

Employee's Secondary Take-

Home Address:

SALT LAKE COUNTY FLEET MANAGEMENT 2024 Take-Home Vehicle Authorization Form

	Dat	e:		
Agency Information				
Agency Name:				
Agency / Department ID:				
Agency's Current Total Number of Take-Home Vehicles:				
Agency's Contact Person:				
Agency's Contact Person's Phone:				
Authorized Driver Information				
New Employee:	Yes			
	No			
Authorized Driver's Name:				
Authorized Driver's EIN:				
Authorized Driver's Job Title:				
Defensive Driving Course Completion Date:				
Provide the copy of Defensive Driving Course certificate of completion.				
Employee's Primary Take- Home Address:				
Primary City:			Zip:	
Primary Take Home Address in Salt Lake County Boundaries:	Yes No			
Daily Round-Trip Miles to Primary Address:				

Secondary City:	Zip:
Secondary Take-Home Address In Salt Lake County Boundaries:	Yes No
Daily Round-Trip Miles to Secondary Address:	
	ss listed above is outside County boundaries but the vehicle will remain within County please name the County facility and address where the vehicle will be parked.
Name of Facility:	
Address:	
City:	Zip:
Vehicle Information	
Unit Number:	
Type of Vehicle:	
License Plate #:	
Vehicle's Assigned County Address:	
I have attached a map with mileage resident and County workplace.	and written description (i.e. Google, MapQuest) of the route between employee's
	Yes
	No
I have attached written proof of the F	Required Supplemental Liability Insurance.
	Yes
	No
I have attached the copy of Defension	ve Driving Course certificate of completion.
	Yes
	No
	Policy 1350 on Vehicles; section 13.0 Vehicle Use, section 15.0 Take Home Liability Insurance Required & section 21.4.1 Defensive Driving Course.
	Yes

No

Employee's Signature:	
Date:	
Agency Director's Signature:	
Agency Director's Name (Printed)	
Date:	

Justification

Number of days vehicle is taken home:

Number of days on call per year:

Policy 1350, section 15.3.3.5

Number of call outs per year:

Give a description of why it is is in the County's best interest to allow the person to take home the vehicle.

Once completed scan paperwork and return to your agency representative. Agency will send completed form to Mike Terry, mterry@slco.org.

NOTE: New first time Take-Home Vehicle Authorization forms have 60 days to purchase supplemental liability protection through a personal auto insurance policy, this does not apply to employees who have previously had take-home authorization. It is in the best interest of Salt Lake County and it's employees to have supplemental liability insurance because there are certain cases that may be outside of the policy when you are at risk.