



## **Examples of Parking Location and Commuting Status Determinations**

These examples are provided as interpretive guidance only. Questions on application of this operating procedure should be resolved between the employee and Organizational Unit Head with guidance from the DOC Fleet Manager and Deputy Director for Administration as needed.

### **Example 1:**

Probation and Parole District 48 covers five counties. The P&P Officer provides supervision in a county 30 miles from the P&P Office which is the employee's base point. The Chief P&P Officer may designate the parking location for the state vehicle in the distant county, e.g. at the local Courthouse or a nearby DOC facility, where reasonable safety for the vehicle may be expected. As needed, the P&P Officer collects the state vehicle from the designated parking location for the assigned work duties. The P&P Officer is not approved to commute and therefore may not use the state vehicle to travel to the P&P Office if that is the designated base point.

Alternatively in this scenario, the Chief P&P Officer may direct that the state vehicle be parked at the P&P Office. The P&P Officer may travel from the P&P Office in the state vehicle to perform assigned duties in the distant county or to his home in anticipation of performing assigned duties in the distant county the next day and park the vehicle at his home in the county (this is travel status, not commuting). The next day the P&P Officer may drive the state vehicle back to the P&P Office or perform additional duties in the assigned county, remaining in travel status.

### **Example 2:**

An Agribusiness employee lives in Burkeville and is required to travel frequently to statewide Agribusiness sites. The employee's base point is Atmore Headquarters, but the Unit Head may designate the parking location as Nottoway Correctional Center. This parking location provides convenience to the employee but does not add cost to the DOC as the parking location is at least as central to the employee's assigned duty area as the base point would be. The state vehicle cannot be used to travel from Nottoway Correctional Center to Atmore Headquarters for a day of meetings, paperwork, etc.

### **Example 3:**

An Agribusiness employee lives in Buckingham County and is required to travel frequently to Eastern Region Agribusiness sites. The employee's base point is Atmore Headquarters. The parking location should be at Atmore Headquarters. Designating the parking location as Buckingham Correctional Center would be solely for the convenience of the employee as it would add to DOC cost to park the vehicle farther from the employee's assigned duty area.

The employee is at Atmore Headquarters and anticipates a trip the next day to the DOC Farmer's Market. The employee should not drive the state vehicle home claiming travel status as this adds to DOC cost by driving the vehicle significant extra distance. The same reasoning applies if the employee must go to the Southampton Complex the day after the trip to the DOC Farmers Market; the state vehicle should be parked overnight at Atmore instead of driving the extra distance to the employee's home.

### **Example 4:**

An Environmental Specialist is required to travel to 3 institutions and lives 20 miles from the closest institution. The Unit Head may designate the closest institution as the employee's base point and the parking location for the state vehicle. The employee must go to the base point to get the state vehicle to travel to the other institutions. If the employee anticipates travel to or ends the work day at a distant institution, they may drive the state vehicle home (in travel status) if a reasonably direct route between home and the distant institution does not pass by the base point.



**Example 5:**

An institutional Business Manager is given a 90-day special assignment at Atmore Headquarters. The employee should be provided a state vehicle to drive to Atmore for the duration of the assignment. The employee will be in travel status for the duration of the special assignment and will not be assessed commuting fees. The parking location should be designated as the employee's assigned institution unless the employee's home is not significantly farther from Atmore and a reasonably direct route between the home and Atmore does not pass by the assigned institution. State vehicles provided for special assignments should be reviewed at least every 90 days by the employee's Unit Head and the DOC Fleet Manager.

**Other Situations****Employee's home is designated as Base Point.**

The state vehicle may be parked at the employee's home when it is designated as the base point, and any time the employee drives the state vehicle they are in travel status and not subject to commuting regulations and fees.

**Travel Status**

Employees who only drive a state vehicle between their home and base point the evening preceding or the morning after a trip are in travel status and not subject to commuting regulations and fees. The employee should only drive the state vehicle home (in travel status) if a reasonably direct route between home and the destination does not pass by the base point and travel to the employee's home does not add significant state vehicle mileage to the trip.