



Jefferson County Public Schools Vehicle Usage Information Form Commute Days

Fiscal Year:	
Employee Name:	
Employee ID Number:	
Department Name:	
Vehicle Number:	
Vehicle Year:	
Vehicle Make/Model:	

Number of <u>days</u> vehicle was driven to/from Work and Home from December 1st - March 15th:	
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Are you currently taking home a JCPS Board Vehicle?	
If you are no longer taking home a JCPS Board Vehicle, indicate the date you discontinued usage:	

JCPS Vehicle Assignment Procedures states, "Priority #1 vehicles are to be parked in a safe location at the employee's home, and are not to be used for any personal purposes". Using your JCPS vehicle for personal purposes other than commuting to/from work is a violation of this policy/procedure.

I have completed this form accurately and to the best of my knowledge. I understand that the JCPS Payroll Department will use the information on this form to calculate the taxable value of my personal use of the JCPS vehicle assigned to me, and applicable Social Security, Medicare, federal, state and local taxes will be calculated, withheld and reported on my W-2, Tax and Wage Statement.

Employee Signature

Date

Return Completed Form by March 30th to :

JCPS Manager of Payroll & Cash Management
VanHoose Education Center
3332 Newburg Road
Louisville, KY 40232