

**MFOMS-18**  
**CERTIFICATION OF EXEMPTION**  
**STATE MOTOR VEHICLE COMMUTE CHARGE**  
(Revised 8/2019)

Agency Name:	Agency Appropriation Code:
State Vehicle License Plate #:	State Vehicle VIN#:

State Vehicle Type (Sedan, Van, Pickup, SUV, etc...):

Assigned Driver:

Last name	First name	Middle initial

Assigned Driver's Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Assigned Driver's Title and Office/Unit Name:

Briefly Describe the duties & responsibilities of this position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Driver's Home Address:

Street	Unit/Apt. #	
City	State	Zip Code

Driver's State Office Address:

Street	Room/Suite #	
City	State	Zip Code

Address at which the vehicle will be parked overnight:

Street	Unit/Apt. #	
City	State	Zip Code

Exemption Requested: - Please check accordingly 1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_  
Note that only one exemption may be requested

**EXEMPTION 1:** Assigned vehicle is not used to commute but remains parked overnight at the authorized driver's assigned office. Vehicles that are driven from the driver's assigned office to a regional office, branch or any other sub-unit of the State and parked overnight do not qualify under this exemption.

**EXEMPTION 2:** Vehicle is assigned to an authorized driver whose duties are primarily field assignments and who reports to the designated office **an average of once a week or less**, as certified by the Agency Head. These drivers are generally not required to report to an assigned location at the beginning or end of their workday. **Once per week or more responses to a regional office, branch or any other sub-unit in lieu of responding to the driver's headquarters disqualifies the driver from this exemption.**

List normal office visit schedule for authorized driver in accordance with policy, and as shown on their mileage log for the previous 12 months:

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**EXEMPTION 3:** Vehicle is assigned to a Law Enforcement Officer

**EXEMPTION 4:** Vehicle is modified and equipped with highly specialized equipment necessary to respond to emergency needs **and** the assigned driver is subject to emergency call out at times other than scheduled working hours. Examples of vehicle types are: bomb disposal trucks, haz-mat response trucks, and traffic signal repair trucks. Vehicles must be specifically designed and used to carry and store highly specialized emergency equipment. Two-way radios, emergency lights, and other ancillary equipment do not qualify.

List vehicle type, modifications, and specialized equipment:

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The undersigned certify the above statements are accurate and agree to make proper notification to the Department of Budget and Management in the event that a change in assignment or job duties occurs which nullifies the accuracy of this certification. **If there is a change in the driver's job functions, assignment, home address or address where the vehicle will be parked overnight, a new MFOMS-18 must be submitted for approval.**

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ASSIGNED DRIVER SIGNATURE	PRINT NAME	DATE
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FLEET MANAGER'S AUTHORIZATION	PRINT NAME	DATE
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DEPARTMENT/AGENCY HEAD AUTHORIZATION	PRINT NAME	DATE
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DEPARTMENT OF BUDGET & MANAGEMENT APPROVAL	DATE
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The assigned driver and State vehicle listed above are certified as exempt from State vehicle commute charges resulting from the information provided.