

AUTHORIZATION FOR CHANGES TO FUEL DEDUCTIONS

Employee Name: _____ Employee ID#: _____

Division Assigned: _____ Unit #: _____

EAST BATON ROUGE PARISH RESIDENT

I hereby authorize the East Baton Rouge Parish Sheriff's Office to deduct the sum of thirty dollars (\$30.00) from each of my bi-weekly paychecks as reimbursement for commuting use of the vehicle, which has been assigned to me on a 24-hour basis. I further agree to abide by all office policies concerning use of the vehicle. Should I relinquish use of the vehicle for commuting purposes, I will notify Fleet Services who may authorize the termination of this deduction.

I acknowledge and agree with the above provisions

OUT OF PARISH RESIDENT

I am requesting authorization to drive the EBRSO assigned vehicle to my residence. My address is _____ and is located _____ miles from the boundary of East Baton Rouge Parish. The following is turn-by-turn directions to my residence.

I understand that the vehicle will be used for commuting purposes only while outside East Baton Rouge Parish. I also understand that there will be an additional "out of parish vehicle commuting" charge of \$23.08 per payday. When combined with the usual \$30.00 per payday fuel charge, I agree to a total of \$53.08 per bi-weekly payday to be deducted from my check for EBRSO vehicle use purposes.

I acknowledge and agree with the above provisions

OTHER CHANGES

____ Above employee has turned in unit # _____ that was assigned to her/him. Please discontinue the fuel use charge. _____ (Employee Initials)

____ Above employee will not use the vehicle for commuting purposes and will park the unit at _____ Substation when not being utilized while on duty. _____ (Employee Initials)

____ Above employee has moved back into EBR Parish. Please reduce the fuel charges from \$53.08 to \$30.00 per payday. _____ (Employee Initials) (Employee must fill out Address Change Form and submit to Human Resources)

Fleet Services Personnel

Effective Date

Fleet Services Commander or Designee (must be rank of Lt or above)