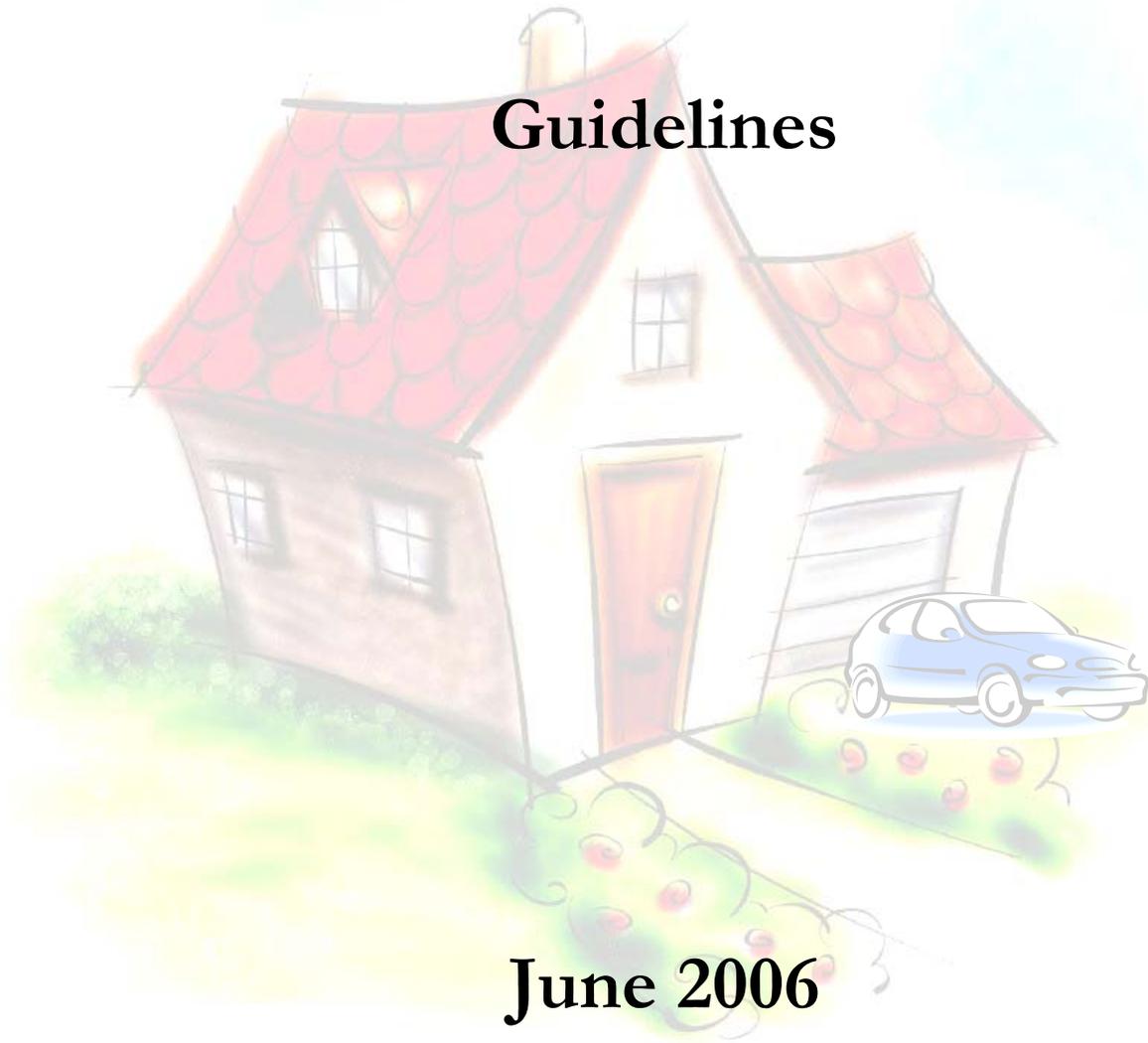


Vehicle Home Storage Permit

Guidelines



June 2006

AUTHORITY

The Division of Equipment is responsible for administering the use of State-owned or commercially leased vehicles at the California Department of Transportation (Department). These Guidelines outline the responsibilities and procedures for Department employees to successfully obtain and have Home Storage Permits (HSP's).

See Appendix A for these authorizing documents.

DEFINITIONS

Commute is defined as travel between an employee's home and work location.

Home storage is defined as storing any State-owned or commercially leased vehicle at an employee's home or in the immediate vicinity of their home for more than 72 nights over a 12-month period or for more than 36 nights over any 3-month period. Nights may be non-consecutive and include weekends.

Home is defined as any temporary or permanent living accommodation occupied by an employee during the course of his/her employment at the assigned headquarters or workplace.

Emergency Call Out is defined as reporting to a work location after normal work hours to perform unplanned activities that left undone may endanger travelers, the public, or the environment.

State-owned vehicle is any motor vehicle, as defined by California Vehicle Code Section 415, owned by the State. Such motor vehicles leased or rented by the State are also included in this definition for the purposes of these Guidelines.

Storage is defined as a parking location that provides an appropriate level of security from accidental damage, vandalism, or theft.

Use in Conduct of State Business is use of a State-owned vehicle when driven in the performance of or necessary to or in the course of the duties of state employment.

Home Storage Permit Coordinator maintains all records associated with the acquisition, use and justification for HSP's.

Home Storage Permit Manager receives a copy of all new and renewed HSP's. HSP Manager conducts a periodic audit of all HSP's to assure proper record keeping and retention. The HSP Manager submits an annual report to the Department of General Services, Office of Fleet Administration.

APPROVED USES OF STATE-OWNED VEHICLES

State-owned or commercially leased vehicles may only be used while conducting State business.

Driving to or from an employee's home at the conclusion or beginning of the employee's workday is an acceptable use of a State-owned vehicle provided one of the following conditions is met:

- Circumstances make it impracticable for the employee to use other means of transportation.
- The employee's home is reasonably en route to or from his/her headquarters or other work place where s/he is to begin work the following workday.
- The vehicle is to be used by the employee to conduct state business on the same day or before his/her usual working hours on the employee's next following workday. The employee must obtain prior authorization from his/her supervisor. The mere possibility that an employee "on call" may use the vehicle outside of business hours is not adequate justification for taking a State-owned vehicle home and therefore may be considered misuse of a state vehicle.
- No State garage (storage) facility is available.
- The employee is required to respond to urgent or emergency calls outside of his/her regular working hours, reasonably requiring the use of a State-owned vehicle.
- The employee is required to work unplanned overtime with the result that no other practical means of getting home is available to the employee.
- The vehicle is used for personal needs directly essential to carrying out official business such as obtaining food and lodging.

A HSP must be obtained when a State-owned or commercially leased vehicle is stored at home or in the immediate vicinity of home for more than 72 nights over a 12-month period or for more than 36 nights over any 3- month period. Nights may be non-consecutive and include weekends.

HOME STORAGE PERMITS (HSP)

Department issues three types of HSP's as described below:

Type A -- Incident and Emergency Response Preparedness

Type A permits are issued only to:

Maintenance and Transportation Operations employees for response to incidents and emergencies on the State Highway System, and

- Members of the Multi-disciplinary Accident Investigation Team (MAIT).

Issuance of a Type A HSP shall be based on minimizing Department response time for after hour incidents. Consideration for typical travel times from the permittee's residence versus an intermediary stop to obtain a State vehicle should be a primary criterion.

Traffic Management Centers, California Highway Patrol dispatch, or city and county dispatch usually initiate emergency call outs. However, in rural locations, the employee may need to exercise experienced judgment to initiate a "self-call" call-out.

Employees issued Type A permits typically meet the following conditions:

- Have the experience, training, and knowledge of local conditions required to affect incident response or
- Have the ability to repair traffic control devices and
- Have the authority to deploy additional resources to assure a safe trip with the least disruption to the traveling public.

- *Type B -- Construction and Construction Support*

Type B permits are issued only to field employees in Construction, Surveys, Material Testing, or Structures Construction who are responsible for:

- The timely completion of construction projects on the California transportation system, and
- Assuring traveler safety in construction work zones.

Typically, Type B permits are issued to employees who have any of the following work conditions:

- Perform construction inspection activities or respond to weekend call-outs.
- Seldom have reasonable access to State vehicle storage facilities.
- Perform construction inspection duties outside of normal work hours.
- Inspect items on construction projects on an on-call basis when construction activity is not taking place for such activities as Storm Water Pollution Prevention Plan and traffic control.
- Report to different work locations and projects from month-to month.

Issuance of a Type B permit for State-owned, leased or rented vehicles shall be based on the following three criteria:

- Assuring the safety of employees and travelers.
- Maximizing the availability of personnel necessary for field construction management.
- Optimizing overtime costs and travel expenses.

Consideration should be given to travel times for employees reporting directly to the job site versus requiring an intermediary stop to obtain a State vehicle.

To ensure that Supervisors uniformly consider optimization of the cost to the State for providing an employee with a Type B HSP, a Cost Benefit Analysis for Type B Permits must be completed. See Appendix B for a copy of the form.

- *Type C -- Operational Efficiency*

Type C HSP's are issued for the purposes of operational efficiency. The following are examples of employees who may be considered for Type C permits:

- The employee who regularly departs or returns from official trips away from the employee's headquarters under circumstances that make it impractical to use other means of transportation.
- The employee whose home is reasonably en route to or from the employee's headquarters or work site where s/he is to begin work the following workday.
- The employee who uses the State-owned or commercially leased vehicle to conduct State business on the same day or before working hours on the succeeding workday.
- State, or other government entity or commercial parking is not available.
- The employee's duties require the employee to work unplanned overtime on a regular basis and results in no other practical means for the employee to get home.

PROCESS FOR OBTAINING AN HSP

To obtain a HSP for an employee, a supervisor must submit the following documents to their District and/or Program Home Storage Permit Coordinator for approval. The Coordinator should be equivalent to Office Chief or District Division Chief level and approval must be no lower than the second-line supervisor.

Home Storage Permit (HSP) – STD 377 - The standard Home Storage Permit form is available through the Internet at: <http://www.documents.dgs.ca.gov/osp/pdf/std377.pdf>

NOTE: Adobe Acrobat is needed for the document above to work. It can be downloaded from: <http://www.adobe.com/products/acrobat/readstep2.html>

Cost Benefit Analysis for Type B Permits - This form is required for all Type B permits and is optional for Type A and C permits. It is available through the Department Intranet at: <http://onramp.dot.ca.gov/hq/equipment/fleet/HomeStorage/cba.html>

HSP's are valid for the period identified on the permit. The application for permit must contain an expiration date and a District and Cost Center to be considered valid. The permit must be renewed annually usually on the date initially issued. However, issuance of permits on an annual anniversary for an individual or unit basis is acceptable to accommodate the District workload. A copy of every new or renewed permit must be sent to the HSP Manager at the Division of Equipment headquarters office.

RECORD RETENTION AND STORAGE

The HSP Coordinator will maintain all records associated with the acquisition, use, and justification for HSP's. Included are:

- Home Storage Permit - Form STD 377
- Cost Benefit Analysis for Type B Permit
- Vehicle Mileage to be logged electronically in the Car Tags Online Usage Form (<http://newit.dot.ca.gov/equip/cartag/index.php>) on a weekly basis

The record retention period is two years: the prior fiscal year and the current fiscal year.

The following is the distribution of HSP forms:

- Original to HSP Coordinator (retained 2 fiscal years)
- Copy to HSP Manager, Division of Equipment (retained 2 fiscal years)

All records containing confidential personal information must be locked in a secure storage cabinet and made readily available for audit by authorized internal and external agencies and departmental review. Records containing confidential information include:

- Home Storage Permit - Form STD. 377

At the end of the record retention period, all HSP's and attachments will be handled as confidential material and destroyed consistent with the State Records Management Act (Government Code §14740 et seq. and SAM §1600 et seq.) This means:

- Sealed
- Escorted to a confidential shredder

PERIODIC REVIEW

Districts, Programs and Divisions are responsible for conducting periodic reviews of their HSP use and report misuse. The review should consider the following:

- Has the permit expired?
- Does the job assignment still necessitate a home storage permit?
- Is mileage being submitted promptly into the Car Tags Online Usage Form?
- Has the employee submitted a Personal Use of State Vehicles (Form PM-0041) to the Division of Accounting?

Resources to consider in conducting a periodic review of a permittee's HSP include daily diaries, car books and employee timesheets.

ANNUAL PERMIT RENEWAL

Deemed necessary, all HSP's shall be renewed annually on the date of initial issue.

PERIODIC AUDIT OF HSP

The HSP Manager will conduct a periodic audit of the HSPs. The purpose of this audit is to assure proper record keeping and retention.

The following items will be considered in this annual audit:

- Permits are current and complete
- Supporting documents are current
- Confidentiality is being maintained

ANNUAL REPORT OF HSP TO THE DEPARTMENT OF GENERAL SERVICES, OFFICE OF FLEET ADMINISTRATION

The HSP Manager submits an annual report to the Department of General Services, Office of Fleet Administration on June 30th each year. The report includes the following information:

- Total number of home storage permits
- Name and telephone number of HSP Manager (point of contact)
- Justification for increase in the number of HSP's issued.

REPORTABLE INCOME

The value of personal use of State-owned or leased vehicles (including daily rental cars) is taxable income and must be reported to the State Controller's Office (SCO) using the Special Valuation Rules per Internal Revenue Service (IRS) regulations. Personal use includes:

- Miscellaneous non-business trips, daily work commutes, etc. Commutes include trips from home to assigned headquarters or workplace and back home again. If an employee routinely

works at the same multiple sites, the commute to each of those sites and back home again are also personal commutes.

All employees are required to report the use of a State-owned or leased vehicle to their managers/supervisors. Managers/supervisors (not employees) must apply facts and circumstances on a case-by-case basis to determine taxable personal use and if tax exemptions apply.

The IRS considers the nature of the vehicle, nature of the employer's need to use qualified non-personal use vehicles and other factors (such as frequency of personal use) to determine "facts and circumstances". These combined factors must be applied by supervisors on a case-by-case basis to determine whether a vehicle's use is taxable.

The Department adopted the Commuting Valuation Rule. Under this Rule, the reportable/taxable value is \$1.50 per one-way commute or \$3.00 per round trip.

REPORTING PERSONAL USE OF A STATE-OWNED VEHICLE

Daily home to work travel via State-owned or leased vehicle by HSP holders, when not on per diem, shall be reported on Form PM-0041, Personal Use of State Vehicles. All employees are required to complete and submit this to their supervisor on the last working day of each month.

Form PM-0041 can be obtained on the Caltrans' Electronic Form System web-site located at <http://cefs.dot.ca.gov/>

Supervisors are responsible for signing and ensuring that Form PM-0041 is completed accurately and signed by the employee. Form PM-0041 must be faxed to (916) 227-9357 or CALNET 8-498-9357, or forwarded to the Division of Accounting, Travel Policy Section, MS-25, by the third calendar day of the subsequent month.

**SAM–TRANSPORTATION SERVICES
TRANSPORTATION SERVICES**

CHAPTER 4100

HOME STORAGE

4109

(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. Annual renewal of STD. 377 is required. See DPA Section 599.808 and OFA State Fleet Handbook.

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**California Code of Regulations, Title 2, Article 15
§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.

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**DEPARTMENT OF GENERAL SERVICES, OFFICE OF FLEET ADMINISTRATION
STATE FLEET HANDBOOK**

HOME STORAGE, pg. 8

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.

Appendix B – Forms

HSP Form

- STD. 377 Vehicle Home Storage Request/Permit

HSP Cost Benefit Analysis

- Cost Benefit Analysis for Type B Permits
- <http://onramp.dot.ca.gov/hq/equipment/fleet/HomeStorage/cba.html>

Reportable Income Form

- PM-0041 Personal Use of State Vehicle One-Way Commuting and/or Round Trip