



COUNTY VEHICLE USE AUTHORIZATION FORM

County employees are required to obtain approval from their immediate supervisor or manager before requesting a vehicle from the ISD Motor Pool. The County self-funds automobile liabilities. Damages and liabilities incurred while driving an ISD Motor Pool vehicle are the responsibility of the County department utilizing the vehicle. Please refer to County Code, Section 5.40.300, for use restrictions.

Date: Requesting Department:
Employee Name: Employee #
Vehicle Type Requested: Signature:
Destination: Reason:
Check-Out Date: In the County of LA? Yes
**Check-In Date: *No

Approval:

Employee's Supervisor/Manager Name:

Signature:

****Traveling to Nearby Counties:***

Pursuant to County Code, Section 5.40.120, Department heads 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.

Department Head Approval:

*****Motor Pool Vehicle Rental Period Exceeding 10 Consecutive Days:***

Pursuant to County Vehicle Policy (Policy No: CEO 1), motor pool vehicles may not be assigned to the same employee for more than 10 consecutive business days without written justification and approval by the Department Head or Chief Deputy.

Chief Deputy or Department Head Approval: