## **VEHICLE USAGE JUSTIFICATION**

STD. 276 (Rev. 10/2019)

DETAIN COMPLETED FORM IN HOUSE FOR	VEHICLE LICENSE	REPORTING PE	REPORTING PERIOD	
RETAIN COMPLETED FORM IN-HOUSE FOR REFERENCE AND AUDIT UPON DEMAND				
REFERENCE AND AUDIT UPON DEMAND	MILEAGE FOR REPORTING PERIOD	PERCENTAGE OF	PERCENTAGE OF USE BY PRIMARY OPERATOR	
TO BE COMPLETED FOR ALL VEHICLES NOT IN COMPLIANCE WITH				
SECTION 4106 OF THE STATE ADMINISTRATIVE MANUAL. Attach copies of Monthly Travel Logs (Form STD. 273) for period covered		MBER OF WORKDAYS HICLE USED	PERCENT OF AVAILABLE DAYS	
DEPARTMENT	PRIMARY OPERATOR'S NAME			
DIVISION	TITLE			
OPERATOR'S HEADQUARTERS ADDRESS	HOME ADDRESS			
NATURE OF USAGE				
What is the justification for vehicle being primarily assigned to this operator? Describer operator's duties as they relate to the use of this vehicle.				
Are other means available to meet this need?				
NO YES If yes, why are the other means of transportation not utilized	?			
DEPARTMENTAL ACTION				
Departmental Pool General Services Pool	To different primary assignment which	n will better utilize vehicle		
Other				
SUBMITTED BY	TELEBLIONE NUMBER		I DATE	
PRINT OR TYPE NAME	TELEPHONE NUMBER		DATE	
PRINT OR TYPE NAME	DATE		<u> </u>	