

ATTACHMENT I

CITY OF EDMONTON VEHICLE TAKE-HOME PERMIT APPLICATION

Branch [ ] Dept # [ ] Date [ ]

Unit # [ ] Select vehicle from drop down [ ]

Employee Name [ ] City Permit Expiry [ ]

Employee ID [ ] Prov Licence Expiry [ ]

Work Address [ ]

Supervisor Name [ ]

Home Address [ ]

VEHICLE TAKE-HOME PERMIT CRITERIA CODES

Reason for Permit: Use drop-down menu below

- 1. On call - Emergency, 24 hour standby
2. Reports directly to/leaves from work location
3. 24 hour security coverage
4. Single use only
5. Out of town transportation

Other Reason for Permit: Use drop-down menu below

- 4.1 Relieving driver/occasional use
4.2 Field collection duties
4.3 Construction season - different/extra hours
4.4 Collision investigation
4.5 Field surveys
4.6 Test purposes
4.7 Essential City business outside corporate limits of City.

Reason for permit [ ]

Other Reason [ ]

Please check one of the following - Category of Assignment:

[ ] LongTerm/Take home unit (take home vehicle more than 6 months a year) The authorization of assigned take-home vehicles may be granted for a period of not more than twelve months. There must be an explanation as to why an employee cannot use alternative forms of transportation to respond to the emergencies or pick up assigned vehicle at their designated parking/work area.

[ ] Requirement to Respond (On-Call) Employees must be on call when taking a unit home and must have primary responsibility to respond to calls. Employees are required to be contacted at any given time and be available to willingly respond to and/or report to work when called.

[ ] Occasional Overnight Usage Occasional take home use of City-owned vehicles is permitted. Such occasional usage of City vehicles may occur when an employee attends a meeting away from the employee's normal place of work and outside an employee's normally scheduled workday.

## City Vehicle Take Home Permit Justification

Describe how your specific work assignment meets the policies and criteria for a take-home vehicle program:

Describe the calculation of savings to the City, if economic justification is used.

*Employee has read and resolved any questions related to the Vehicle Take Home Directive and Procedure. In all cases the employee agrees to operate a City vehicle pursuant to this permit and the rules and expectations as outlined in the City Vehicle Directive and Procedure (A1421).*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

	Printed Name	Signature Line
Requested by Section Supervisor	<input type="text"/>	_____
Approved by Director	<input type="text"/>	_____
Approved by Branch Manager	<input type="text"/>	_____
Approved by General Manager	<input type="text"/>	_____

Out of Town approved by: City Manager Signature \_\_\_\_\_

**NOTE:** *Permits are valid only until December 31st.*

**Forward to: Fleet Services, Fleet Safety 3<sup>rd</sup> Floor, 12404-107 St. 780-496-6464**

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### Fleet Safety Office Use Only

Date Permit issued

Permit # issued

City Permit Valid  Prov license Valid  Permit status when received

Permit Cancelled  Date permit cancelled

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### Administrative Directive and Procedure A1421 - Attachment I

Revised June 2011 – Fleet Safety