



SALT LAKE COUNTY FLEET
MANAGEMENT Take-Home Vehicle
Authorization Form
2017

Date:

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:

Employee's Secondary Take-
Home Address:

Secondary City:

Zip:

Secondary Take-Home
Address In Salt Lake County
Boundaries: Yes
No

Daily Round-Trip Miles to
Secondary Address:

If the Employee's Take-Home Address listed above is outside County boundaries but the vehicle will remain within County boundaries while parked after-hours, 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 and written description (i.e. Google, MapQuest) of the route between employee's resident and County workplace.

Yes

No

I have attached written proof of the Required Supplementary Liability Insurance.

Yes

No

I have attached the copy of Defensive Driving Course certificate of completion.

Yes

No

I have read and understand County Policy 1350 on Vehicles; section 11.0 Vehicle Use, section 13.0 Take Home Vehicle, section 13.5 Supplemental Liability Insurance Required, section 18.0 Insurance Coverage, & section 19.4.1 Defensive Driving Course

Yes

No

Employee's Signature:

Date:

Agency Director's Signature:

Agency Director's Name
(Printed)

Date:

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:

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Once completed scan/copy, attach paperwork and return to your agency representative.
Agency will send completed form to Shauna Johnson 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.