



SALT LAKE COUNTY FLEET MANAGEMENT 2026 Take-Home Vehicle Authorization Form

Date:

Agency Information

Agency Name:

Agency / Department ID:

Agency's Contact Person:

Agency's Contact Person's
Phone:

Authorized Driver Information

New Employee: Yes

No

Authorized Driver's Name:

Authorized Driver's EIN:

Authorized Driver's Job Title:

Defensive Driving Course
Completion Date:

Provide the copy of Defensive Driving Course certificate
of completion.

Employee's Primary Take-
Home Address:

Primary City:

Zip:

Primary Take Home Address in
Salt Lake County Boundaries: Yes

No

Daily Round-Trip Miles to
Primary Address:

Employee's Secondary Take-
Home Address:

Zip:

Yes

No

Zip:

No

Employee's Signature:

Date:

Agency Director's Signature:

Agency Director's Name
(Printed)

Date:

Justification

Number of days vehicle is taken home:

Number of days on call per year:

Policy 1350, section 15.3.3.5

Number of call outs per year:

Give a description of why it is
is in the County's best interest
to allow the person to take
home the vehicle.

Once completed scan paperwork and return to your agency representative. Agency will
upload completed form to <https://forms.cloud.microsoft/g/V9i445gxlc>

NOTE: New first time Take-Home Vehicle Authorization forms have 60 days to purchase supplemental liability
protection through a personal auto insurance policy, this does not apply to employees who have previously had take-
home authorization. It is in the best interest of Salt Lake County and it's employees to have supplemental liability
insurance because there are certain cases that may be outside of the policy when you are at risk.