

Budget and Control Board — Office of General Services — State Fleet Management
Request for Permanent Assignment of a State-owned Vehicle

*** SEE INSTRUCTIONS ON PAGE 2 ***

Section I: Application for Permanent Assignment of State Vehicle

Application Type: New Request Information Update Effective Date: _____

Withdrawal: Tag Number: _____ Effective Date: _____

Vehicle Information: Tag Number: _____ Equipment Number: _____

Vehicle Make: _____ Vehicle Model: _____ Vehicle Year: _____

Agency Information: Agency: _____ Agency Contact: _____

Agency Code: _____ Address: _____

City: _____ Zip Code: _____ Telephone: _____

Operator Information: Full Name: _____ Position: _____

Driver's License No.: _____ State: ____ Expiration Date: Month ____ Day ____ Year ____

NOTE: You MUST supply your driver's license number and full expiration date for this application to be processed.

Section II: Rationale for Assignment

Line-duty law enforcement officer Constitutional officer Agency head

Remote work site Location: _____

Annual official mileage Official miles accrued last FY: _____

Emergency response to calls after normal duty Number of emergency responses last FY: _____

Specially mounted equipment Describe Equipment: _____

Logistical reasons Explain: _____

Section III: Employee Certification

I certify that the above information is true and correct. Should this information change, I will complete a new SFM Form 980-R and submit it to State Fleet Management.

Signature: _____ Date: _____

Section IV: Authorization (Signatures Required)

Assignment: Approved Disapproved

Supervisor Authorization (optional)

Signature: _____ Date: _____

Agency Head Approval (required)

Signature: _____ Date: _____

General Instructions for Permanent Assignment Form 980-R

Section I: Application for Permanent Assignment of State Vehicle

You should use a 980-R form whenever an employee is assigned a state-owned vehicle on a full-time basis. If two or more persons use a vehicle it is not a permanent assignment.

Under **Application Type**, select New Request or Information Update and give the Effective Date; if this request is for **Withdrawal only**, be sure to include Tag Number of vehicle and Effective Date. Complete all **Vehicle Information, Agency Information, and Operator Information** as requested. You **MUST** supply your **driver's license number and full expiration date** for this application to be processed.

Section II: Rationale for Assignment

Mark boxes for **Rationale for Assignment** as needed and complete information on the number of emergency responses, location, official miles, and specially mounted equipment. No specific rationale is required for Constitutional Officers, Agency Heads, or Law Enforcement Officers.

- **Line Duty Law Enforcement Officer:** Section 1-11-270(b) of the South Carolina Code of Laws authorizes agency heads to assign vehicles to law enforcement officers **as defined by the agency head**.
Federal Income Tax Regulations define a Law Enforcement Officer as an individual employed on a full-time basis by a governmental unit that is responsible for the prevention or investigation of crime involving injury to persons or property (including apprehension or detention of persons for such crimes), who is authorized by law to carry firearms, execute search warrants, and make arrests (other than merely a citizen's arrest), and who regularly carries firearms (except when it is not possible to do so because of the requirement of undercover work). The term "law enforcement officer" may include an arson investigator if the investigator otherwise meets the requirements of this paragraph (k)(6)(ii).
- **Constitutional Officer:** This includes the Governor, Lieutenant Governor, Comptroller General, State Treasurer, Attorney General, Adjutant General, Commissioner of Agriculture, Secretary of State, and Superintendent of Education. Statewide elected officials are exempt from reimbursing the State for commuting miles as shown in Section 1-11-270(b) of the South Carolina Code of Laws.
- **Agency Head:** An agency head is the chief executive officer of a State agency (limited to one per agency). Designation as an agency head is justification for assignment of a State-owned vehicle **but not for exemption from reimbursement for commuting** as shown in Section 1-11-270(b) of the South Carolina Code of Laws.
- **Remote Work Site:** Employees may qualify for a permanently assigned vehicle if work site is located where no motor pool vehicles are available, or if the employee's home serves as his or her office.
- **Annual Official Mileage:** SFM periodically performs a break-even analysis to determine the point at which it is more cost-effective to assign a vehicle to an employee than to pay privately-owned vehicle (POV) reimbursement. SFM notifies agencies when this break point changes. If the employee travels more than the current break-even point mileage per year, he or she is eligible for a permanently assigned vehicle. Mileage traveled includes **official miles only** — NOT commuting miles.
- **Emergency Calls:** Being "on call" does not necessarily merit a vehicle assignment. Frequency and type of calls after normal working hours will be determining factors.
- **Special Equipment:** Indicate type of equipment and its use.
- **Logistical Reasons:** Please specify rationale on additional pages.

Section III: Employee Certification

In order for the form to be valid, the employee must **sign and date** this section.

Section IV: Authorization

The Supervisor must indicate whether Permanent Assignment is authorized, then **sign and date** this section in the space provided. **Final approval by agency head must be signed and dated.** Forward completed original form to:
State Fleet Management, 1026 Sumter Street, 2nd Floor, Columbia, SC 29201-3746.