

INSTRUCTIONS FOR COMPLETION

GENERAL INSTRUCTIONS

Upon completion and when approved by Agency Head, please submit the form to SFM via email at permassign@admin.sc.gov or mail to 1205 Pendleton Street, Suite 113, Columbia, SC 29201.

SECTION I -- APPLICATION FOR ASSIGNMENT

Complete in full for a new assignment or information update. Additionally, this form can be used to withdraw an existing assignment. Please check the appropriate box for the action you wish to take.

SECTION II -- RATIONALE FOR ASSIGNMENT

The categories for assignment listed below are more particularly described in S.C. Code of Laws, § 1-11-270 and Section II. A. of the State Fleet Policy. Please indicate the reason for assignment.

✧ **Statewide Elected Official** - Includes Governor, Lieutenant Governor, Comptroller General, State Treasurer, Attorney General, Commissioner of Agriculture, Secretary of State, and Superintendent of Education. Designation as constitutional officer is justification for assignment of a State- owned vehicle.

✧ **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.

✧ **Line Duty Law Enforcement Officer** – Law enforcement officers, as defined by the agency head, may be assigned a state-owned vehicle by their respective agency head.

✧ **Specially Equipped Vehicles** – An agency head may assign specially equipped vehicles when such vehicles are needed to perform duties directly related to the employee's job. Indicate the type of equipment and its use.

✧ **Emergency Response** – Agency heads may assign a vehicle to an employee who serves in an emergency response capacity after normal working hours.

✧ **Logistical Reasons** - Please specify rationale determining it is in the agency's interest for the vehicle to remain with employee.

SECTION II-A –VEHICLE STATISTICS CERTIFICATION

✧ **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 that employee privately-owned vehicle (POV) mileage reimbursement. SFM notifies agencies when this break point changes. If the employee travels more than the current break-even point mileage per year, he/she is eligible for a permanently assigned vehicle. Mileage traveled includes **official miles only**--do not include commute miles.

STATE FLEET MANAGEMENT REQUEST FOR PERMANENT ASSIGNMENT OF A STATE-OWNED VEHICLE

SECTION I -- APPLICATION FOR ASSIGNMENT OF STATE VEHICLE

APPLICATION TYPE ☐ New Request ☐ Information Update ☐ Withdrawal
Effective Date:

AGENCY INFORMATION

Agency: Agency Contact: Agency Code:
Address: City/Zip: Telephone:

VEHICLE INFORMATION

Vehicle Make: Vehicle Model: Year:
Tag:

OPERATOR INFORMATION

Assigned To (First/Middle/Last): Position:
Driver's License Number: State: Expires:

SECTION II -- RATIONALE FOR ASSIGNMENT (Use continuation page if needed.)

- ☐ Statewide Elected Official (i.e. Constitutional officer)
☐ Agency head
☐ Line-duty law enforcement officer
☐ Emergency response to calls after normal duty hours
☐ Specially mounted equipment Describe equipment:
☐ Logistical reasons Explain:

SECTION II-A --VEHICLE STATISTICAL CERTIFICATION

☐ Annual official mileage Official miles accrued last FY:

As of November 2023, the breakeven points are as follows:

Compact sedan = 12,316
Midsize sedan = 13,246
Compact crossover = 12,607

SECTION III -- EMPLOYEE CERTIFICATION

I certify that the above information is true and correct. Should changes to the information occur, I will complete a new SASS-007C and submit it to State Fleet Management.

Date: **Signature:**

SECTION V -- AUTHORIZATION (Signature Required)

I certify that the above information is true and correct. Should changes to the information occur, I will complete a new SASS-007C and submit it to State Fleet Management.

Date: **Agency Head Signature:**