

		Department of Administrative Services Central Procurement and Fleet Services Enterprise				
		Title/Subject:		Fleet Services Home-to-Work		
		Applies to:		All Executive Branch Employees, Non-Employees Representing the State	Effective Date:	6/30/2022
					Revised Date:	6/1/2025
		End Date:				
X	Policy	Approved by:	Director Adam Steen	Policy #	650.140	
X	Procedure	# of Pages:	2	Procedure #	650.140	
	Other	Instruction:				
Legal Authority:						

I. Purpose

- A. The purpose of this policy is to advise agencies of the parameters and requirements of home-to-work transportation.

II. Policy

- A. Home-to-Work transportation using State-owned vehicles is generally prohibited but may be allowed under exceptional circumstances. This policy applies specifically to State employees who are not domiciled at their residence for official work purposes. In such cases, prior authorization must be obtained from DAS Fleet Services. The intent of this policy is to ensure the appropriate use of State vehicles and support essential business operations, employee safety, and operational efficiency only when clearly justified.

III. Procedure

A. Guidelines

1. Conditions for Home-to-Work Vehicle Use:
 - a) Personal Safety or Property Protection
 - (1) When there is immediate or imminent, clear and present danger threatening the physical safety of the employee or their property.
 - b) Emergency Operational Needs
 - (1) When an unforeseen emergency situation creates a temporary need to ensure uninterrupted agency operations.
 - c) Compelling Operational Considerations
 - (1) When home-to-work transportation is essential to official business or significantly enhances agency efficiency or cost-effectiveness. Examples include:
 - (a) Employees without assigned office space who typically travel directly from their residence to field

locations.

- (b) Employees stationed at field offices who routinely travel from home to varying duty points.
- (c) Employees who frequently depart for or return from field assignments at unusually early or late hours when other transportation options are unavailable.
- (d) Employees engaged in law enforcement or other roles requiring rapid response.
- (e) Situations in which vehicle storage at the employee's residence is necessary for security or cost-efficiency.

2. Authorization Procedure

- a) Employees must submit a completed Home-to-Work Authorization Form to DAS Fleet Services for review and approval prior to using a State vehicle for home-to-work transportation.
- b) Each request will be reviewed on a case-by-case basis and must demonstrate alignment with one or more of the qualifying conditions listed above.

B. Communication

- 1. This Policy is available on the DAS Fleet Services website.
- 2. Inquiries regarding this Policy shall be presented in writing to the DAS Fleet Manager.