

City of Albuquerque

Application for Take-Home Assigned Vehicle

Application Date: _____ Department: _____

_____ New Application Division: _____

_____ Renewal Section: _____

_____ Change in Employment Calendar Year (Every January) _____

Employee Name: _____ Employee No.: _____

N.M. Drivers License No. _____ Class: _____ Expiration Date: _____
(Attach copy)

Traffic violations in last three years: Yes _____ No _____
(Use additional pages if necessary)

Have you been convicted of Driving while intoxicated in the last 3 years? Yes _____ No _____
(If yes, please explain details on additional page)

Job Title: _____ Job Code # _____
(Attach official copy of job description and an official copy of the organization chart w/position clearly marked)

Worksite Address: _____

Vehicle Parking Location: _____
(If different from worksite address)

Home Address: _____

Mailing Address: _____
(If different from home)

Telephone Number(s): (wk) _____ (Hm) _____ (c) _____

Emergency Telephone Numbers: _____

Is home within the Albuquerque City limits? Yes _____ No _____
(If no, list city and county)

City: _____ County: _____

Application for Take-Home Assigned Vehicle

(Continued)

Description of the Take Home Vehicle

Describe emergency equipment on vehicle or equipment transported: _____

Make: _____ Model: _____ Year: _____ License No: _____

Describe vehicle's communication equipment: _____

City Vehicle Number: _____

Vehicle radio call number or cellular phone number: _____

Brief description of vehicle: _____

Approximate distance from residence to worksite: _____ miles.
(one way)

Approximate percentage of time spent at worksite during regular working hours: _____

Justification for Emergency Use Take – Home Vehicles (Use additional pages, if necessary)

Average frequency of emergencies that required your immediate response during the previous 12 Months (per week), using actual historical data, during:

Working Hours: _____ Non – Working Hours: _____

Comments: _____

I certify that the information provided in this application is true and correct. I understand that falsifying information could result in disciplinary action. Further, I understand that personal use of city vehicles is prohibited and that I may be personally liable for any damages that result during non-official use and that I may also be subject to disciplinary action.

Application for Take-Home Assigned Vehicle

(Continued)

Employee Name: _____ Signature: _____ Date: _____
(Please Print)

Division Manager: _____ Signature: _____ Date: _____
(Please Print)

Dept. Director: _____ Signature: _____ Date: _____
(Please Print)

Chief Admin. Officer: _____ Signature: _____ Date: _____
(Please Print)

Comments _____

Required attachments:

1. Copy of NM Driver's License
2. Copy of Official Job Description
3. Copy of Department Organizational chart with Position Clearly Marked
4. IRS

Please forward copies of all applications to:

Department of
Finance & Administrative Services
Fleet Management Division
5501 Pino Yards, Building H
Albuquerque, NM 87103

Application for Take-Home Assigned Vehicle

City of Albuquerque IRS Taxable Fringe Benefit Form

Employee Name: _____ Employee ID No.: _____

Application Date: _____ Department: _____

Job Title: _____

Commuting value is where the employee is assigned a vehicle and is required to drive it to and from work with very few personal side trips. The current imputed income rate for this type of usage is currently \$3 per round trip at a value of \$747 per full year of usage. Weekends and holidays are not counted. Also, the employee cannot be an elected official or making more than \$145,700 per year. These numbers are subject to IRS annual change.

Annual Lease value is what is used for elected officials and those making more than \$145,700 per year. The vehicle fair market value (blue book value) must be determined on the first day it is made available to the employee, and is recalculated every 4 calendar years. This value is then found on the IRS Annual Lease Value Table which will give the annual lease value based on the fair market value. The percentage of personal miles driven must be determined and then multiplied by the annual lease value and then that figure is prorated by the number of days in the calendar year that the employee has the vehicle. These values are subject to annual changes by the IRS.

Employee Signature: _____ Date: _____

Instructions: Employees must complete the IRS Taxable Fringe Benefit Form and submit to Central Payroll Office upon the time the take home vehicle is assigned. The employee and the department should retain a copy for the file.