

**Section 612.07**  
**Take Home Vehicles**

- A. Vehicles assigned to individuals/employees may be taken home only if:
1. Commissioners Court specifically approves the assignment of a take home vehicle to a specific official/employee; and
  2. The official/employee drives a vehicle at least an average of 400 miles per month on official County business; and
  3. At least twice a week the official/employee departs his/her residence and goes directly to a meeting or job site without first going to the official/employee's home office; or
    - a. The official/employee routinely travels to meetings or functions related to his/her specific duties and responsibilities after normal business hours or on weekends; or
    - b. The official/employee's duties require the official/employee to be "on call" and they are routinely called to an emergency or work; and
  4. The official/employee lives in Fort Bend County.
- B. It shall be the responsibility of the Department Head/Elected Official to seek and receive prior Commissioners Court approval before he/she allows any official/employee to take home a County-owned vehicle.
- C. Any exception to this Policy must receive Commissioners Court approval before an official/employee is allowed to take a vehicle home.
- D. Any exception to this Policy must receive Commissioners Court approval on at least an annual basis.
- E. All take home vehicles must be approved by Commissioners Court

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- on at least an annual basis.
- F. Commissioner's Court considers all assignments of a take home vehicle to be temporary and as such subject to review and revocation at any time by Commissioners Court.
- G. Each department or office shall maintain a list of those officials/employees authorized to take a County-owned vehicle home and a copy of that list shall be furnished to Vehicle Maintenance and to the County Auditor. Vehicle Maintenance shall be responsible for maintaining a master vehicle list.