



REQUEST PERMISSION FOR HOME GARAGING

Agency	Agency Head	Title
Employee Name	Employee Title	Unit Number or Division
Employee's Official Duty Station	Employee's Work Area/Territory	Overnight Parking location
Vehicle Registration Number	Vehicle Equipment Number	Vehicle make/Model
[]	The employee's collective bargaining contract requires garaging of a vehicle at home.	
	Contract:	
	Article: Section:	
[]	The employee is subject to 24-hour calls and must respond to emergencies such as riots, natural disasters, patient emergencies, accidents, complaints, investigations, etc. <ul style="list-style-type: none"> The employee has in fact responded to emergencies outside of normal work hours within the previous six (6) months The agency possesses mileage reports substantiating this fact. 	
[]	The employee is subject to 24-hour calls and must respond to emergencies such as riots, natural disasters, patient emergencies, accidents, complaints, investigations, etc. and needs a specially equipped vehicle in order to respond appropriately.	
[]	The employee is involved in dangerous investigative or undercover work and might be subject to bodily harm or discovery of his or her identity by parking a vehicle on state-owned property.	

[]	<p>The employee has been designated as field personnel and carries state-owned weapons, traps, etc. in a vehicle that cannot be practicably garaged in a secure area.</p> <ul style="list-style-type: none"> • There is a reasonable basis to assume that the employee's home will provide more secure parking. • There is no other practicable alternative.
[]	<p>The employee drives state-owned or rental vehicles that have been subjected to repeated acts of vandalism or theft at state-owned parking locations.</p> <ul style="list-style-type: none"> • There is a reasonable basis to assume that the employee's home will provide more secure parking. • There is no other practicable alternative.
[]	<p>The employee drives a vehicle in which valuable equipment must be stored overnight.</p> <ul style="list-style-type: none"> • The equipment is highly visible or is highly likely to be attractive as an object of theft. • There is a reasonable basis to assume that the employee's home will provide more secure parking. • There is no other practicable alternative.
[]	Other exceptional circumstances.
	Please attach additional pages as necessary to describe the circumstance justifying at home Garaging of the vehicle.
[]	I certify that the following circumstances exist that justify granting permission to the above referenced employee to garage a vehicle at his or her home on a continuous basis.
	<p>Agency Head</p> <p>Signature: _____ Date: _____</p> <p>Print name: _____</p>
	<p>DAS - Permission to Garage a State Vehicle at Home Office of Logistics Management – Fleet Operations LB058 – MC 2012</p> <p style="text-align: right;">MM-11a Revision: 10/08/15</p>