

County of Plumas  
Authorization to use privately owned vehicle on County business

CERTIFICATION

Approval is requested to use a privately-owned vehicle to conduct County business.

I hereby certify that whenever I drive a privately-owned vehicle on County business or County time, that I will have a valid driver's license in my possession and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by State Law, Vehicle Code §16451. (\$15,000 for personal injury to or death of one person; \$30,000 for injury to or death of two or more person in one accident; \$5,000 property damage).
2. Adequate for the work to be performed.
3. Equipment with safety belts in operating condition.
4. In safe mechanical condition as required by law.

I further certify that while using a privately-owned vehicle on County business or County time:

1. I understand that my insurance is primary in the even of loss. The per mile reimbursement rate includes all costs related to the operation of the vehicle including liability and auto insurance.
2. All accidents will be reported to the County Risk Manager within 24 hours. All reports will be made on the Plumas County Incident Report Form.

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Expiration Date \_\_\_\_\_ Insurance Company \_\_\_\_\_

Employee's Printed Name \_\_\_\_\_

Date \_\_\_\_\_ Employee's Signature \_\_\_\_\_

Approval: Use of privately owned vehicle, on County business, County time, has been approved for the time period of 7/1/\_\_\_\_\_ thru 6/30/\_\_\_\_\_ (Maximum one year)

Department Name \_\_\_\_\_

\_\_\_\_\_  
Department Head's signature

\_\_\_\_\_  
Date