



# Authorization for Commuting in State Vehicle

## AGENCY INFORMATION

Agency #	Agency Name	Division Name	
Fleet Manager	Phone	Fax	Email

## EMPLOYEE AUTHORIZATION

State Employee(s) named herein qualify for authorization to commute in a state vehicle pursuant to legal authority (Check one):

- ☐ **47 O.S. § 156.1(A)** Essential employee approved by the Governor (attach documentation of approval)
- ☐ **47 O.S. § 156.1(B)(1)** Employee receives emergency telephone calls regularly at the employee's residence when not on duty and is regularly called upon to use a vehicle after normal work hours in response to such emergency calls; and, the round-trip distance between the employee's residence and assigned place of employment does not exceed seventy-five (75) miles nor is their residence in the same county as their assigned place of employment. The state entity shall keep a monthly record of all participating employees, the number of emergency calls received, and the number of times that a state vehicle was used in the performance of emergency calls. (Law enforcement agencies excluded from maintaining monthly records.)
- ☐ **47 O.S. § 156.1(B)(1)** Employee provided temporary transportation between a specific work location other than the assigned place of employment and the employee's residence, and such use shall result in a monetary saving to the agency. This authorization is not subject to the distance or area restrictions of the above paragraph. Authorization shall be in writing stating the justification for the temporary use for a specific project and the saving expected to result. Records shall be maintained by the agency. Such temporary authorization shall be valid for not to exceed sixty (60) days. Justification of a temporary authorization:

- ☐ **47 O.S. § 156.1(B)(2)** Any employee may be permitted to use a state-owned vehicle to provide transportation between the employee's residence and the assigned place of employment and between the residence and any location other than the assigned place of employment to which the employee travels in the performance of the employee's official duty if employed by (check applicable):
- ☐ Department of Public Safety,
  - ☐ Oklahoma State Bureau of Narcotics and Dangerous Drugs Control,
  - ☐ Oklahoma State Bureau of Investigation,
  - ☐ Alcoholic Beverage Laws Enforcement Commission,
  - ☐ Oklahoma Horse Racing Commission,
  - ☐ Oklahoma Department of Agriculture, Food, and Forestry,
  - ☐ Office of the Inspector General within the Dept. of Human Services,
  - ☐ Office of the State Fire Marshal (as a law enforcement officer or criminalist),
  - ☐ Oklahoma State Bureau of Investigation (as the Public Information Officer, Special Investigator or Assistant Director),
  - ☐ A state board (as a CLEET-certified Investigator)
  - ☐ A district attorney (as a law enforcement officer).
- ☐ **47 O.S. § 156.1(B)(3)** Any employee of the Dept. of Public Safety who is an employee in the Driver License Examining Division or the Driver Compliance Division or a wrecker inspector/auditor of the Wrecker Services Division may be permitted, as determined by the Commissioner, to use a state-owned vehicle to provide transportation between the employee's residence and the assigned place of employment and between the residence and any location other than the assigned place of employment to which the employee travels in the performance of the employee's official duty.
- ☐ **47 O.S. § 156.1(B)(4)** The Director, department heads and other essential employees of the Department of Wildlife Conservation, as authorized by the Wildlife Conservation Commission, may be permitted to use a state-owned vehicle to provide transportation between the employee's residence and the assigned place of employment and between the residence and any location other than the assigned place of employment to which the employee travels in the performance of the employee's official duty.
- ☐ **2007 OK AG 18** Travel to and/or from employee's place of residence in a state-owned vehicle is in the performance of employee's official duties or otherwise serves a public purpose (see: <http://www.oscn.net/applications/oscn/DeliverDocument.asp?CiteID=450873>).

## VEHICLE(S) OWNERSHIP (one form per one type of ownership)

- ☐ Agency Owned
- ☐ OMES Fleet Management Owned

### EMPLOYEE(S) INFORMATION

Note: One legal authority must apply to all names listed (use separate forms and lists for each authority, attach additional pages if needed).

[illegible]

## FRINGE BENEFIT REPORTING

- ☐ Check, if applicable. Rules and regulations of the Internal Revenue Service are followed regarding documenting and reporting an employee's use of a state vehicle for commuting between their residence and assigned place of employment, including, if required, annually reporting the imputed value of the take-home vehicle as taxable income on the employee's W-2.

**AGENCY PRINCIPAL ADMINISTRATOR APPROVAL AND AUTHORIZATION**

I hereby affirm the agency employee(s) named herein is(are) approved to:

- ☐ Commute between their residence and assigned place of employment in a state vehicle; or,
- ☐ Work from residence and use a state vehicle to perform his/her official duties.

>>This authorization is allowed by and in compliance with all applicable state laws; all required records are maintained; << the vehicle is used solely to conduct the business of the agency; and, no personal or private use is permitted.

Signature \_\_\_\_\_

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Title

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Date \_\_\_\_\_