

Information for Completing the Permanently Assigned Vehicle Request FY2027

Permanently Assigned (PAV) Vehicles PAV

(Only to be completed if the vehicle is permanently assigned to an individual and may be parked at a private residence, please complete all data requested)

- Column A- ACTION- Add, Remove, or Keep this PAV record. Please make any changes needed to current PAV that will be marked as keep. Please use red text for all changes.
- Column B- Driver First Name- The driver's first name as it appears on their valid driver's license.
- Column C- Last Name- The last name of the driver as it appears on their valid driver's license.
- Column D- Cell Phone- number for the phone that will have the APP for reporting the commute miles.
- Column E- Employee ID- Employee's personnel identification number.
- Column F- KHRIS ID- Employee's KHRIS identification number. (ABC1234)
- Column G- Cabinet Name
- Column H- District, Park, or Institution
- Column I- Department Name
- Column J- Classification- Choose classification based on the definitions in the Agency Guide for Commonwealth Vehicles page 10.
- Columns K thru M- FLEET MANAGEMENT USE ONLY (Hidden)
- Column N- Official Title- The title of the driver of the vehicle as it appears on their P1.
- Column O- GPS Equipped- Yes/No
- Column P- Fleet Owned- Yes/No
- Column Q- County Located In- County vehicle is assigned to.
- Column R- Home County- The employee's Home County as identified on P1.
- Column S- Vehicle Tag- This should be the STATE number for the vehicle I.E., 0KA1234.
- Column T- District (KYTC)
- Column U- Vehicle Year
- Column V- Vehicle Make- Ford, Chevy, Dodge, Toyota, etc.
- Column W- Vehicle Model- For trucks please specify the cab configuration I.E. Crew or Extended
- Column X- Official Mileage- Average monthly mileage vehicle is driven for official business use.
- Column Y- Commute Mileage- Miles driven monthly commuting to and from the workplace.
- Column Z- Pool Vehicle- Yes/No (Shared PAV between multiple employees)
- Column AA- Out of State- Yes/No *(Yes if the employee lives out of state)*
- Column AB- Justification- Note criteria to substantiate assignment. Additional information may be requested.

Upon completion of the requested data, please obtain the certification signature of your Cabinet Secretary, Constitutional Office or Agency Head with the spreadsheet and submit it to Fleet.ManagementSupport@ky.gov

Please direct all questions to Cory Harrod at Cory.Harrod@ky.gov (502) 782-0102.