



University of Connecticut
Health Center

**Office of Materials & Resource Management
Fleet Operations**

REQUEST FOR PERMISSION
FOR HOME GARAGING
ON A CONTINUOUS BASIS

(This form is the official template as supplied by DAS)

Agency	Agency Head

Employee Name	Employee Title	Unit No. or Division
Employee's Official Duty Station	Employee's Work Area/Territory	Overnight Parking Location
Vehicle Registration No.	Vehicle Equipment No.	Vehicle Make/Model

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.

<input type="checkbox"/>	The employee's collective bargaining contract requires garaging of a vehicle at home. Contract: Article: Section:
<input type="checkbox"/>	The employee is subject to 24-hour calls and must respond to emergencies such as riots, natural disasters, patient emergencies, accidents, complaints, investigations, etc. * 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.
<input type="checkbox"/>	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.

<input type="checkbox"/>	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.
<input type="checkbox"/>	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. <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.
<input type="checkbox"/>	The employee drives state-owned or rental vehicles that have been subjected to repeated acts of vandalism or theft at state-owned parking locations. <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.
<input type="checkbox"/>	The employee drives a vehicle in which valuable equipment must be stored overnight. <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.
<input type="checkbox"/>	Other exceptional circumstances.

Please attach additional pages as necessary to describe the circumstance justifying at-home garaging of the vehicle.

Signature: _____ Date: _____
Agency Head