



SALT LAKE COUNTY FLEET  
MANAGEMENT Take-Home Vehicle  
Authorization Form  
2016

Fleet Management Board Approval

Date:

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**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:

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**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:

Employee's Secondary Take-  
Home Address:



**Employee's Signature:**

Date:

**Agency Director's Signature:**

Agency Director's Name  
(Printed)

Date:

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**Justification**

Policy 1350 section 13.3.3.5  
Give a description of why it  
is in the County's best  
interest to allow a take home  
vehicle:

JJjjjjjj

JJ

Once completed scan/copy, attach paperwork and return to your agency representative.  
Agency will send completed form to Shauna Johnson [sjohnson@slco.org](mailto:sjohnson@slco.org) 385-468-0481 Fleet Management Box #3427.

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 its employees to have supplemental liability insurance because there are certain cases that may be outside of the policy when you are at risk.