basis. Includes both owned and leased vehicles.

**Vehicle operator** staff assigned to a state-owned vehicle.

## Policy Requirements

1. When an employee has a vehicle strictly assigned to them and the vehicle is kept at the employee's home, the IRS considers that a fringe benefit, and the value of all commute miles become taxable income to the employee.
2. In order to comply with IRS requirements, any vehicle assigned as a take home vehicle to an employee, for sole use, must meet the IRS mileage requirements of 10,000 miles driven per year (pro-rated if assigned mid-year). If this mileage requirement is not met, the vehicle must be re-assigned to the fleet.
3. **Vehicle operators who are requesting or being assigned a take-home vehicle must:**
  - a. Comply with the requirements and processes outlined in this policy, DSHS policy 14.12, OFM SAAM policy, the Department of Enterprise Services (DES) enterprise transportation policy, and CPU fleet SharePoint;
  - b. Utilize the vehicle for official state business only; and
  - c. Submit take-home vehicle application to the administration vehicle coordinator for administration assistant secretary and DES approval;
  - d. Maintain and submit the **monthly commute mileage summary**, to the office of accounting services (OAS) tax desk by the 10<sup>th</sup> of each month. Mileage logs are due by the 10<sup>th</sup> of the following month of completed month of travel. Example – January 1 -31 is due by February 10<sup>th</sup>;
  - e. Failure to maintain and submit the **monthly commute mileage summary** may result in all miles driven to be deemed personal and subject to taxation and relocation of the vehicle to the nearest local office;
  - f. Submit the monthly mileage usage maintenance travel log with the monthly commute mileage summary monthly to OAS;
  - g. State vehicles will not be used for personal use outside of commuting;
  - h. Electric vehicle operators will be assigned an electric vehicle charging card to utilize when charging the vehicle. If the vehicle operators elect to charge the vehicle at their home, the operator will not be reimbursed; and
  - i. Acknowledge that the vehicle operator's supervisor/manager must perform annual review to ensure mileage requirement is met. The vehicle operator will be required to renew their application each calendar year.
4. **Administrations vehicle coordinator must:**
  - a. Comply with the requirements outlined in this policy, DSHS policy 14.12, OFM SAAM policy, and DES enterprise transportation policy;
  - b. Maintain a current list of take-home vehicles and the vehicle operator(s);
  - c. Ensure vehicle operators submit **monthly commute mileage summary** to the OAS tax desk by the 10<sup>th</sup> of each month. Mileage logs are due by the 10<sup>th</sup> of the

following month of completed month of travel. Example – January 1 -31 is due by February 10<sup>th</sup>;

- d. Ensure the monthly mileage usage maintenance travel log is submitted with the monthly commute mileage summary monthly to OAS;
  - e. Provide take-home vehicle application and justification form to administration assistant secretary;
    - i. Submit assistance secretary approval to DES motor pool for final approval;
    - ii. CPU be CC'ed on the application and justification form when it is submitted to DES motor pool.
  - f. Provide updates to DES and DSHS fleet services if a take-home vehicle has been relocated, reclassified vehicle category, or removed from take home vehicle status; and
  - g. Inform the employee, in writing of:
    - i. Tax implications of having sole use of a state vehicle
    - ii. Mileage/commute log requirements
    - iii. Identifying and reporting commute tracking
    - iv. IRS implications if the mileage and commute are not reported timely.
5. **Central Purchasing Unit, fleet administrator must:**
- a. Enforce compliance with the requirements outlined in this policy, DSHS policy 14.12, OFM SAAM policy, and DES enterprise transportation policy;
  - b. Maintain a current list of take-home vehicles and the operator(s);
  - c. Ensure vehicle operators submit **monthly commute mileage summary** to the OAS tax desk by the 10<sup>th</sup> of each month. Mileage logs are due by the 10<sup>th</sup> of the following month of completed month of travel. Example – January 1 -31 is due by February 10<sup>th</sup>;
  - d. Ensure the monthly mileage usage maintenance travel log is submitted with the monthly commute mileage summary monthly to OAS; and
  - e. Notify DES of potential take-home vehicle assignments once approved by the administration assistant secretary.
6. **Office of Accounting Services must:**
- a. Reference the current list take-home vehicle application form;
  - b. Ensure compliance with the IRS fringe benefits reporting requirements;
  - c. Maintain ongoing records of the **monthly commute mileage summary** and monthly mileage usage manage travel logs; and
  - d. Use current federal miles reimbursement rate to calculate the commute costs.

<sup>1</sup> Updated links to APs on new SharePoint

<sup>ii</sup> Provided clarity on process.