

**VEHICLE HOME STORAGE REQUEST/PERMIT**

STD. 377 (REV 9/2008) (FRONT)

**INSTRUCTIONS:**

1. Vehicle Home Storage Request/Permit must be renewed annually.
2. Before completing this Request, refer to excerpts from the Guidelines for Approval on reverse.
3. Retain original permit for current and previous fiscal years or until audited, whichever occurs first.
4. Submit annual report to:

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

AGENCY PERMIT NUMBER

EXPIRATION DATE

**Report is due June 30 and should include the total number of home storage permits and name and telephone number of point of contact**

DEPARTMENT		DATE REQUESTED	VEHICLE OPERATOR'S NAME		
DIVISION/UNIT		OFFICE TELEPHONE (CALNET)	CLASSIFICATION/JOB TITLE	WORKING HOURS	
OFFICE ADDRESS (Street and Number)			HOME ADDRESS (Street and Number) (See Privacy Statement below)		
(City)	(State)	(Zip Code)	(City)	(State)	(Zip Code)
OFFICIAL BUSINESS MILES TRAVELLED PER MONTH	DISTANCE FROM HOME TO OFFICE	DISTANCE FROM HOME TO WORK LOCATION	DISTANCE FROM OFFICE TO WORK LOCATION		
NUMBER OF TIMES PER MONTH VEHICLE TO BE STORED AT HOME		NUMBER OF TIMES PER MONTH VEHICLE TO BE STORED AT A STATE FACILITY	STATE FACILITY STORAGE LOCATION		
GEOGRAPHIC AREA WHERE TRAVEL OCCURS					

PURPOSE OF TRAVEL/NATURE OF WORK

CIRCUMSTANCES NECESSITATING HOME STORAGE

**Supervisors and Approving Officers are responsible for having read the excerpts from the Evaluation Guidelines on the reverse of this form.**

THIS REQUEST IS APPROVED FOR

 THREE MONTHS BEGINNING \_\_\_\_\_ ENDING \_\_\_\_\_
  ONE YEAR BEGINNING \_\_\_\_\_ ENDING \_\_\_\_\_

THIS REQUEST IS

 NEW
  RENEWAL
  DISAPPROVED

SUPERVISOR'S SIGNATURE	POSITION/CLASSIFICATION	DATE SIGNED
APPROVING OFFICER'S SIGNATURE (Department Head, Deputy, or Chief Administrative Officer)	TITLE	DATE SIGNED

**PRIVACY STATEMENT**

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), the principal purpose for the employee's home address is to administer the Vehicle Home Storage program. Failure to provide the information may delay processing of the request.

No disclosure of personal information will be made unless permissible under Article 6, Section 1798.17 of the Information Practices Act. Each individual has the right to inspect personal information in records maintained on the individual. The responsibility for maintenance of the information rests in the chief administrative officer of the employing department.

*All State employees with the sole exception of elected officials are required by law to meet the following usage criteria.*

### GUIDELINES FOR APPROVAL

Following are excerpts from the Government Code and the Department of Personnel Administration Regulations provided for assistance in determining what is appropriate vehicle use and what is misuse. It is important that the signatories (supervisor and approving officer) read and understand their responsibilities and liabilities prior to approval of the Vehicle Home Storage Request/Permit.

#### GOVERNMENT CODE

§ 19993.1. Restriction of use to conduct of state business; carpool or vanpool program

State-owned motor vehicles shall be used only in the conduct of state business. State business shall include the operation of state-owned vehicles as commute vehicles in a carpool or vanpool program authorized by a state agency, provided that a daily, weekly, or monthly fee is charged that is adequate to reimburse the state for the cost of providing such vehicles for such purpose. No state officer or employee shall use, or permit the use of, any state-owned motor vehicle other than in the conduct of state business.

§ 19993.6. Suspension from state service for violations; notice; answer; hearing

The department, upon its own initiative, may suspend from state service without pay for a period not exceeding 30 days, any officer or employee of this state exempt from civil service for violating this chapter or the rules and regulations adopted pursuant thereto.

#### CALIFORNIA CODE OF REGULATIONS TITLE 2 - DEPARTMENT OF PERSONNEL ADMINISTRATION

**599.808. 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 will prescribe the form and procedures relating to such permits. Permits will be available for review by the Department of General Services. At the discretion of General Services, 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. (Register 86, No. 26-6-28-86)

**843. Actual Costs and Liability Therefor.** (a) An employee shall be liable to the State for the actual costs to the State attributable to his/her misuse of a state-owned motor vehicle. Where, however, and to the extent that a superior directs the misuse, the superior and not the subordinate shall be liable. (Register 76, No. 48-11-27-76)

#### STATE ADMINISTRATIVE MANUAL

##### HOME STORAGE

(Renumbered from 4144 and Revised 6/96)

4109

**Storage of State-owned mobile equipment at an employee's residence on a regular basis requires an approved Vehicle Home Storage Request/Permit form, STD. 377, be on file with the employee's department.**

#### OFFICE OF FLEET AND ASSET MANAGEMENT HANDBOOK HOME STORAGE:

**Agencies/departments are responsible for monitoring, approving and maintaining current Vehicle Home Storage Request/Permit, STD. 377, for the storage of state-owned mobile equipment at a state employee's home.**

**The STD. 377 is signed and approved by the:**

- Supervisor, and  
Department head, deputy or chief administrative officer.

The criteria for home storage permits are:

- The employee departs or returns regularly from official trips away from the employee's headquarters under circumstances that make it impractical to use other means of transportation.

- The employee's home is reasonably enroute to or from the employee's headquarters or work site. The employee use the vehicle to conduct state business on the same day or before working hours on the succeeding workday.
- The employee responds to urgent or emergency calls outside scheduled working hours..
- State, other government entity or commercial parking is not available.
- The employee's duties require the employee to work unplanned overtime on a regular basis and results in no other practical means for the employee to get home.