



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF THE DIRECTOR
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November 3, 2010

Sharon E. Coates
Director
Liquefied Petroleum Gas Board
3800 Richards Road
North Little Rock, AR 72117

Dear Ms. Coates,

Based on the information presented in your correspondence, dated October 11, 2010, the following determinations have been made:

Based on the information provided, your request for the status designation of commuter for the following positions has been denied:

Director

Please be aware that, under Section 4 of Executive Order 10-14, all vehicles must carry red, Official Business Only license plates and each must carry the official seal of either the State or your agency.

Please also be aware that, under Section 3 of Executive Order 10-14, all vehicles not assigned to individual employees must be pooled, made available to any authorized employee and must remain on State property when not in use.

Additionally, please recall that Executive Order 10-14 requires State vehicles be used solely for purposes of official State business.

Thank you for your assistance and cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard A. Weiss".

Richard A. Weiss
Director

0430

Request for Status Designation: Commuter

Executive Order 10-14 established Status Designations for employees whose duties require assignment to a State Vehicle. Request for the Status Designation of Commuter must be made for individual state employees. Waivers issued under Governor's Policy Directive 3 will cease to be valid after Nov. 1, 2010.

Please use this form to Request the Status Designation of Commuter for employees within your State Agency, Board or Commission who require the use of a State Vehicle to travel to and from home and whose use of a State Vehicle is as a Commuter as described by Executive Order 10-14.

Please supply the following information for each state employee to receive the Status Designation of Commuter as described under Executive Order 10-14:

- 1. Name of Employee:
Sharon E. Coates
- 2. Position or Title of Employee:
Director
- 3. Agency, Board or Commission:
Liquefied Petroleum Gas Board
- 4. Year, Make and Mode of Vehicle to be Assigned:
2008 Chevrolet Impala
- 5. VIN Number of Vehicle to be Assigned:
2G1WB55K681240335
- 6. Estimated Mileage Driven on a Monthly Basis:
2200 to 3000 Miles Monthly
- 7. License Plate Number of Vehicle to be Assigned:
862PBA
- 8. Does this vehicle have Official State License Plates: Yes: No:
- 9. If the employee has previously used a State Vehicle under a Waiver from Governor's Policy Directive 3 but no longer thinks it's necessary to use a State Vehicle in this manner, please check here:
- 10. Please use this space to describe the Legitimate State Business Purpose that would be met if this employee was granted a Commuter Status Designation. If additional space is needed, please add additional pages as necessary:

The Director spends 3 or more days per week in the field statewide, out of the office more than in and leaves from home to report to statewide work stations. The Director is on call 24/7 to respond LP Gas accidents involving LP Gas Transport and Delivery Trucks, which happen on Arkansas highways, as well as being on call 24/7 to respond to LP Gas Accidents involving explosion/fires/leaks and carbon monoxide accidents, just to mention a few happenings. This vehicle is unmarked with State Seals and State License Plates, as it is utilized for undercover operations, not only by the Director, but, LP Gas Field Inspectors, as required or needed. Time is of the essence in responding to LP Gas Accidents and Fires/Explosions, the vehicle needs to be at hand for immediate response. The Director works closely with the OEMS Dept and Highway Police, as well as other emergency response departments. The health, welfare and safety of the public is the Liquefied Petroleum Gas Board's responsibility and therefore, in the past, this vehicle has been approved for exemptions by GPD 3 for not displaying state seats or license plates, as well as allowance being made for commuter purposes, due to the vehicle being used 24/7 for accidents and in the field applications more than in the office clerical operations. If, you concur that this vehicle can continue to be utilized in the same manor as the GPD3 waivers, it will be beneficial to the Agency to keep the car and policies in effect, and there has not ever been any personal use of this vehicle, nor will there ever be. If, the previous

Request for Status Designations: Commuter

Liquefied Petroleum Gas Board

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GPD 3 waivers cannot be substituted with Executive Order 10-14 for this vehicle, it will be turned in as of November 1, 2010. The Director will begin to utilize a personal vehicle as of that date, in order to continue to respond in a timely manor, 24/7, to LP Gas Accidents and Leaks, Fires and Explosions, which, may occur throughout the State, to ensure that the health, welfare and safety of the public will be maintained and carried out in an expedient manor as it was under GPD 3 Waivers.

Sincerely,



Sharon E. Coates

Director

Arkansas Liquefied Petroleum Gas Board