

## Authorization to Use Privately Owned Vehicle For County Business

<b>Type of Request:</b>	Initial Request <input type="checkbox"/>	Renewal (NO Policy Changes) <input type="checkbox"/>	Renewal (Policy Changes) <input type="checkbox"/>
Department Name:			Date:
Employee Name:			Division:
Position Title:			Employee #:

**I hereby certify that, while operating a privately owned vehicle for County business I will:**

1. Have a valid California driver's license. \_\_\_\_\_ (Initials)
2. Carry proof of liability insurance in my possession as per Vehicle Code VC § 160020. \_\_\_\_\_ (Initials)
3. Assure that all persons in the vehicle will wear safety belts (VC § 27315). \_\_\_\_\_ (Initials)
4. Ensure to the best of my knowledge that the vehicle is in a safe mechanical condition. \_\_\_\_\_ (Initials)
5. Maintain liability insurance coverage in force on the vehicle (s) I use on County business for **at least** the minimum amount prescribed by State Law (VC § 16451). \_\_\_\_\_ (Initials)

**I further understand the following:**

1. California Insurance Code section 11580.9(d) states that "where two or more policies affording valid and collectible liability insurance apply to the same motor vehicle or vehicles in an occurrence out of which a liability loss shall arise, it shall be conclusively presumed that the insurance afforded by that policy in which the motor vehicle is described or rated as an owned automobile shall be primary and the insurance afforded by any other policy or policies shall be excess". \_\_\_\_\_ (Initials)
2. The mileage reimbursement I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance. \_\_\_\_\_ (Initials)
3. Permission to drive a privately owned vehicle on County business must be authorized by my supervisor and understand it is a privilege, which may be suspended or revoked at any times \_\_\_\_\_ (Initials)
4. I shall not operate a motorcycle, mopeds, motorized scooters, or similar modes of transportation on County business. \_\_\_\_\_ (Initials)
5. I shall not borrow another person's vehicle to conduct County business. \_\_\_\_\_ (Initials)
6. I shall attach proof of my liability insurance with this form . \_\_\_\_\_ (Initials)

Employee Signature:	Date:
Department Head Signature:	Date: