

City of Richmond  
**Administrative Manual**

**APPLICATION FOR USE OF CITY VEHICLE  
OR AUTO ALLOWANCE**

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_  
California Driver's License No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**For use on City business and pursuant to Administrative Policy No. AP 107, I request authorization (check one):**

**I. Driver Category as per Section II of Administrative Policy No. AP 107**

- A.  Exclusive use of City vehicle for Executive Management Group
- B.  For exclusive use of City Vehicle
  - 1.  to supervise or perform emergency maintenance or for safeguarding City property.
  - 2.  for easy and frequent access to City property on a 24 hour basis.
- C.  For intermittent use of Personal Vehicle - proof of insurance must be in HRM .
- D.  For intermittent use of Pool Car City Vehicles.
- E.  For daily use of City Vehicles.

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

\_\_\_\_\_  
(Employee must notify Supervisor of any change in status of Driver's License)

**II. Recommendation**

For Driver Category A and B above.

Recommended: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Department Director)

For Driver Category C through E above.

Recommended: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Division Director)

**III. Approval**

For Driver Category A and B above.

Recommended: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(City Manager)

For Driver Category C through E above.

Recommended: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Department Director)

**IV. Verification**

Driver's License verified as valid on

\_\_\_\_\_

designee  
Signature: \_\_\_\_\_, HRM Director or

DISTRIBUTION:

Original: HRM Department

Copies: Employee's Department; Employee; Finance Department for C&D