



Asset Management
Finance & Administration
UNIVERSITY OF GEORGIA

To: Property Control Office
The University of Georgia
1088 South Lumpkin Street
Auxiliary Services Building
Athens, Georgia 30602-3452

Subject: Authorization for Overnight Vehicle Assignment

This authorization is required to be approved on an annual basis. This form should be routed through the appropriate approving authority and sent to the Property Control Office for record retention and reporting purposes.

Approval requested for period July 1st _____ through June 30th, _____

Name

Title

Department

Vehicle Number

Vehicle Description

Reason for Authorization: (See OPB/DOAS Policy on Following Page)

Approved:

Department Head

Date

Dean or Director

Date

OPB and DOAS Policy Memorandum Number 1

SUBJECT: Rules, Regulations, and Procedures Government the Purchasing and use of Motor Vehicles and Associated Record Keeping.

1.4.2 Authorization for Vehicles to be Driven Home Overnight.

With the exception of the following conditions, employees are not authorized to drive State vehicles to and from their residence on a routine basis:

- A vehicle is for emergency use or is specially equipped and used for a related mission -- such as a law enforcement vehicle or an environmental protection hazardous materials cleanup vehicle -- and the vehicle is rarely driven to a central work site from employee's home; or
- An employee works out of his or her home and travels to different work sites on successive days: or
- There is no overnight security at the employee's work site where there is evidence of vandalism and security can not be obtained for a modest cost nearby.

An employee who is on call after normal work hours is authorized to drive a vehicle home only if the employee does not anticipate reporting to his normal work-site when called to duty and if the vehicle:

- Has special equipment, is used to transport equipment which is too large or heavy, or has special features which make it impractical to be transferred between vehicles or between a vehicle and a fixed location; or
- Is required to be driven in sites or under conditions which would endanger a privately-owned vehicle.

Further, the number of employees in a work unit who are assigned on-call responsibilities each evening or weekend and are required to drive vehicles home shall be kept to a minimum. Where employees can be used interchangeably for assigned functions, and no clear-cut geographical assignments are necessary for the on-call work, such assignments should be rotated among the work unit's employees so that only one or a few employees shall be designated as on-call each evening. Only those employees actually on call are authorized to drive State vehicles to and from their residences.

It is State policy that an agency shall not authorize any employee to drive a vehicle to and from the employee's residence based solely on the justification that it is required to enable a driver who routinely works in the office to be in radio contact with the office (as opposed to directing activities of employees in other radio-equipped vehicles.) Such employees should be provided paging devices instead of vehicles and radios.