



JUSTIFICATION OF TAKE HOME VEHICLE ASSIGNMENT

State Form 53846 (R2 / 6-10)

DEPARTMENT OF ADMINISTRATION FLEET SERVICES DIVISION

601 W McCarty Street
Indianapolis, IN 46225
Fax: (317) 233-4881
E-mail: Fleet@idoa.in.gov

- INSTRUCTIONS:**
1. Complete this form annually for each assigned take home vehicle. Forms must be submitted by May 1 each year or whenever a take home vehicle is newly assigned or reassigned.
 2. Return completed forms to: IDOA Fleet Services, 601 W. McCarty, Indianapolis, IN 46225 or by Fax to (317) 233-4881.
 3. Direct all inquiries to Fleet Services at (317) 232-1379 or via e-mail to Fleet@idoa.in.gov.

Public Law [P.L. 182-2009, Section 24] requires agency heads to annually submit justification for the continued assignment of a take home vehicle to any state employee. Each agency head has discretion to decide whether a take home vehicle may be assigned to a qualifying employee within the provisions of Public Law and the State's Vehicle Fleet Management Policy.

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|---|-------------------------------|
| Employee Name: _____ | Employee PeopleSoft ID: _____ |
| Agency/Dept: _____ | Telephone: _____ |
| Working Job Title: _____ | Section/Division: _____ |
| Comm. number of assigned vehicle: _____ | Vehicle Year: _____ |
| Vehicle Make: _____ | Vehicle Model: _____ |
| Vehicle parking location when off duty: _____ | |
| Daily Commute miles (1-way): _____ | |

- 1) Is the vehicle assigned to an elected State official? Yes ☐ No ☐ If 'Yes', answer question 1-A below and then submit the form. If 'No', proceed to question 2.
- 1-A) Do the duties of the office require driving about the state of Indiana in the performance of official duty? Yes ☐ No ☐
- 2) Is the vehicle assigned to a Department or Commission Head? Yes ☐ No ☐ If 'Yes', answer question 2-A below and then submit the form. If 'No', proceed to question 3.
- 2-A) Do the statutory duties imposed in the discharge of the office require travel greater than 1,000 miles per month¹ OR is the employee subject to official duty call at all times? Yes ☐ No ☐
- 3) For all other state employees, does a major portion of the duties assigned to the employee require travel on state business in excess 1,000 miles per month¹ OR has the agency identified the vehicle as an integral part of the job assignment? Yes ☐ No ☐ If 'Yes', answer questions 3-A through 3-D below. If 'No', submit the form.
- 3-A) Does the position require the employee to be on call on a recurring basis beyond normal duty hours and, when called out, require immediate travel from a residence to a location where specific skills, services, tools, equipment or supplies are necessary to perform the job? Yes ☐ No ☐
- 3-B) Does the position involve leaving directly from home to a continually variable work station, in which travel to a central location to obtain a state-owned vehicle would result in significant amounts of unnecessary travel time and loss of productive hours? Yes ☐ No ☐
- 3-C) Does the employee work from a home office with a continually variable work station (e.g. inspectors, case workers, investigators, etc.)? Yes ☐ No ☐
- 3-D) Is the employee is a law enforcement officer or a public safety emergency responder? Yes ☐ No ☐

Prepared by: _____

Date (month, day, year): _____

Approved by: _____

Date (month, day, year): _____

Comments: _____

¹ Commuting miles may not be included in the 1,000 mile computations.