



Long Term Driver Assignment Request

Authorization is requested from the Department of Administrative Services (DAS) for the below listed employee to be assigned a state owned or leased motor vehicle with the privilege to house overnight the listed vehicle, or a temporary replacement vehicle, on non-state owned or leased property (i.e. personal residence). Accurate and pertinent information is listed below that will allow DAS to approve or disapprove the requested assignment. Additional information and/or data will be provided to DAS upon request, with the understanding that DAS reserves the right to audit authorization requests at any time.

New Assignment Revision Terminate Assignment

Agency: Effective Date: Date Submitted:

Requested By: Job Title:

Vehicle /Equipment ID: VIN Number:

Assigned Driver Information

Driver Name: Job Title:

New Employee? Yes No

Commute Code: Projected Total Annual Miles:

Projected Annual Commute Miles:

Projected Annual Business Miles:

OFM use only:

Decision: Approved Denied (Notify Requestor) Decision by:

Reason:

Commute Code Definitions:

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)

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)

HSE – The employee’s 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.

BE – The employee has a designated headquarters other than his/her home’ net business mileage exceeds breakeven point and the vehicle is utilized for commuting (Mileage reimbursement cost vs. cost of a state vehicle).

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.

OTH – Other. A written explanation is required and can be included in the Additional Remarks/Comments section or can be provided as an attachment.

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