

COUNTY EXECUTIVE OFFICE

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Take Home Vehicle Assignment Form

Assignment of a vehicle to an individual employee on a permanent or daily basis is prohibited without written documentation on file with the department. The Department Director is required to validate the assignment is critical to the mission of the department. This form must be executed by authorizing agents prior to allowing vehicles to be taken home.

Employee Name: _____

Job Title: _____

Take Home Vehicle Assignment Justification:

Vehicle Identification Number: _____

License Plate Number: _____

Vehicle Make: _____

Vehicle Model: _____

Vehicle Year: _____

Fuel Card Information: _____

Department Head Signature

CEO Approval

Date

"Establishing Direction. Creating Opportunity."