State Vehicle Special Use Request

Driver’s Operator ID: ____________

Driver’s Name: __________________________________________ is authorized to have:

A. _____ A State vehicle OVERNIGHT (or until the next business day, or employee’s next working day) in the proximity of his/her home to accommodate early/late travel for a meeting/trip for this date: ___/___/_____ and return on: ___/___/_____.

B. _____ A State vehicle for extended or intermittent use, as required, from __________ to __________ for State-related work.

C. _____ Non-State employee passenger(s) in a State vehicle. This authorization expires ___/___/______.

NOTE: A copy of this form should be in the vehicle used by the employee. Employees need not be authorized in advance in the event of an emergency or from road situations adversely affecting public safety which the employee encounters and ameliorates during the course of travel. Hitchhikers should not be transported.

SAFE, OFF-STREET PARKING FOR THE STATE VEHICLE WILL BE PROVIDED BY THE EMPLOYEE DURING NON-WORKING HOURS.

_______________________________________________      _____/_____/_____
Supervisor’s Signature  Date

REASON FOR REQUEST:

EXPLAIN: ____________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

AUTHORIZATION IS FOR VEHICLE LICENSE NUMBER: _______________

REQUEST FOR DATE(S): _____/_____/_____ THROUGH_____/_____/_____