



## VERNON PARISH POLICE JURY

### PARISH VEHICLE HOME STORAGE POLICY

#### POLICY

The Vernon Parish Police Jury provides vehicles for certain authorized individuals to use for business purposes only. Home storage of such vehicles is permitted for those that have received permission from parish administration.

#### APPLICABILITY

This policy applies to all employees and individuals authorized to operate a parish owned vehicle.

This policy is effective on the date of approval and **supersedes and replaces all prior policies** and understandings, whether oral or written, relating to the subject matter hereof.

#### REQUIREMENTS & PROHIBITIONS

1. Parish vehicles are provided for business use only. Use of such vehicles for personal reasons is strictly prohibited.
2. Only parish authorized personnel engaged in official parish business are permitted to operate or ride as passengers in a parish vehicle.
3. Authorized personnel operating a parish vehicle must possess and maintain a valid Louisiana driver's license and an acceptable motor vehicle record.
4. Vehicle operation must be in strict compliance with applicable state and local traffic laws and ordinances, and also comply with parish policies and directive regarding vehicle use.
5. No authorized individual who has used, or has within their system, alcohol, medical marijuana, or any illegal controlled dangerous substance in any measurable quantity is permitted to operate a parish vehicle.
6. No authorized individual who has used, or has within their system, medication, prescribed or otherwise, which impairs their ability to operate a motor vehicle is permitted to operate parish vehicle.
7. The use, possession, or presence of alcohol, medical marijuana, or illegal controlled substances in a parish vehicle are strictly prohibited.

8. All traffic accidents in a parish vehicle, regardless of severity, damage or injury, must be immediately reported to your supervisor and the appropriate law enforcement authority.
9. Drivers are personally responsible for traffic tickets, citations and fines received while operating a department vehicle except those due to the condition of the vehicle.
10. All tickets, citations or arrests for any violation of law (traffic or criminal) while operating a parish vehicle must be reported to your supervisor within 24 hours of occurrence.
11. Smoking is strictly prohibited within parish vehicles by both drivers and passengers.
12. Seat belts must be worn at all times. This requirement applies to drivers and passengers.
13. **Effective August 1, 2025, Louisiana law prohibits the use of wireless telecommunications devices while operating a motor vehicle.** This includes engaging in a call, writing, sending, or reading text-based communications. (House Bill 519 of the 2025 Regular Session).
14. Parish vehicles must be maintained in compliance with laws (lights, mirrors, horns, etc.) and display inspection stickers, license plates, parish decals, and equipment numbers.
15. Parish vehicles are to remain locked and parked in a secure area when not in use.
16. Authorized personnel are required to routinely inspect their assigned vehicle to ensure proper oil levels, water, coolant, antifreeze, belt wear and tear, and tire inflation. Preventative and scheduled maintenance requirements, as recommended by the manufacturer, must be timely performed.
17. Parish vehicles shall remain clean and be washed on a regular basis.

## **MOTOR VEHICLE RECORDS**

All employees that operate equipment or drive a parish-owned vehicle are subject a motor vehicle record check upon employment and as provided by law.

Commercial Driver's License (CDL) holders are required to provide a copy of their current medical certificate to Human Resources.

## **TAX OBLIGATION**

Home storage of parish vehicles on an ongoing basis is considered by the Internal Revenue Service to be a taxable, non-cash fringe benefit. All taxes applicable to home storage are the responsibility of the authorized user.

Personal use of a vehicle means nonwork-related purposes such as: the commute between home and work, using it on the weekend or for a vacation, or someone other than your employee using it like a family member, friend, or neighbor. If we cannot determine business versus personal use, the IRS deems the use 100% personal to the authorized personnel.

Vehicle Logs must be submitted to the Payroll Department to properly identify the fringe-benefit for reporting to the Internal Revenue Service. Logs will be provided to you by the administration.

## **VIOLATIONS**

Any authorized personnel failing to satisfy the requirements of this policy or violating the prohibitions of this policy will be subject to corrective action, including the possibility of termination. Non-compliance likewise may result in the withdrawal of the home storage privilege and/or the authorized person to be prohibited from operating a parish vehicle.

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## **ACKNOWLEDGEMENT**

I have read the above Parish Vehicle & Home Storage Policy and understand that I am expected to comply with this policy.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_