

PROCESSING REQUESTS FOR HOME STORAGE PERMITS

6766

(No. 151 January 2017)

Vehicle Home Storage Permit (VHSP) requests will be submitted on the Vehicle Home Storage Permit, [STD-377](#). Requests will be submitted to the Region Chief, Deputy Director, or Assistant State Fire Marshal by October 1 of each year for approval for the following calendar year. If approved, the permit will be effective for the calendar year beginning January 1.

If the request is for a new permit, the employee will attach copies of the Daily Equipment Report – Light Vehicles, [ME-102](#), covering the previous 90-day period. ME-102s must clearly support the need for the permit and show the activity meeting the home storage permit criteria. If an employee lives outside the administrative unit's area, a separate letter justifying the out-of-area residence storage must accompany the request. Complete all information blanks on the [STD-377](#) form.

Requests for renewal of VHSPs do not require submittal of ME-102 copies.

HOME STORAGE PERMIT APPROVAL

6766.1

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The Vehicle Home Storage Permit, [STD-377](#), will require the review and signature approval of each of the following:

1. Employee in the Employee's Signature block by September 1 of each year.
2. Unit Chief, Staff Chief, or Program Manager in the Supervisor's Signature block by September 15 of each year.
3. Region Chief, Deputy Director, or Assistant State Fire Marshal in the Approving Officer's Signature block by October 1 of each year.
4. Signed documents forwarded to the Assistant Deputy Director, Fire Protection Operations by November 1 of each year.

All signatures are required before the permit is considered approved. Approved permits expire at the end of the calendar year in which they are granted.

ROUTING OF APPROVED PERMITS

6766.1.1

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Copies of approved permits are to be forwarded to the Assistant Deputy Director, Fire Protection Operations, for preparation of the Department of General Services (DGS), Office of Fleet and Asset Management (OFAM), Vehicle Home Storage Permit Certification, for the Director's signature. A copy of the final, signed certification will be

sent to the Region Chiefs, Deputy Directors, and the Assistant State Fire Marshal each January 2, or more frequently as requested.

CHANGES IN HOME STORAGE PERMIT INFORMATION

6766.2

(No. 151 January 2017)

If a home storage permit holder changes his/her home address or assigned vehicle within the permit's duration, they must submit a revised [STD-377](#) and request cancellation of the old one. If the permit holder is transferred, the Unit Chief, Staff Chief, or Program Manager must cancel the permit and notify the Assistant Deputy Director, Fire Protection Operations, of the cancellation. Unit Chiefs, Staff Chiefs, and Program Managers are responsible to submit a [STD-377](#) for any new employee who requires a vehicle home storage permit. Permits are issued to employees, not to vehicles.

COMMUTING IN STATE VEHICLES

6766.3

(No. 151 January 2017)

Vehicle home storage authorization does not give permission to use a state vehicle for commuting unless incidental to the immediate response criteria, or as part of an approved ride-sharing program. To reduce the potential for misuse, supervisors and managers maintain the responsibility for monitoring home storage activity.

CANCELATION OF PERMIT WHEN APPROPRIATE STORAGE BECOMES AVAILABLE

6766.4

(No. 151 January 2017)

Whenever state storage space becomes available that meets the need for vehicle storage, or the employee is reassigned and no longer needs the home storage permit, or some other change occurs which would affect the permit, the supervisor must cancel the permit and notify the Assistant Deputy Director, Fire Protection Operations, through the chain of command.

ANNUAL HOME STORAGE PERMIT REPORT TO OFAM

6766.5

(No. 151 January 2017)

By January 2 of each year, the Assistant Deputy Director, Fire Protection Operations, will submit a Vehicle Home Storage Permit Certification to OFAM. The report will include the total number of home storage permits currently authorized by CAL FIRE, a justification for any increases in the number of home storage permits over the number reported in the previous year's report, and the signature of the Director, or his/her designee.

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