

CITY OF SAN ANTONIO
Take Home Vehicle Authorization Request

Please type, or use ink when filling out this form. Print legibly.

Date:	Department:	Contact Person:	Phone:
Authorized Driver:			
Authorized Driver's Title:			
Vehicle Unit #:		Daily roundtrip miles to home address:	
<p>I have read, understand and signed an Employee Acknowledgement form for AD 1.8 Vehicle Use. I have not been given a copy of the Employee acknowledgement form for AD 1.8 Vehicle Use.</p> <p>NOTE: <i>Keep a copy of signed Acknowledgement form for your files, send original with this request by bin mail to Fleet Acquisitions.</i></p>			
Employee's Signature:			
State justification for take home privileges below: <i>(Quantify your justification)</i>			
Department's Current Total Take-Home Vehicles:			
Department Director's Signature:		Date:	

- **Example of justification:** *(How many times was this employee called out after normal working hours to an emergency or other after-hours event last year?)*
- This form may be used within your department at any time as a source document to update your department's take home vehicle list.
- This form **must** be used and **submitted** to the Fleet Department once the annual Take Home Vehicle Survey is completed and you want to add personnel to your department's Take Home list.

FOR FLEET'S USE ONLY

Approved	Denied	Need Additional Information
Reason for denial or request for additional information:		
Fleet Director's Signature:		Date: