

County of Los Angeles

County Vehicle Use Authorization

All County employees using a County vehicle are required to obtain approval from their immediate supervisor before requesting a vehicle from the County Motor Pool. The County self-funds automobile liabilities. Damages and liabilities incurred while a County Motor Pool vehicle is being used are the responsibility of the County department utilizing the vehicle.

In accordance with Los Angeles County Code, Section 5.40.300, County vehicles are to be used only for County business and must be used within the boundaries of Los Angeles County unless approved by the Department Head.

Employees are also required to furnish proof of their valid employee badge number and California Driver's License (DL). The following information must be completed before any employee can use a County vehicle.

Employee Name: _____ Employee #: _____ Employee Signature: _____

Department: _____ Reason: _____ Time: _____

CA DL Expiration Date: _____ CA DL Confirmation [Garage Staff]: _____

Destination: _____ Date(s) of Usage: _____ Phone: _____

Supervisor Name: _____ Signature: _____ Date: _____

Department Head or Chief Deputy approval is required. Please check all that apply below.

- Use County vehicle outside of Los Angeles County; or
- Rental period in excess of 10 business days

Dept. Head Name: _____ Signature: _____ Date: _____

ISD Department Head approval is also required for Motor Pool use outside of Los Angeles County.

ISD Director Name: _____ Signature: _____ Date: _____

LA County Code on Use of County Vehicles

5.40.300 County automobiles--Use restrictions.

Any county officer, chauffeur, or employee of the county using any county automobile for any purpose other than on business for the county shall be deemed guilty of a violation of his duties and shall be discharged as provided for in these sections, and no county officer, chauffeur or other employee shall, without special authorization from the board of supervisors or the chief administrative officer, take a county automobile outside of the county, except as provided in Sections 5.40.120, 5.40.310 or 5.40.320 of this chapter, or use such automobile in conveying any county officer or employee between the residence and the place of work of such officer or employee, or keep any county automobile overnight or on Sundays or holidays at the place of residence of any county officer or employee; provided, any authorization for special use of a county automobile as hereinabove specified shall not be construed as permitting the use of such automobile for the personal business or pleasure of any person whatsoever. (Ord. 11460 § 1, 1977: Ord. 11439 § 2, 1976: Ord. 6753 § 7, 1955: Ord. 4099 Art. 3 § 67, 1942

5.40.120 Trips to nearby counties--Conditions.

Department heads may leave and may permit their employees to leave the county on a mileage basis or use a county vehicle to carry on county business in nearby counties. (Ord. 12108 § 1 (part), 1980: Ord. 12019 § 3, 1979: Ord. 9005 § 4, 1966: Ord. 7049 § 1, 1956: Ord. 6896 § 1 (part), 1956: Ord. 6753 § 6 (part), 1955: Ord. 4099 Art. 3 § 61.2, 1942.)

5.40.310 Sheriff--Means of transportation.

The sheriff and his deputies may use any means of transportation, either within or outside the county, when such transportation has been approved by competent departmental authority in the performance of investigation of criminal cases arising in the county or in pursuit of criminals. (Ord. 6753 § 6 (part), 1955: Ord. 4099 Art. 3 § 66, 1942.)

5.40.320 Probation officer--Use of county vehicle permitted when.

The probation officer or his deputies may take a county machine outside the county when actually engaged in transporting a juvenile court ward to another county or investigating said juvenile court ward. (Ord. 6753 § 6 (part), 1955: Ord. 4099 Art. 3 § 66.5, 1942.)