

STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET
OFFICE OF FLEET SERVICES

VEHICLE HOUSED AT EMPLOYEE RESIDENCE OR ALTERNATE LOCATION

Covers Period: January 1, 2018 through December 31, 2018

INCOMPLETE FORMS CANNOT BE PROCESSED

Vehicles being retained at the personal residence of a state employee, or at some location other than the agency office to which it is assigned, must have the prior approval of the Director of the Office of Management and Budget. Approval is contingent upon evidence of meeting criteria established in Title 29, Delaware Code, §7106 which states "(a) No motor vehicle owned by any agency/school district, except as otherwise indicated herein, shall be driven by an employee before or after the prescribed working hours of that employee. (b) When not on official State business, every motor vehicle owned by any agency/school district, with the exception of those vehicles exempted under subsection (c) of this section, shall be parked at the agency or motor pool location to which the vehicle is assigned." , and related policy promulgated by the Director of the Office of Management and Budget. Employees approved may be subject to Federal IRS regulations related to employer-provided vehicles and should refer to [PHRST Imputed Income Related to State Vehicle Usage Procedure PRU-VEH-01](#).

DRIVER'S NAME (AS IT APPEARS IN PHRST AND DMV)

TITLE: _____

ADDRESS OF DRIVER'S OFFICIAL DUTY STATION/OFFICE THEY REPORT TO DAILY, INCLUDING STREET AND ZIP CODE

DRIVER'S HOME ADDRESS INCLUDING ZIP CODE:

EMPLOYEE I.D. NUMBER: _____

DRIVER'S BUSINESS E-MAIL ADDRESS:

VEHICLE HOUSING LOCATION, INCLUDING STREET ADDRESS AND ZIP CODE:

ESTIMATED ONE WAY MILEAGE BETWEEN THE DRIVER'S RESIDENCE AND THEIR DUTY STATION: _____

ESTIMATED ONE WAY MILEAGE BETWEEN THE VEHICLE HOUSING LOCATION AND THE DRIVER'S DUTY STATION:

VEHICLE YEAR/MAKE/MODEL:

VEHICLE LICENSE NUMBER: _____

NUMBER OF HOURS/WEEK SPENT AT THE EMPLOYEES DUTY STATION OR OFFICE:

REQUESTING DEPARTMENT AGENCY/SCHOOL DISTRICT:

CONTACT PERSON: _____

CONTACT BUSINESS E-MAIL ADDRESS:

CONTACT PHONE NUMBER: _____

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Is employee a law enforcement officer driving a law enforcement vehicle as defined under provisions of the Delaware Council on Police Training per Title 11, Delaware Code, §8401(5)?

YES NO

Is employee FLSA covered? Or Exempt?

FLSA Covered
Exempt

Describe how the employee's duties or activities meet the guidelines in VO-19 "Acceptable Use Policy & Exemptions" and cost justify the necessity of housing the vehicle at the employee's residence or alternate work site. Please be specific.

Will employee be on "stand-by" duty under Merit Rule 4.0 Pay Plan Section 4.17? If this is the justification, how many times during the past year has subject employee, or previous incumbent, been on "stand-by" duty resulting in state compensation of same? Please provide number of call-backs/month, dates, and total hours covered. How many other employees from the office, county region or district are also on "stand-by" status? Provide a list of these employees, including vehicle type and equipment. Also include all employees' daily duty stations, job titles on this list.

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Employee and agency are responsible for reporting imputed income associated with commuting use of State-provided vehicles in accordance with State policy and to properly record such imputed income for the purpose of capturing accurate taxable wage and withholding information at an employee level within the PHRST payroll system. The State uses three valuation methods to calculate the amount of imputed income to report as taxable wages. Which of the three methods will be used? 1) Cents-Per-Mile Method; 2) Commuting Value Method; or 3) Annual Lease Value Method? (Please refer to the PHRST Imputed Income Related to State Vehicle Usage Procedure PRU-VEH-01 (<http://extranet.phrst.state.de.us/production/procedures/PRU-VEH-01.pdf>) and Vehicle Computation and Signature Statement forms (http://extranet.phrst.state.de.us/production/payroll_forms.shtml) on the PHRST Extranet website or the Fleet Services web page at <http://gss.omb.delaware.gov>, Fleet Services link, then click on Policy & Procedures Manual, Exhibit 4)

CHECK BOX THAT YOU HAVE READ FLEET SERVICES POLICY NO. VO-19, ACCEPTABLE VEHICLES USE POLICY AND EXEMPTIONS, AND PHRST POLICY PRU-VEH-01, VEHICLE USAGE

DRIVER'S SIGNATURE

Date

REVIEWED BY REQUESTING CABINET SECRETARY/AGENCY HEAD OR SUPERINTENDENT

Requesting Cabinet Secretary/Agency Head

Date

(PRINT NAME)

FLEET SERVICES USE ONLY:

APPROVED DECLINED

APPROVED WITH FOLLOWING RESTRICTIONS

Rotating Call-back Periods Only

Seasonal Call-back Periods Only

Construction Site/Job Site/Geographic Work Area

Miscellaneous Pre-Travel Exceeding 12 Work Days in a Calendar Year

EFFECTIVE DATE (IF APPLICABLE): _____

DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET

Date

Return completed form to:
Office of Fleet Services, 100 Enterprise Place, Suite 4, Dover DE 19904
SLC D100

Revised 11/2017