



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

To be completed by Employee

I. Certification

While driving a privately-owned vehicle on City business it is required to:

1. Be in possession of a valid and current California Driver's License.
2. Have at least the statutory limits of minimum liability insurance required by State Law on the vehicle in the following amounts:
 - \$15,000 for death or injury of any one person, any one accident,
 - \$30,000 for all persons in any one accident, and
 - \$5,000 for property damage
3. Be in possession of proof of liability insurance.
4. Operate the 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.

The mileage rate claimed is for full reimbursement for the cost of operating the vehicle, including but not limited to, fuel, maintenance, repairs, physical wear or damage to the vehicle, and insurance.

California Driver's License Number Expiration Date

Employee's Signature Printed Name Date

To be completed by Department Director

II. Approval

Use of a Privately-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