

VEHICLE HOME STORAGE REQUEST/PERMIT

STD. 377 (Rev. 10/2019)

INSTRUCTIONS:

1. The Vehicle Home Storage Request/Permit (VHSP) 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 four previous fiscal years.
4. The Department of General Services (DGS) requires all State agencies to submit an annual certification form that denotes the number of VHSPs issued at that time. The certification is due January 2nd of each year.
5. Submit annual certification to: **Department of General Services**




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

AGENCY PERMIT NUMBER

EXPIRATION DATE

DEPARTMENT		DATE REQUESTED		VEHICLE OPERATOR'S NAME	
DIVISION/UNIT		OFFICE TELEPHONE (CALNET)		EMAIL ADDRESS	
DIVISION/UNIT		OFFICE TELEPHONE (CALNET)		WORKING HOURS	
OFFICE ADDRESS (Street and Number)				HOME ADDRESS (Street and Number) <i>See Privacy Statement below</i>	
(City)		(State)		(Zip Code)	
(City)		(State)		(Zip Code)	
OFFICIAL BUSINESS MILES TRAVELED PER MONTH		DISTANCE FROM HOME TO OFFICE		GEOGRAPHIC AREA WHERE TRAVEL OCCURS	
NUMBER OF TIMES PER MONTH VEHICLE TO BE STORED AT HOME		DISTANCE FROM HOME TO WORK LOCATION		CIRCUMSTANCES NECESSITATING HOME STORAGE <i>Criteria that allow for home storage on back page.</i>	
NUMBER OF TIMES PER MONTH VEHICLE TO BE STORED AT A STATE FACILITY		DISTANCE FROM OFFICE TO WORK LOCATION		PLEASE CHECK THE APPROPRIATE BOX(ES) <input type="checkbox"/> COST-EFFECTIVE TO INDICATE WHETHER THIS PERMIT IS <input type="checkbox"/> ESSENTIAL COST-EFFECTIVE AND/OR ESSENTIAL:	
STATE FACILITY STORAGE LOCATION (Street and Number)				IF YOU DRIVE AN ASSIGNED VEHICLE OR ALWAYS UTILIZE THE SAME VEHICLE, PROVIDE THE FOLLOWING INFORMATION:	
(City)		(State)		(Zip Code)	
(City)		(State)		(Zip Code)	
STATE FACILITY STORAGE LOCATION (Street and Number)		VEHICLE YEAR		VIN	
(City)		(State)		(Zip Code)	
(City)		(State)		(Zip Code)	
PURPOSE OF TRAVEL/NATURE OF WORK		MAKE		MODEL	
PURPOSE OF TRAVEL/NATURE OF WORK		MAKE		MODEL	

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

EMPLOYEE'S SIGNATURE				DATE SIGNED	
					
PRINT OR TYPE NAME				POSITION/CLASSIFICATION	
THIS REQUEST IS:				THIS REQUEST IS APPROVED FOR:	
<input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL <input type="checkbox"/> DISAPPROVED				<input type="checkbox"/> THREE MONTHS BEGINNING _____ ENDING _____ <input type="checkbox"/> ONE YEAR BEGINNING _____ ENDING _____	
SUPERVISOR'S SIGNATURE				DATE SIGNED	
					
PRINT OR TYPE NAME				POSITION/CLASSIFICATION	
APPROVING OFFICER'S SIGNATURE (Department Head, Deputy, or Chief Administrative Officer)				DATE SIGNED	
					
PRINT OR TYPE NAME				TITLE	

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.

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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 (employee, 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, (DPA)**

(DPA is now referred to as California Department of Human Resources)

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)

599.803. Actual Costs and Liability Therefore. (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)**

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 and be submitted to the Department of General Services for review upon request.

**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, and
- At the discretion of DGS, the Office of Fleet and Asset Management.

**Tax Consideration and Fringe Benefits
Associated with State Vehicle Usage**

State employees must report the taxable amount monthly on the State Controller's Office (SCO) form STD. 676V, Non-USPS Adjustment Request Values (Fringe Benefit/Employee Business Expense) and submit to their Department's Human Resources Unit. Please refer to Federal Internal Revenue Service Publication 15-B for tax consequences.

Employees must apply facts and circumstances on a case-by-case basis to determine taxable "personal use." The SCO Payroll Procedures Manual (PPM) Section N 129.1 has information that covers the taxable event triggered by State vehicle use, as well as the reportable/taxable amount to report. PPM Section N 129.1 also includes information regarding the exceptions to the taxable reporting requirements (e.g. "Qualified Non-Personal Use Vehicles"). The PPM is available on the SCO website at http://www.sco.ca.gov/ppsd_ppm.html

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CIRCUMSTANCES NECESSITATING HOME STORAGE*Employee must meet the criteria outlined below for either an Essential and/or a Cost-Effective permit to obtain Request approval:***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.

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 on 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.

**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 is required to submit the STD 377, to the DGS for approval and provide narrative to substantiate the critical need for each VHSP.*