



**CITY OF PETALUMA**  
**Authorization To Use**  
**City-Owned Vehicles On City Business**

*To be completed by Employee*

**I. Certification**

While driving a City-owned vehicle, it is required to:

1. Have possession of a valid and current California Driver's License.
2. Only use the City-owned vehicle to conduct City business.
3. Permit only City employees to drive an assigned City-owned vehicle when the vehicle is in your possession or under your direct control.
4. Operate the City-owned vehicle in conformity with the provisions of the California Vehicle Code.
5. Ensure all persons in the vehicle wear seat belts.
6. Report an accident in accordance with City policy and State Law.
7. Transport no family members, pets, or persons other than those on official City business in any City-owned vehicle.

California Driver's License Number

Expiration Date

Employee's Signature

Printed Name

Date

*To be completed by Department Director*

**II. Approval**

*Use of a City-Owned Vehicle on City business is approved until revoked or until* \_\_\_\_\_ .  
(Date)

Other specific terms, conditions or limitations on approval include: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approving Authority Signature

Printed Name

Date