

WAYNE COUNTY VEHICLE USE ELIGIBILITY/VEHICLE ASSIGNMENT AUTHORIZATION FORM

ELIGIBILITY SECTION

(This Section is to be completed by the Recommending Official. Once this Section is completed, forward Form to DPS - Personnel Unit.)

DEPARTMENT _____ DIVISION _____ DATE _____

EMPLOYEE INFORMATION

Last _____ First _____ MI _____

Employee ID# _____ Classification _____

Driver's License # _____ Driver's License Expiration Date _____

Recommending Official Signature _____ Title _____

Eligibility Check List: Employee must meet each of the listed criteria
(This Section is to be completed only by the DPS Personnel Unit)

- Yes No 1. The employee possesses a valid Michigan driver's license.
Yes No 2. The employee is not currently under disciplinary action for the unauthorized use of a County vehicle.
Yes No 3. The employee has not been at fault in two or more accidents involving a vehicle under his or her operation within the past 12 months.
Yes No 4. The employee has not received three or more moving violations while operating a vehicle within the past 12 months, or has not been assessed six or more points by the Secretary of State within the past 24 months.

Eligibility Determination: Eligible / Ineligible Checked by: _____ Date: _____

ASSIGNMENT SECTION

Full-Time Vehicle assignments shall only be authorized by the CEO/CEO Designee.
Pool Vehicle assignments shall only be authorized by the CEO/CEO Designee or DPS Director.

The Employee noted above is eligible for the following assignment(s):

- 1. Pool Car Assignment (Authorized to drive pool vehicles for job assignments)
2. Full Time Vehicle Assignment (Authorized to drive County Vehicle for job assignments and to and from home)

Full Time Assignment Vehicle Information (Check box if not applicable) N/A

Vehicle Brass Tag _____

Vehicle License Plate _____

Vehicle Make _____

Vehicle Model _____

DPS Director _____ Date: _____

CEO/CEO Designee _____ Date: _____

(Required for Full-Time vehicle assignment)

EMPLOYEE AKNOWLEDGEMENT

Employee Signature _____ Date: _____

By signing, the employee acknowledges that he/she has received and read the Wayne County Vehicle Use Policy and Wayne County Vehicle Use Ordinance. If authorized for Full-Time assignment, the employee acknowledges receipt of the assigned vehicle on the date that this form is signed.

Distribution: Original -Equipment Division; Copy 1 - DPS Administration Division; Copy 2 - Originating Department/Division