



City of Waco
City Vehicle Justification Form

Please complete one form per employee taking home a City vehicle;--- either for the first time or if any information changes after the form is initially approved. Employees should not take home a vehicle until an approved form (signed by all required supervisory levels) is returned to the department from Human Resources.

EMPLOYEE NAME: _____ DEPT: _____

EMPLOYEE POSITION TITLE(or Civil Service rank): _____

CURRENT HOME ADDRESS _____

* OR ALTERNATE PROPOSED SECURE LOCATION TO LEAVE VEHICLE _____

- INSIDE CITY LIMITS
OUTSIDE CITY LIMITS
OUTSIDE MCLENNAN COUNTY

Enter # miles one way from normal job assignment to location

DATE BEGAN TAKING VEHICLE HOME: _____

ESTIMATED NUMBER OF CALL-OUTS IN A TYPICAL YEAR: _____

TYPE OF VEHICLE: _____ UNIT & EQ #: _____

Indicate if Vehicle / Unit has any of the following characteristics:

- Clearly marked police/fire vehicle or unmarked, authorized law enforcement vehicle
Vehicle carrying cargo with loaded gross vehicle weight over 14,000 lbs.
Pick-up truck with loaded gross vehicle weight of 14,000 lbs or less, and equipped with hydraulic lift gate, permanent tank(s)/drums(s); permanent side boards, raising level of sides of truck bed, or other heavy equipment (I.e., electric generator, welder, boom, etc.)

JUSTIFICATION:

1. DESIGNATED (ASSIGNED) VEHICLE: list frequency-such as: daily, 1 week every 4 weeks, 2 weeks every 12 weeks

2. ROTATION ON-CALL VEHICLE: list frequency-such as: 1 week every 4 weeks, 2 weeks every 12 weeks

NORMAL NUMBER OF DAYS IN WORK WEEK (4 or 5 Days): _____

I hereby certify that the information provided above is true and accurate:

Employee Signature

Date

Employee Number

APPROVED-DEPT/DIV/MGR: _____ Date: _____

APPROVED-CITY MGR OFF: _____ Date: _____ (Effective date)

RECVD-HUMAN RESOURCES: _____ Date: _____

APPROVED COPY RETURNED FROM HR TO DEPARTMENT Date: _____

NOTE: If an employee has previously been approved to take a City Vehicle Home and is reassigned to a new position, or moves to a new address, the employee's take home vehicle status is subject to review and re-authorization. [Revised 11/28/07]