OPERATIONAL SERVICES DIVISION
Commonwealth of Massachusetts

Office of Vehicle Management – Overnight Travel Request Form

Driver Responsible for Vehicle (First and Last Name):			
Driver Type (Check One):	☐ Regular Employee ☐ Contracted Employee ☐ Contractor ☐ Seasonal Employee	**Driver's License Number:**	
Agency:		**Org Code:**	
Email:		**Phone:**	

Check One State/Rental:	☐ State Vehicle, if checked provide State License Plate No.:		☐ Rental Vehicle
Travel Destination:			
Dates of Travel:			

Justification for Overnight Use:

If typing in Word, this text box will expand (please attach additional documentation if necessary).

The vehicle will be parked during off-duty periods at the Following Location **(address, city, state):**	
Check one:	☐ **Garage** ☐ **Driveway** ☐ **Street**

☐ By signing below, I hereby certify that I have read and agree to abide by the *OVM Policies & Procedures Manual***.**

Driver

Signature:_____ **Date:** _____

☐ By signing below, I certify that use of this vehicle outside of normal business hours is required for official state business; that the driver has been provided with a copy of the OVM Policies and Procedures Manual; that the driver possesses a valid driver's license; and that the driver complies with OVM's Safe Driver Program. The Agency Fleet Manager will provide a copy of the approved Overnight Travel Authorization to the Agency Head and retain a copy for official agency records.

Agency Fleet Manager

Signature_____ **Date:** _____

The original Overnight Travel form must be kept on file with the Agency Fleet Manager. In addition, a copy of the approved form must be sent to the Office of Vehicle Management, and a copy must be kept in the vehicle at all times.

FOR OVM USE ONLY

OVM Fleet Director: _____ Date Received: _____

Reset

From OVM Polices & Procedures Manual:

Overnight Travel

1) An Employee may be permitted to drive a State Vehicle home on a given day if the employee is conducting **official state business before and/or after Normal Business Hours*.**
2) **Short-Term Rentals: An** Employee may be permitted to drive a Vehicle rented for State business home on a given day if the employee is conducting **official state business before and/or after Normal Business Hours*.**
3) If a state vehicle has been assigned to a department and an employee will be using the vehicle for Overnight Travel where it will be housed away from a State facility or the employee's residence then, the operator must fill out an **OVM-10** Form and have prior approval of the Department Head. The approved form must be initiated and held by the Department Fleet Manager and a copy must be kept with the vehicle during the relevant time period. In addition, a copy shall be forwarded onto OVM for the Fleet Administrator's file.
4) Any Employee found using a vehicle outside of normal business hours without the proper authorization as specified in this section will automatically lose his/her privilege to drive a State vehicle for not less than three months. In addition, if the vehicle has been assigned to a department, the vehicle will be permanently returned to OVM, and the Department will not be issued a replacement vehicle.
5) OVM will randomly audit vehicles to determine if employees have the proper authorization to use a vehicle after Normal Business Hours.

Instructions: Complete the form in its entirety.

Driver Responsible for Vehicle – Provide the first and last name of employee that will be responsible for the vehicle

Driver Type: Check the box which best describes the Driver identified above:

Regular Employee

Contractor

Contracted Employee

Seasonal Employee

Driver's License Number: Provide the Driver's license number of the driver responsible for the vehicle.

Agency: Provide the complete name of the Agency to which the vehicle is assigned.

Org Code: Provide the Organizational Code for the Agency.

Email: Provide the Email address of the driver of the vehicle.

Telephone: Provide phone number (including area code) of the driver of the vehicle.

Check One box for **Either a State Vehicle** or a **Rental Vehicle**

If State Vehicle is checked: provide the State Vehicle License Plate No. issued by the Registry of Motor Vehicles and assigned to the vehicle.

Travel Destination: Provide the street address city and state for the destination which the vehicle will be traveling to.

Dates of Travel: Provide the month, date, and year (m/d/y) for the dates that the vehicle will require the Overnight Travel Authorization.

Justification for Overnight Use: Provide a validation for the need to utilize a state vehicle for overnight travel.

The vehicle will be parked during off-duty periods at the Following Location (address, city, state): Provide the complete address including street and city where vehicle will be parked when not in use.

Check one: check one Garage, Driveway or Street for item which best describes the location where the vehicle will be parked during off duty periods.

Provide Signatures and dates as listed for:

Driver: Identified as Driver Responsible for Vehicle above. Must check off box indicating he/she has read and agrees to abide by the *OVM Policies and Procedures Manual.*

Agency Head: Must check off box certifying that use of this vehicle outside of normal business hours* is required for official state business.

Agency Fleet Manager: Must check off box to certify that the driver of the vehicle has been provided with a copy of the *OVM Policies and Procedures Manual*, possesses a valid driver's license and that the individual complies with OVM's Safe Driver Program.

Check the box to affirm that the Agency will file the proper documentation in accordance with the OVM Policies and Procedures, original signed OVM-10 at the agency, copies sent to OVM and kept with the vehicle during the dates of travel.

Return completed form to the Office of Vehicle Management via email to Vincent.Micozzi@mass.gov. OVM will accept the signed form in Word or via Adobe pdf format.

***Normal Business Hours are defined as** Monday through Friday from 7:00 a.m. to 5:00 p.m. EST, excluding Commonwealth holidays.