Attachment C
OP-120401

Request for Authorization to Use State Vehicle for Emergency Response

This form shall be submitted by the facility/unit head, through the chain of command, to the agency Director for an authorized employee use a state vehicle to commute from the employee's residence to their work location.

Name of Authorized Employee: _____Title:_____

Facility/Unit: _____

In accordance with Oklahoma State Statute 47 O.S. Section 156.1(B) the agency Director may authorize an employee to use a state-owned/leased vehicle to drive between his/her assigned place of employment and residence if:

(1) The employee receives emergency telephone calls regularly at the residence of the employee when the employee is not on duty and is regularly called upon to use a vehicle after normal work hours in response to such emergency calls, may be permitted to use a vehicle belonging to the State of Oklahoma to provide transportation between the residence of the employee; and

(2) The assigned place of employment provided such distance does not exceed seventy-five (75) miles in any round trip or is within the county where the assigned place of employment is located.

I certify by my signature below that I am in compliance with items (1) and (2) as indicated above.

_____ _____
Signature of Employee Date

Approved ☐
Disapproved ☐

_____ _____
Facility/Unit Head Signature Date

Approved ☐
Disapproved ☐

_____ _____
Chief of Operations Signature Date

Approved ☐
Disapproved ☐

_____ _____
Agency Director's Signature Date

Distribution: Chief Financial Officer
Administrator of Fleet Management
Employee's facility/unit personnel file

(R 07/26)