

Vehicle Assignment Form

New Vehicle

New Assignment

Change of Assignment or Type

Agency:

DAS License Number:
(for existing assignments only)

Dept./Office:

Dept. Code:

Pool Vehicle

Long Term Assignment

Estimated Annual Miles:

Vehicle to be used for commuting:

Commute Miles:

Commute Code:

Total Estimated Miles:

(Total Estimated Annual Miles is the sum of "Estimated Annual Miles" and "Commute Miles")

Name:
Last First M.I.

Street Address:

City, State, Zip:

Work Phone #:

Cell Phone #:

Business EMail Address:

Commute Code Explanations

Code	Commute	Breakeven	Approval	Home Based	On Call	Special Equipment
N/A	N	Y				
HBE	N	Y		Y		
HSE	N	N	Y	Y		Y
BE	Y	Y				
BOC	Y	N	Y		Y	
OTH						

- A) N/A - Assigned vehicle not used for commuting purposes whose mileage exceeds breakeven point (vehicle typically housed overnight on/or at state owned or leased property).
- B) HBE - The employee's home is his/her headquarters and does not commute; net business mileage exceeds breakeven point (mileage reimbursement cost vs. cost of a state vehicle).
- C) HSE - The employees' home is his/her headquarters and does not commute; specialty equipment required that would be impractical to install or transport in the employee's personal vehicle. Vehicle assignment must be designated by the appointing authority, supported by duties in the employee's position description due to the mileage not exceeding the breakeven point. Note the equipment type in the remarks column.
- D) BE - The employee has a designated headquarters other than his/her home; net business mileage exceeds break even point and the vehicle is utilized for commuting. (Mileage reimbursement cost vs. cost of a state vehicle).
- E) BOC - The employee has a designated headquarters other than his/her home, the employee is on-call 24/7 to meet non-business hours emergency or security needs for a significant portion of the state, and the vehicle is utilized for commuting. On-call status must be designated by the appointing authority, supported by duties in the employee's position description, and must occur with such frequency to merit the commuting. A pool vehicle is either unavailable or securing the use of a pool vehicle would be impractical or economically unwise.
- F) OTH - Other. A written explanation is required and can be included in the Additional Remarks/Comments section or can be provided as an attachment.