



## **Take-Home Vehicle Authorization Form Example**

Due to the nature of the following individual's work and in an effort to better serve our customers, I authorize the assignment of a take-home Company vehicle to this employee. This individual has been coached with regards to the acceptable utilization of this vehicle in accordance with established policies, Do the Right Thing and Ground Transportation Use Policy X and is fully aware of the tax liability as set forth in Policy X entitled Tax Policy Related to Personal Use of Company Vehicles (unless specifically tax exempted due to job responsibilities).

Vehicle Assignment To \_\_\_\_\_

Type of Vehicle Assigned \_\_\_\_\_

Description of Vehicles  
\_\_\_\_\_  
\_\_\_\_\_

Vehicle Number \_\_\_\_\_

Vehicle Location \_\_\_\_\_

Operating Area \_\_\_\_\_

**Reason For Assignment (these represent the only accepted reasons)**

1. On-call/emergency call-out personnel (must be on a 24/7 basis and associated with maintaining electric and gas system reliability)
2. Out-of-town travel in excess of 500 miles weekly and 25,000 miles annually
3. Dispatched directly from their personal residence and no more than 10% of their work assignments are greater than 30 miles from their personal residence.
4. Seasonal jobsite access issues (approval from \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_ annually)

DIRECTOR APPROVAL \_\_\_\_\_

DATE: \_\_\_\_\_

Area Vice President Approval \_\_\_\_\_

DATE: \_\_\_\_\_

**FOR FLEET OPERATIONS USE ONLY**

Vehicle Logos

- YES (There Are No Exceptions)

Vehicle Assignment Status

- Currently Assigned
- Assignment Pulled Date \_\_\_\_\_

