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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER: 011**  
**EFFECTIVE DATE: 04/07/09**  
**REVISED: 12/19/23**  
**AUTHORITY: BOC**  
**COUNTY MANAGER:**

**SUBJECT: VEHICLE STIPEND POLICY**

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**I. Purpose:**

To assist Storey County in achieving maximum productivity and cost effectiveness in transportation services for employees.

To provide fair compensation to employees that use their personal vehicles on a continuous basis for County-related purposes.

**II. Policy:**

Storey County department heads are required to attend to official county business on a regular basis outside of normal work hours and are regularly in an on-call status and are expected to return to work when called. Such employees may request that they use their personal vehicles for County related business for their own convenience. The use of a personal vehicle in exchange for an established stipend for such use may provide a financial benefit to Storey County. Not only in terms of the costs of maintenance of the County fleet, but in terms of the employees' work time.

A vehicle stipend provides the employee with compensation to help defray the cost of operating a vehicle, including depreciation, insurance, maintenance, fuel, and other operating costs, in lieu of a use of a county vehicle.

1. Eligibility for vehicle stipend. To qualify for a vehicle stipend, the department head must have a justified business need that includes one or more of the following:
  - i. The duties of the position require that the department head attend to county business that requires a vehicle on a regular basis outside of normal work hours.
  - ii. The duties of the position require that the department head attend to county business that requires a vehicle on a regular basis away from their county office.
  - iii. The duties of the position require the department head to regularly be in an on-call status whereby the employee is expected to return to work when called.
  - iv. The County Manager may qualify other employees for a vehicle stipend due to extenuating circumstances.

2. Authorization for vehicle stipend. The completion of the Vehicle Stipend form by all Department Heads is mandatory for approval by:
  - i. Human Resources Director
  - ii. Comptroller
  - iii. County Manager

Approved authorizations for vehicle stipends shall be reviewed at least annually, or at the discretion of the County Manager or Comptroller.

3. Vehicle Stipend amount.

- i. The vehicle stipend amount is as follows:

<b>Level</b>	<b>Estimated Average Annual Mileage</b>	<b>Stipend per pay period</b>
1	Less than 5,999	\$ 185
2	More than 6,000	\$ 323

- a) Elected Officials are entitled to Level 2 unless they specify level 1 based on average mileage or choose the use of a county vehicle in lieu of the stipend.
  - b) Appointed Department Heads are entitled to Level 1 unless they establish that average mileage warrants eligibility for Level 2 or choose the use of a county vehicle in lieu of the stipend.
  - ii. The stipend is not intended to fund the entire cost of operation of the private vehicle.
  - iii. All maintenance and repairs costs associated with use of the privately owned vehicle for county business are the responsibility of the vehicle owner, regardless of the vehicle stipend amount.
4. Payment and taxability of stipend.
    - i. Vehicle stipends shall be paid via payroll.
    - ii. Vehicle stipends are considered as taxable income pursuant to IRS tax rules.
    - iii. Vehicle stipends do not constitute an increase to base pay and will not be included in any calculation utilizing base pay including but not limited to the calculation of percentage increases in base pay due to annual salary increases, job promotions or salary reclassifications, or retirement contributions.
    - iv. The employee's decisions to purchase, own, or operate a vehicle based on approval of a vehicle stipend is not the responsibility of the county, and the county at any time may discontinue the vehicle stipend for any reasons or for no reason at all.

5. Use of the personal vehicle

- i. Prerequisites for authorized use of a privately owned vehicle for county related business:
  - a. All provisions of the Vehicle Use policy, Section 5, “Privately owned vehicle use for County business”, apply to any employee receiving a Vehicle Stipend.
  - b. It is the responsibility of employees to contact their private vehicle insurance carrier and ensure sufficient insurance coverage for the use of the private vehicle in accordance with this vehicle stipend policy.
  - c. The employee must complete the attached acknowledgment indicating that he/she has contacted his/her automobile insurance carrier to inform it of the intended use of the personal vehicle for business associated with this policy, that the insurance carrier will provide sufficient insurance coverage for the use of the private vehicle in accordance with this policy and that the department head understands that the stipend is considered as taxable income by the Internal Revenue Service.
- ii. Authorization for the vehicle stipend negates the use of a county vehicle for any local travel by the employee for official county business, unless otherwise approved by the County Manager.
- iii. Any employee receiving a vehicle stipend shall not use fuel or energy from the County fueling/charging facility.
- iv. All persons authorized to receive a vehicle stipend under this policy must acknowledge in-writing and have a signed copy of the Vehicle Use Policy on file in the Human Resources Department before receiving the stipends.

**III. Definitions:**

1. **Department Head:** This term is used to identify either an elected official or the head of a County Department recognized by the County as a Department Head unless otherwise specified.
2. **County vehicle:** A vehicle that is owned, rented, leased by the County, or used by the County through an interagency cooperative agreement.
3. **Personal vehicle:** A vehicle that is owned, leased, or otherwise authorized for use by the employee / driver and is not a for-hire vehicle.
4. **Official county business:** Activities that are directly related to or in support of the government or proprietary functions of Storey County government as certified by county manager or department head.

**IV. Related Laws, Regulations, or Policies:**

Storey County Vehicle Use Policy