

Vehicle Home Storage Permit Certification

Department of General Services
Office of Fleet and Asset Management

State department name: _____

Number of active Vehicle Home Storage Permits (VHSPs) as of the signature date of this certification: _____

This certification is due by January 2 of each year. Please submit the certification either electronically to your agency's assigned analyst or mail to:

Carol Shellenberger
Department of General Services
Office of Fleet and Asset Management
1700 National Drive
Sacramento, CA 95834

I certify that only those personnel who are required to have a permit (i.e., employees who store a state-owned vehicle at or in the vicinity of their home on a frequent basis, as defined below) have a VHSP on file with this department.

California Code of Regulations, Title 2, Section 599.808 (d) Storage of State-Owned Motor Vehicles:

(d) When a state-owned vehicle is to be stored frequently at or in the vicinity of an employee's home, regardless of the reason, a permit must be obtained in advance from his/her department. The permit must be signed by the department head, a deputy, or the chief administrative officer. The Department of General Services (DGS) will prescribe the form and procedures relating to such permits. Permits will be available for review by the DGS. At the discretion of DGS, any agency may be required to submit permits to it for final approval. For the purpose of enforcing this rule, "frequently" is defined as storing a state-owned vehicle at an employee's home, or in the vicinity thereof, for more than 72 nights over a 12-month period or more than 36 nights over any three-month period.

[Executive Order \(EO\) B-2-11](#) specifies that state agencies and departments may only issue VHSPs that are essential or cost-effective. In continuance of this policy, the DGS developed ongoing criteria to assist departments in their future determinations of essential and cost-effective VHSPs.

ESSENTIAL PERMITS

An essential VHSP is deemed necessary even though it may not be cost-effective. An essential VHSP must meet all the following criteria:

- The individual must respond to emergency events after hours as a primary responder.
- The emergency responder must respond to the field, rather than to a state facility where their vehicle could be stored.
- The emergency responder must be able reach the emergency event within 30 minutes to no more than 1 hour.
- The emergency response must require specialized equipment that is not transferrable to a personal vehicle or activity that is not reasonable for a personal vehicle (i.e., taking a felon into custody).
- The emergency response must be for health and safety purposes (i.e., responding to hazards or criminal activity).
- The individual only takes a vehicle home when needed as a primary responder.
- The individual must respond to a minimum of 24 emergency responses per year*.

A department should not issue an essential VHSP to any employee who does not meet all of the above criteria. It is also incumbent upon the department to report/record information as necessary to support the issuance of an essential VHSP.

*The DGS will allow an exemption process for essential VHSPs that cannot meet the minimum of 24 emergency responses per year if a department can demonstrate that there will be a significant health and safety risk to the public if this permit is not issued. A department will be required to submit the Std. 377 to the DGS for approval and provide narrative to substantiate the critical need for this VHSP.

COST-EFFECTIVE PERMITS

A cost-effective VHSP must meet at least one of the criteria from both Category A and Category B:

Category A

1. The employee has a department-approved home office separate from the department's facilities. Generally, the employee's duty statement and personnel file will denote that their reporting office is their home.
2. The vehicle is essentially the employee's office (i.e. performing requisite duties in the field on a daily basis directly from his/her home). However, the employee may still be required to occasionally work from a state office.

Category B

1. The employee's job (as reflected on the official duty statement) requires substantial field work (greater than 50 percent) and it is more efficient for the employee to travel directly to the field work location.
2. The employee drives directly to the field from home and/or has work related after-hour activities that account for 50 percent or more work days within a given month.

A department should not issue a cost-effective VHSP to any employee who does not meet the above criteria. It is also incumbent upon the department to report/record information as necessary to support the issuance of a cost-effective VHSP.

These general standards for cost effectiveness justify the use of a state vehicle versus reimbursement for the use of a personal vehicle or rental – it is not a justification for the state to pay for personal commute miles associated with taking a vehicle home. Providing for personal commuter transportation is not an obligation of the state.

I certify that whenever an employee, who has a valid vehicle home storage permit on file with the agency, stores a state-owned vehicle at or in the vicinity of his/her home; he/she has an essential and/or cost-effective permit as defined above.

Signature of Agency Secretary, Director or designee	Title
Print Name	Date