



# Employer-Provided Vehicles

## Weekly Mileage Log for Business (B) and Personal (P) Usage

### Vehicle Information

Department Name: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Year: \_\_\_\_\_

I hereby certify tha the classification selected below is true and accurate to the best of my knowledge of my use of the above listed vehicle.

\_\_\_\_\_  
Signature of Employee / Date



### Classifications of Vehicle Usage

### Treatment

**Unrestricted:**

Vehicle is within my control to come and go at will, and is not restricted to working hours only.

100 percent taxable to individual, if usage information not provided

**Restricted:**

Maintain records of business and personal usage, vehicle on employer premises, and employee does not live on employer's premises where vehicle is stored.

Must follow county policies and provide information to county auditor bi-weekly, sign policy affidavit annually, personal usage is taxable as income.

**Commute Only:**

Vehicle usage restricted to work, but, employee is allowed to take vehicle to and from work.

Must follow county policies and provide information to county auditor bi-weekly, sign policy affidavit annually, personal usage is taxable as income.

**Qualified Non Personal Use:**

Vehicles qualified as Non-personal:

- ▶ Clearly marked Sheriff Patrol Vehicles
- ▶ Unmarked law enforcement vehicles, in certain cases (Law enforcement usually includes someone who regularly carries firearms)
- ▶ Ambulances, hearses
- ▶ Vehicles with loaded gross weight in excess of 14, 000 pounds
- ▶ Miscellaneous Heavy Equipment
- ▶ Delivery trucks with limited seating
- ▶ Utility repair, dump, and garbage trucks
- ▶ Moving vans, passenger buses and school buses

Must submit affidavit annually regarding non-personal usage of vehicle

No requirements  
No requirements

No requirements  
No requirements  
No requirements  
No requirements