



DEPARTMENT OF ADMINISTRATIVE SERVICES
Brenda L. Sisco, *Commissioner*

General Letter No. 115
Revised March 2008

POLICY FOR MOTOR VEHICLES
USED FOR
STATE BUSINESS

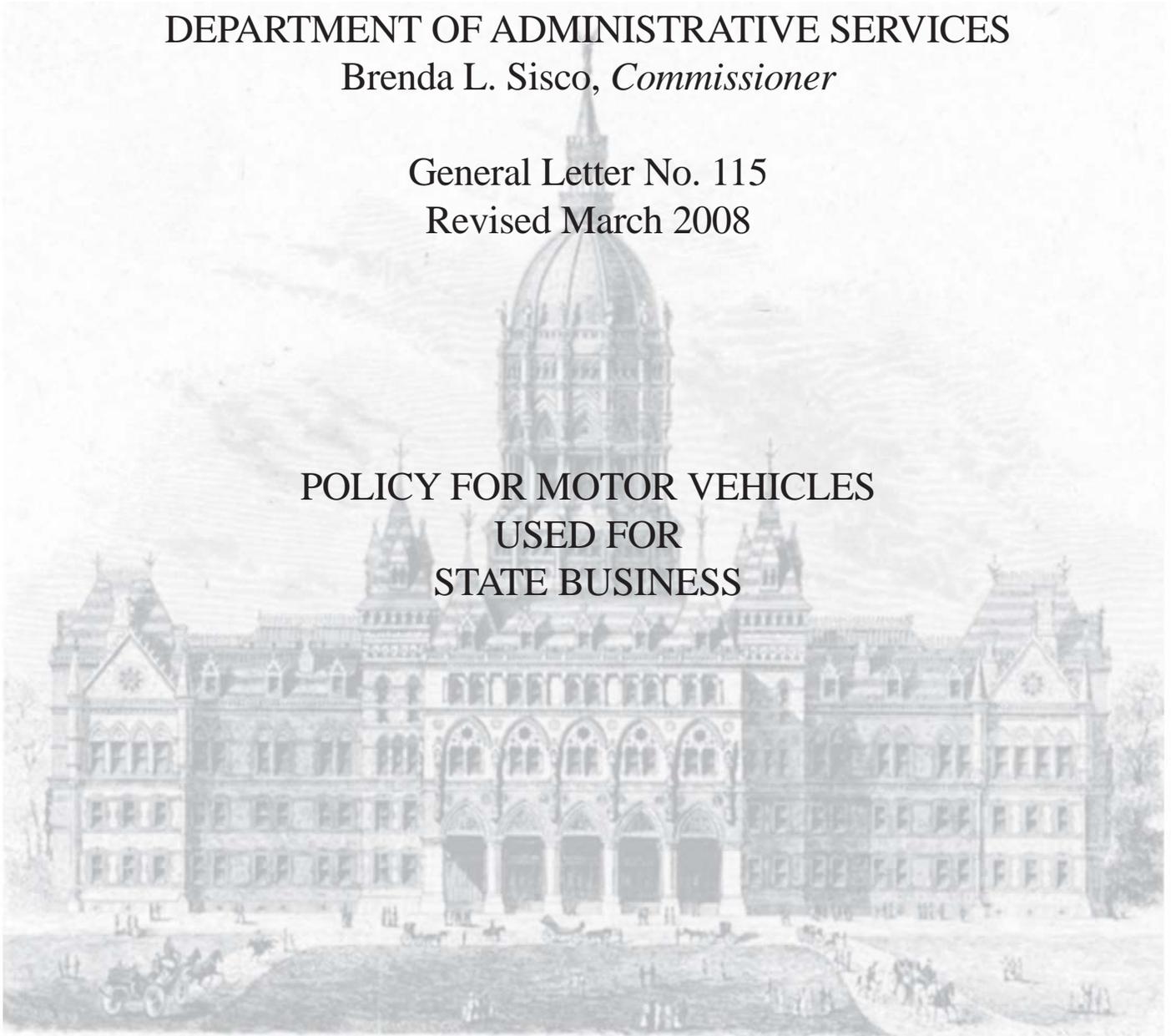


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DAS General Letter No. 115 - Policy for Motor Vehicles Used for State Business

Overview

Purpose

This policy was developed to administer the use of state-owned motor vehicles, as well as motor vehicles rented or owned by state employees that are used for official state business.

Scope of Policy

This policy applies to all executive branch agencies of State Government except State Police.

This policy replaces previously published policies.

This policy does not supersede any language or benefits provided under an applicable collective bargaining contract.

Definitions

“Motor vehicle” means automobiles, trucks, buses, and emergency vehicles.

“Official duty station” means the state-owned or leased building or other locations at which an employee reports for duty.

“Personally-owned vehicle” means a motor vehicle owned by a state employee and authorized for use on state business.

“Pool vehicle” means a state-owned motor vehicle assigned to an agency for use by two or more employees.

“Rental vehicle” means a motor vehicle that has been rented from a commercial rental agency (either in Connecticut or out-of-state) by a state employee or state agency for use on state business.

“State-owned vehicle” means a motor vehicle that is owned by the State of Connecticut.

Allocation of Responsibilities

Responsibilities of Agency Heads

Agency heads are responsible for:

- Enforcing this policy at their agencies;
- Ensuring the efficient and cost-effective use of state-owned and rental vehicles consistent with their agencies' missions;
- Determining the agency's vehicle needs and submitting requests for state-owned vehicles to the Director of DAS Fleet Operations;
- Deciding whether an employee has a justifiable need to park a state-owned or rental vehicle at his or her home on a continuous basis in accordance with the criteria set forth in this policy and any applicable collective bargaining agreements, and, if so, requesting permission from the Director of DAS Fleet Operations;
- Taking appropriate disciplinary action in the case of a violation of this policy, or for the unsafe operating practices of a motor vehicle; and
- Serving as or designating the Agency Transportation Administrator for their agencies.

Responsibilities of the Agency Transportation Administrator

The Agency Transportation Administrator shall be a high-level manager or executive with fiscal and policy-making authority who reports directly to the agency head.

The Agency Transportation Administrator is responsible for:

- Authorizing agency employees to obtain rental vehicles and authorizing any deviations from standard rental requirements;
- Deciding whether to allow an employee to park a state-owned or rental vehicle at his or her home on an occasional basis, in accordance with the criteria set forth in this policy and any applicable collective bargaining agreements;
- Authorizing reimbursements to agency employees for the use of personally-owned vehicles on state business;
- Ensuring that an up-to-date statement of insurance with minimum liability is on file with the agency for each employee authorized to use a personally owned vehicle on official state business;

- Maintaining records regarding the agency’s usage of state-owned and rental vehicles, including but not limited to daily mileage logs, and submitting any required reports to the Director of DAS Fleet Operations;
- Maintaining records regarding the agency’s reimbursements to employees for use of personally-owned vehicles and submitting any required reports to the Director of DAS Fleet Operations;
- Investigating complaints concerning state vehicles, drivers and passengers and submitting any required reports to the Director of DAS Fleet Operations;
- Obtaining any necessary permits or permission for any equipment added to a state vehicle, in writing, from the Director of DAS Fleet Operations; and
- Ensuring that each agency employee who operates a motor vehicle on state business is aware of this policy and has the ability, knowledge, skill, experience and appropriate license to operate the type of vehicle assigned.

Responsibility of the Department of Administrative Services

The Department of Administrative Services is responsible for ensuring the efficient, cost-effective and orderly use of motor vehicles used for state business.

Responsibilities of the Director of DAS Fleet Operations

The Director of DAS Fleet Operations is responsible for:

- Reviewing the use of motor vehicles for state business to ensure full compliance with this policy;
- Allocating safe and well maintained state-owned vehicles to agencies;
- Directing that complaints concerning state vehicles, drivers and passengers are investigated and appropriate action is taken;
- Establishing standards of safe practice in the operation of motor vehicles;
- Requiring drivers to participate in designated driver education programs when appropriate;
- Reviewing written requests from agency heads seeking permission to allow an employee to park a state-owned or rental vehicle at an employee’s home on a continuous basis;

- Reviewing requests from agencies seeking permission to allow volunteer workers and individuals contractually employed by the state to drive state-owned or rental vehicles;
- Collaborating with the DAS Commissioner to suspend temporarily all or part of these policies in the event of a riot, natural disaster, patient emergency, employee strike or job action, or other emergency situations;
- Prohibiting employees from using a state-owned vehicle under the following circumstances:
 - o Non-compliance with motor vehicle laws and regulations, including but not limited to laws regarding motor vehicle licenses;
 - o Engaging in unsafe practices with a motor vehicle;
 - o Involvement in an excessive number of preventable accidents;
 - o Improper or discourteous conduct while the motor vehicle is under their control;
 - o Improper use of a motor vehicle; or
 - o Violation of any provisions of this policy.

Responsibilities of Drivers

- Each driver is responsible for:
- Being knowledgeable of, and compliant with, all of the rules and procedures outlined in this policy and any applicable collective bargaining agreement;
 - Driving courteously and obeying all motor vehicle laws;
 - Ensuring that state-owned vehicles are serviced at proper intervals and that DAS Fleet Operations is notified of needed repairs;
 - Ensuring that fluid levels (engine oil, transmission fluid, radiator coolant and window washer fluid) of state-owned vehicles are checked and replaced when low;
 - Ensuring that state-owned vehicles are brought in for emissions tests before the expiration date;
 - Ensuring that state-owned vehicles' interiors are kept clean;
 - Complying with all state accident procedures issued by the State Comptroller or the Director of DAS Fleet Operations, including but not limited to completing accident reports (MVCU-1) and submitting the report to his or her supervisor within 48 hours of the incident;
 - Promptly paying parking fines and other liability charges incurred while operating any motor vehicle on state business. Such fines are the personal liability of the driver;

- Possessing the ability, knowledge, skill, experience and appropriate license to operate the type of vehicle assigned;
- Completing and submitting all required reports within established timelines;
- Ensuring that his or her motor vehicle licenses and any required motor vehicle insurance is kept active and up-to-date; and
- Promptly notifying his or her Agency Transportation Administrator if his or her motor vehicle license is suspended, revoked or expired.

State-Owned Vehicles

Purchase or Lease of Motor Vehicles

DAS Fleet Operations is responsible for the purchase of motor vehicles for use by state executive agencies. No state agency may acquire a motor vehicle from any other source unless approved in writing by the Director of DAS Fleet Operations. This applies whether or not the acquisition is the result of a gift, purchase, lease or transfer.

Agency Vehicle Assignments

Assignments of state-owned vehicles are made to agencies only in the following circumstances:

- For use by certain elected officials;
- For use by approved appointed officials (see The Connecticut Handbook for Appointed Officials); or
- If it is essential to the conduct of agency business and it is the most cost-effective and efficient method of providing transportation to employees on state business.

Requests for vehicle assignment must be made in writing on the form established by DAS, and submitted to the Director of DAS Fleet Operations. A detailed justification for the need for a state-owned vehicle, including intended usage, estimated mileage, and garaging location must be included in the request.

State-owned vehicles are not permanently assigned to agencies or to specific individuals. The Director of DAS Fleet Operations may reassign, recall or transfer motor vehicles as necessary to ensure the efficient, cost-effective and orderly use of motor vehicles throughout the state.

Excess Vehicles

All motor vehicles determined by the Director of DAS Fleet Operations and/or the agency to be in excess of the agency's requirements shall be returned to DAS Fleet Operations.

Pool Vehicles

Motor pools of state-owned vehicles may be operated by an agency under the guidance of the Director of DAS Fleet Operations. The use of motor pools is encouraged wherever possible.

Pool vehicles shall not be assigned for the exclusive use of an individual employee. If an individual employee requires the exclusive use of a motor vehicle in order to perform his or her job duties, the agency shall submit a request for a vehicle assignment as described above.

Seasonal Vehicles

State-owned vehicles shall be assigned to agencies on a seasonal basis when it is functionally required and economical to do so.

The agency shall conduct an assessment of its need for a seasonal vehicle before each season. Seasonal vehicles are to be returned to DAS Fleet Operations after seasonal activities are concluded.

Lease Rates for State-Owned Vehicles

Agencies leasing state-owned vehicles from DAS Fleet Operations are billed monthly at established rates. Authorized expenses for routine servicing, maintenance and the replacement of motor vehicles are included in the lease rates. Agencies are billed separately for the following:

- Accident or vandalism damage to a vehicle which is not collectible from another party;
- Repairs necessary due to negligence, abuse or misuse of a vehicle, including failure to maintain proper fluid levels;
- Fuel and replacement oil between servicing; and
- Costs associated with installation, removal and purchase of specialized equipment.

Depending on the circumstances, DAS Fleet Operations may provide agencies with loaner vehicles when a vehicle assigned to the agency is brought into DAS Fleet Operations for service. The agency shall not be charged for the use of the loaner vehicle unless the agency fails to return the loaner vehicle within two business days of being notified that the vehicle assigned to the agency has been serviced and is ready to be picked up.

Vehicle Markings

All state-owned motor vehicles shall be identified in a manner prescribed by the Director of DAS Fleet Operations. No equipment, decoration or advertisement shall be affixed to a state-owned vehicle without prior approval from DAS Fleet Operations.

Vehicle Registration

DAS Fleet Operations is responsible for registration of state-owned vehicles. No agency is authorized to apply directly to the Department of Motor Vehicles for registration plates.

Rental Vehicles

Authorization to Rent a Vehicle

The Agency Transportation Administrator shall ensure that the rental of the vehicle is essential to the conduct of agency business and is the most cost-effective and efficient method of providing transportation to employees on state business.

Classes of Vehicles that may be Rented

Except in special circumstances, only vehicles in the following classes shall be rented: Economy, Compact, Intermediate, Standard, Full Size and Mini-Van.

The rental of any other class of vehicle (Premium, Luxury, Small Sport Utility, Large Sport Utility and Cargo Van/Pick-up Truck) is not permitted unless the Agency Transportation Administrator provides written approval to the rental agency. No blanket authorizations will be allowed.

Rental Procedures

State employees who are renting a vehicle for use on state business, whether in state or out-of-state, must in all circumstances use the existing state contract for rental vehicles.

- State employees who are traveling out-of-state on state business may book the rental vehicle through the State travel agency; however, they are not required to do so.
- If the employee works in a state agency that participates in the state purchasing card (P-card) program, the employee must use the P-card to rent the motor vehicle.

Third party liability and property damage liability insurance are included in the rental rates. The state will not pay for or reimburse the employee for any additional insurance.

In-state rentals of vehicles shall only be for business days. No weekend rentals (Saturday, Sunday and State Holidays) are allowed unless the Agency Transportation Administrator provides written consent in advance to the rental agency. No open-ended or blanket authorizations will be allowed.

Usage of State-Owned and Rental Vehicles

Appropriate Use of State-Owned and Rental Vehicles Drivers are permitted to use state-owned and rental vehicles only to conduct official state business.

Personal use of a state-owned or rental vehicle for social, recreational, religious, educational or any other such purpose, whether on duty or off, is not permitted.

Transportation of passengers, including state employees, is not permitted, unless this transportation is necessary to perform official state business. For appointed officials, see the Connecticut Handbook for Appointed Officials.

Overnight Parking of State-Owned Vehicles In general, all state-owned and rental vehicles must be parked overnight at state-owned or leased facilities. Vehicles shall be parked within a five-mile radius of the official duty station of the principal drivers.

Field personnel whose assigned geographic area is regional or statewide shall park their assigned vehicles at a facility determined by their agency's Agency Transportation Administrator with approval from the Director of DAS Fleet Operations.

State-owned and rental vehicles shall not be parked overnight on any street or highway or in commuter lots, except under emergency conditions.

Overnight Parking of a Vehicle at an Employee's Home Home Garaging on an Occasional Basis: The Agency Transportation Administrator may approve the garaging of a state-owned or rental vehicle at the home of an employee for a specific night only in the following situations:

- * The employee is required to attend a late-night meeting away from his or her official duty station;
- * The employee is required to begin work prior to 7:00 a.m. or end work after 6:30 p.m. away from his or her official duty station;
- * The employee is required to store specimens or samples in a refrigerator at their home; or

- * Other similar circumstances when the Agency Transportation Administrator determines that allowing the employee to park the state-owned or rental vehicle at his or her home for the night is essential to the conduct of agency business and is the most cost-effective and efficient method of providing transportation to employees on state business.

The agency must maintain records justifying the decision to allow the employee to park the vehicle at home for each night that the vehicle is parked at the employee's home. The Agency Transportation Administrator shall not issue open-ended or blanket authorizations for at-home garaging.

Home Garaging on a Continuous Basis: Agencies seeking permission to allow employees to garage a state-owned or rental vehicle at the home of an employee on a continuous basis must submit a written request to the Director of DAS Fleet Operations. The Director of DAS Fleet Operations will consider the merits of each request on a case-by-case basis; however, in general, permission is likely to be limited to the following situations:

- Employees whose collective bargaining contract requires garaging of a vehicle at home;
- Employees who are subject to 24-hour calls and must respond to emergencies such as riots, natural disasters, patient emergencies, accidents, complaints, investigations, etc. The agency head must certify that:
 - * The individual has in fact responded to emergencies outside of normal work hours within the previous six (6) months and mileage reports substantiate the agency head's certification; or
 - * The individual needs a specially equipped vehicle in order to respond appropriately.
- Employees involved in dangerous investigative or undercover work who might be subject to bodily harm or discovery of their identity by parking vehicles on state-owned property;
- Field personnel who carry state-owned weapons, traps, etc. in a vehicle that cannot be practicably garaged in a secure area. The agency head must certify that:
 - *There is a reasonable basis to assume that the employee's home will provide a more secure parking; and
 - *There is no other practicable alternative.
- Vehicles that have been subjected to repeated acts of vandalism or theft at state-owned parking locations. The agency head must certify that:

- * There is a reasonable basis to assume that the employee's home will provide a more secure parking; and
- * There is no other practicable alternative.

• Vehicles in which valuable equipment must be stored overnight. The agency head must certify that:

- * The equipment is highly visible or is highly likely to be attractive as an object of theft;
- * There is a reasonable basis to assume that the employee's home will provide a more secure parking and;
- * There is no other practicable alternative.

In addition, an employee who lives outside the borders of Connecticut and plans to park a state-owned or rental vehicle at his or her home overnight must also obtain authorization for out-of-state travel.

NOTE: Per Federal Public law 99-44, effective 1-1-86, overnight parking of a state-owned vehicle at an employee's home for more than one night per month may be classified as fringe benefit taxable income and reported to the Internal Revenue Service as such. Agencies should contact the Office of the State Comptroller for further information and reporting requirements.

Authorization to park at home may be removed at any time, subject to collective bargaining requirements, if it is determined to be in the best interest of the State.

Transfer of Motor Vehicles

State-owned or rental vehicles may not be lent, leased or rented to any person, organization, business, or other governmental jurisdiction except when approved by the Commissioner of Administrative Services.

Use of Vehicles By Volunteers and Contract Employees

State-owned vehicles and rental vehicles may not be driven by volunteer workers or individuals contractually employed by the state unless and until the Director of DAS Fleet Operations grants permission.

Fuel Purchases

Drivers of state-owned and rental vehicles must obtain fuel and replacement oil at state-owned stations located throughout the State. This rule applies regardless of whether the employee uses a P-card to purchase the fuel.

A state employee may purchase gasoline and/or oil from a commercial station only when he or she is operating the state owned or rental vehicle outside of normal work hours, out of state, or on weekends or in an emergency.

Agencies will be required to submit any reports requested by the Director of DAS Fleet Operations concerning gasoline and oil purchases.

Service and Repair of State-Owned Vehicles DAS Fleet Operations shall conduct the service, maintenance and repair of all state-owned vehicles unless it authorizes another agency to perform some or all of these duties.

In the event of an emergency breakdown of a state-owned vehicle outside of DAS Fleet Operations' normal work hours or on weekends, the driver should call 1-877-454-4204 (toll free). The call will be answered through the Department of Environmental Protection Dispatch Office, which will provide assistance.

Usage Reports Agencies shall keep daily mileage logs (Form CCP-40) for each state-owned vehicle assigned to them. The operator(s) shall certify these logs as true and correct.

On a monthly basis, each agency shall submit a usage report to DAS Fleet Operations in the format specified by DAS Fleet Operations. These reports shall be certified by the agency head as travel essential to that agency's official state business.

Repeated failure to provide DAS Fleet Operations with usage reports may result in the recall of the state-owned vehicle by the DAS Director of Fleet Operations.

Personally Owned Motor Vehicles on State Business

Appropriate Use of Personally Owned Vehicles for State Business The Agency Transportation Administrator must authorize the use of a personally owned motor vehicle by an employee for state business.

Proof of Insurance All state employees who are authorized by their Agency Transportation Administrator to use their own motor vehicles in the performance of their duties, must carry at least the minimum insurance coverage of:

- Third party liability: \$50,000/\$100,000
- Property damage liability: \$5,000

*If the applicable collective bargaining agreement provides for different levels of minimum insurance coverage, the collective bargaining agreement controls.

Reimbursement for Use of Personally Owned Vehicles

Reimbursement for use of an employee's personally owned vehicle will be made in accordance with State Standard Travel Regulations (5-141c-1 to 5-141c-11) and/or the applicable collective bargaining agreements.

If the use of a personally-owned motor vehicle by an employee is authorized by the Agency Transportation Administrator for official state business, the employee shall be reimbursed at an established mileage rate for travel on official state business less their normal round-trip commute from home to their official duty station, unless another method of calculating mileage has been provided under the applicable collective bargaining agreement. (See attached mileage map).

No payment for use of personally-owned vehicles is permitted for the following:

- Travel from home to official duty station or field assignment, unless provided under the applicable collective bargaining agreement;
- Any activity except official state business; or
- Participation in any activity in which an honorarium, stipend, monetary fee or gift of any value is given to the employee involved.

Penalties

Any violation of this policy may result in disciplinary action up to and including dismissal.

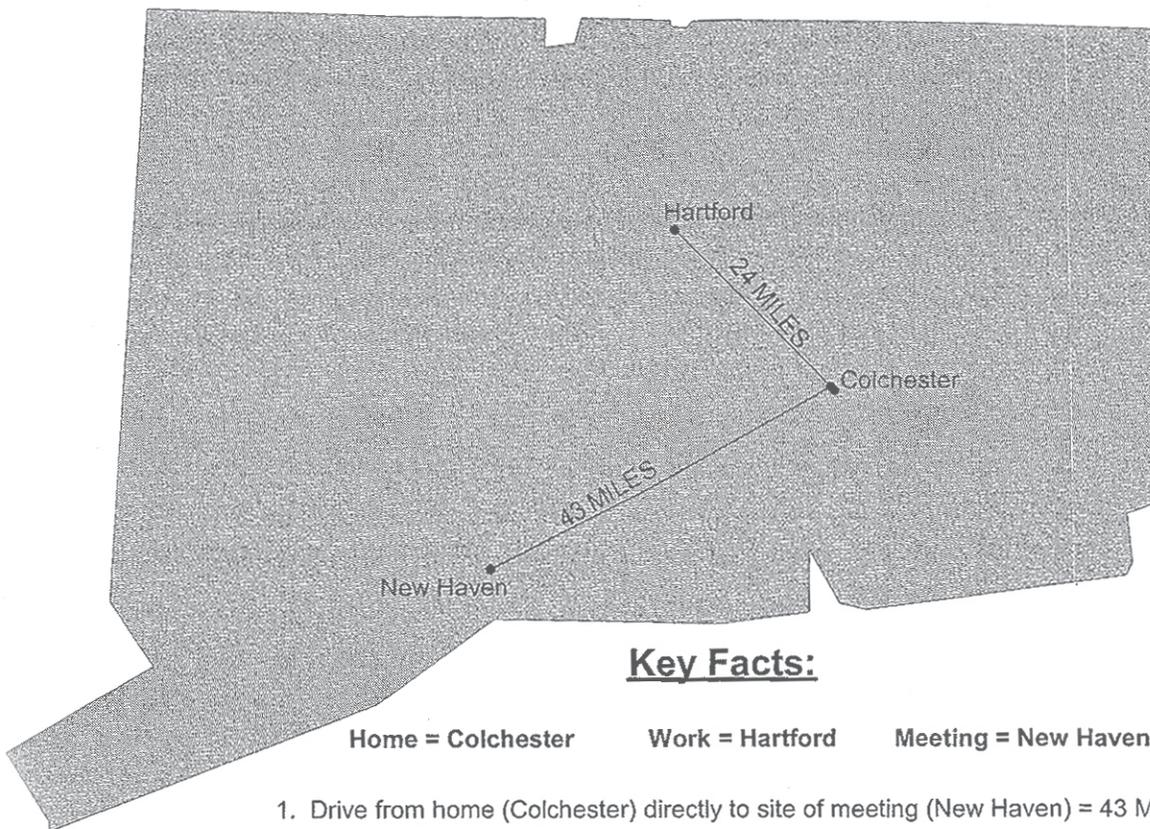
Violation of any policy, rule or regulation governing the use of a state-owned vehicle or any state motor vehicle law or regulation may result in the immediate recall of the vehicle by the DAS Director of Fleet Operations.

The willful neglect or misuse of any state-owned or rental vehicle is cause for disciplinary action under the provisions of state statutes or applicable collective bargaining contracts, and such misuse or false statements about the use of said vehicles may subject the employee to civil action. (See Connecticut General Statutes 4-165 and Regulations of Connecticut State Agencies 5-240-1a (c)(7)).

If an employee or driver is involved in an accident as a result of his/her own willful or wanton misconduct while in the operation of a state-owned or rental motor vehicle, the agency head may assess the responsible party for property damage to state property.

Mileage Map

How to calculate eligible mileage when traveling directly from home to a meeting or other off-site event



Key Facts:

Home = Colchester Work = Hartford Meeting = New Haven

1. Drive from home (Colchester) directly to site of meeting (New Haven) = 43 Miles
2. Normal commute from home (Colchester) to work (Hartford) = 24 Miles
3. For mileage reimbursement purposes, employee is entitled to the excess in miles over the normal daily commute to work.

Miles to Meeting = 43 Miles
Normal Commute = (24 Miles)

Mileage Reimbursement = 19 Miles

SUMMARY OF CHANGES TO GENERAL LETTER 115

1. Expanded the definition section to include definitions for “personally-owned vehicle,” “pool vehicle,” “rental vehicle,” and “state-owned vehicle.”
2. Created a separate section describing the allocation of responsibilities.
 - a. Clarified that agency head is responsible for (1) ensuring the efficient and cost-effective use of vehicles; (2) making and justifying vehicle requests and requests related to home-garaging on a continuous basis; (3) taking appropriate disciplinary action and (4) serving as or designating an Agency Transportation Administrator.
 - b. Created the role of Agency Transportation Administrator who is responsible for (1) authorizing rentals, home-garaging on an occasional basis and reimbursement for use of personal vehicles; (2) maintaining records regarding mileage, reimbursements, and insurance; (3) investigating complaints; (4) obtaining necessary permits; and (5) ensuring that agency employees have appropriate skills, abilities and licenses to drive.
 - c. Eliminated the following responsibilities from the Director of DAS Fleet Operations: (1) operating DAS regional motor pools; and (2) investigating complaints.
3. Changed the criteria for allocation of state-owned vehicles.
 - a. Only certain elected officials and approved appointed officials will be assigned cars.
 - b. Agencies must demonstrate that assignment of a state-owned vehicle is essential to the conduct of agency business and is the most cost-effective and efficient method of providing transportation. (Previously, agencies had to show one or the other.)
4. Specified that pool vehicles shall not be assigned for the exclusive use of one individual.
5. Eliminated the section requiring confiscated vehicles to be turned over to DAS Fleet.
6. Explained agencies will be charged for loaner vehicles if they fail to retrieve their assigned vehicles after servicing.
7. Eliminated the section indicating that agencies can ask for permission from DAS to apply directly to DMV for plates – only DAS should do this.

8. Created a new section to address rental vehicles.
 - a. Stated that the Agency Transportation Administrator must ensure that the rental of vehicles is essential to the conduct of agency business and is the most cost-effective and efficient method;
 - b. Identified the classes of vehicles that can be rented and time frames for rentals, and the authorization needed;
 - c. Established procedures for rental through the state contract, using P-card and not purchasing extra insurance
9. Expanded section on usage of state vehicles to include rentals.
 - a. Clarified that personal use of rentals is not permitted.
10. Expanded rules regarding overnight parking to allow parking at a state-owned or leased facility within a 5-mile radius of duty station.
 - a. This is intended to discourage the practice of people using state-owned vehicles for work to “almost-home commuting” by picking up their assigned vehicle in the morning in a state-owned lot near their home and then driving to work.
11. Changed rules regarding overnight parking at home.
 - a. Agency Transportation Administrators can approve occasional overnight parking when an employee has a late night or early morning meeting away from the official duty station or other similar situations.
 - b. Agency must maintain records justifying permission for each night.
 - c. DAS retains responsibility for authorizing parking at home on a continuous basis but situations in which permission is likely to be granted is limited to where the agency head certifies that the (1) individuals are actually responding to 24-hour calls or need specially-equipped vehicles in order to respond; (2) individuals have rights under collective bargaining; (3) it would be personally dangerous for the employee for whom to park at a state lot; (4) the employees are field personnel carry weapons or traps; (5) vehicles that cannot be safely left at state lots.
12. Required volunteers, in addition to contract employees, to be approved by DAS before being permitted to drive.

13. Clarified that the rule requiring fuel and oil to be purchased from state facilities applies to rentals as well as state-owned vehicles and applies regardless of whether the P-card is used.
14. Created new section specifying that DAS is responsible for all service and repair of state-owned cars unless DAS delegates that responsibility to another agency.
15. The minimum insurance coverage requirements for use of a personally-owned vehicle on official state business have not been changed. They remain \$50,000/\$100,000 for third party liability and \$5,000 for property damage liability.

VEHICLE REQUEST FORM

Agency: _____

Agency Head: _____

Basis for the vehicle request:

____ Vehicle is for use by an elected official.

Name: _____

Title: _____

____ Vehicle is for use by an approved appointed official.

Name: _____

Title: _____

Agency: _____

____ Vehicle is essential to the conduct of agency business and is the most cost-effective and efficient method of providing transportation to agency employees.

Describe how the agency will use this vehicle:

Will the vehicle be used as a pool vehicle or assigned to an individual employee?

Provide the names, titles and duty stations of the prospective operators:

Where will the vehicle be garaged overnight? *

*If the vehicle is to be garaged at the home of an employee on a continuous basis, complete and submit the "Request for Permission for Home Garaging" form.

Indicate the approximate number of miles the vehicle will travel each month: _____

Indicate the approximate number of days the vehicle will be used each month: _____

Will the vehicle need special equipment? _____

If so, describe the specific equipment needed:

Will the vehicle be used to transport clients/inmates? _____

If so, indicate the approximate number of clients/inmates per trip: _____

Will this vehicle be used for purposes other than transportation of persons (i.e.: grounds maintenance, transportation of equipment, etc.)? _____

If this vehicle is to be used for the transportation of equipment, please list the specific equipment to be transported, and document the weight and surface area of that equipment:

Will this vehicle be used to tow?

If so, please list what will be towed, the frequency and the weight of the cargo:

Is a four-wheel drive vehicle needed?

If so, please describe why and identify the specific terrain (by location) which dictates this requirement:

Is this vehicle part of an approved facility evacuation plan? _____

If so, attach a copy of that plan.

I certify that the information provided above is accurate and correct to the best of my knowledge.

Signature: _____ Date: _____

Agency Head

REQUEST FOR PERMISSION
FOR HOME GARAGING
ON A CONTINUOUS BASIS

Agency	Agency Head

Employee Name	Employee Title	Unit No. or Division
Employee's Official Duty Station	Employee's Work Area/Territory	Overnight Parking Location
Vehicle Registration No.	Vehicle Equipment No.	Vehicle Make/Model

I certify that the following circumstances exist that justify granting permission to the above-referenced employee to garage a vehicle at his or her home on a continuous basis.

	The employee's collective bargaining contract requires garaging of a vehicle at home. Contract: _____ Article: _____ Section: _____
	The employee is subject to 24-hour calls and must respond to emergencies such as riots, natural disasters, patient emergencies, accidents, complaints, investigations, etc. * The employee has in fact responded to emergencies outside of normal work hours within the previous six (6) months * The agency possesses mileage reports substantiating this fact.
	The employee is subject to 24-hour calls and must respond to emergencies such as riots, natural disasters, patient emergencies, accidents, complaints, investigations, etc. and needs a specially equipped vehicle in order to respond appropriately.
	The employee is involved in dangerous investigative or undercover work and might be subject to bodily harm or discovery of his or her identity by parking a vehicle on state-owned property.

	<p>The employee has been designated as field personnel and carries state-owned weapons, traps, etc. in a vehicle that cannot be practicably garaged in a secure area.</p> <ul style="list-style-type: none"> * There is a reasonable basis to assume that the employee's home will provide a more secure parking. * There is no other practicable alternative.
	<p>The employee drives state-owned or rental vehicles that have been subjected to repeated acts of vandalism or theft at state-owned parking locations.</p> <ul style="list-style-type: none"> * There is a reasonable basis to assume that the employee's home will provide a more secure parking. * There is no other practicable alternative.
	<p>The employee drives a vehicle in which valuable equipment must be stored overnight.</p> <ul style="list-style-type: none"> * The equipment is highly visible or is highly likely to be attractive as an object of theft. * There is a reasonable basis to assume that the employee's home will provide a more secure parking. * There is no other practicable alternative.

Signature: _____ Date: _____

Agency Head