



FACT SHEET

Audits and Investigations

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HOME STORAGE PERMIT PROGRAM AUDIT

BACKGROUND

The California Department of Transportation (Caltrans), Audits and Investigations (A&I), completed an audit of the Home Storage Permit (HSP) Program. The purpose of the audit was to evaluate the adequacy of the internal controls over the HSP Program and to determine whether Caltrans is in compliance with the established HSP policies, procedures, and guidelines.

KEY FINDINGS

Our audit disclosed that Caltrans established policies, procedures, and internal controls for the HSP Program are generally adequate, except for the issues noted below:

- Personal Use of State Vehicle One-Way Commuting and/or Round Trip Form (PM-0041) Procedures Not Consistently Followed.
- Permits Need Further Monitoring.
- Poor Record Keeping.
- Non-Compliance with Key Fobbing Requirements.

KEY RECOMMENDATIONS

We recommended the following:

- Division of Equipment (DOE) solicit feedback from Districts regarding the exclusion rule and clarify the issue of the common types of vehicles which would be considered non-personal use vehicles.
- DOE update the Vehicle Home Storage Permit (VHSP) Guidelines to require permit applicants storing state vehicles at home to submit manual PM-0041 forms while awaiting permit approval.
- District HSP supervisors and managers ensure PM-0041 forms are completed and approved by the third calendar day of the subsequent month including the manual PM-0041 forms.
- District HSP supervisors and managers monitor the emergency call outs by permit holders on a monthly basis to ensure they have a minimum of two call outs per month to meet the annual minimum of 24 emergency call outs. Request DOE to cancel any permits not meeting the minimum monthly call out requirement.
- DOE update the VHSP Guidelines to resolve any potential confusion regarding the requirement to submit the Log of Emergency Trips – Before/After Hours Call Outs (DM-0090) and consider integrating the form into the HSP system.
- District management ensure permit holders accurately complete DM-0090s and submit to their supervisor on a monthly basis.
- District management ensure permit holders use the key fob assigned to them for every trip they operate a state-owned vehicle. District supervisors ensure that their employees comply with the terms of the Key Fob Assignment agreement.

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