Use of Private Automobiles on State Business

Under present Department of Transportation's policy, transportation will be furnished to any employee who has occasion to travel on official business. Structure Construction employees are expected to use State-furnished transportation in most travel situations, however, exceptions may be granted in those situations where the use of a privately-owned automobile would be advantageous to the State, or when a State car cannot be made available economically.

Refer to the Caltrans Employee Travel Guide for detailed information concerning the use of private vehicles on State business.
**DEPARTMENT OF TRANSPORTATION**

**AUTHORIZATION TO USE PRIVATELY-OWNED VEHICLES ON STATE BUSINESS**

**FA 205 (REV 12/87)**

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**Effective (Max 1 yr.) for Calendar year 1988**

<table>
<thead>
<tr>
<th>NAME (print)</th>
<th>Last</th>
<th>First</th>
<th>Initial</th>
<th>S.S. NUMBER</th>
<th>B.U. NUMBER</th>
<th>OR</th>
<th>CIRCLE ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trustworthy</td>
<td>Wellington</td>
<td>F.</td>
<td>123-45-6789</td>
<td>9</td>
<td>E</td>
<td>M</td>
<td>S</td>
</tr>
</tbody>
</table>

IN ACCORDANCE WITH STATE POLICY (S.A.M. 0754), APPROVAL IS REQUESTED TO USE MY PRIVATELY OWNED VEHICLE(S) TO CONDUCT OFFICIAL STATE BUSINESS:

<table>
<thead>
<tr>
<th>MAKE</th>
<th>YEAR</th>
<th>MODEL</th>
<th>LICENSE NUMBER</th>
<th>MILEAGE RATE</th>
<th>SUBSTANTIATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ford</td>
<td>87</td>
<td>Escort</td>
<td>1ABC234</td>
<td>21¢</td>
<td>YES</td>
</tr>
<tr>
<td>Olds</td>
<td>85</td>
<td>Cutlass</td>
<td>1XY2789</td>
<td>21¢</td>
<td>YES</td>
</tr>
</tbody>
</table>

ATTACH PRIVATELY-OWNED VEHICLE OPERATING COST WORKSHEET

I HEREBY CERTIFY that whenever I drive a privately-owned vehicle on State business I will have a valid driver’s license in my possession all persons in the vehicle will wear safety belts and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by state law: $15,000 for personal injury or death of one person; $30,000 for injury to or death of two or more persons in one accident; $5000 property damage. Employees must be able to show evidence of auto liability insurance coverage currently in force. (State Financial Responsibility Act, Chapter 1322, 1985.)

   - [X] YES  [NO]

2. Adequate for the work to be performed

   - [X] YES  [NO]

3. Equipped with seat belts

   - [X] YES  [NO]

4. To the best of my knowledge, in safe mechanical condition, as required by law.

   - [X] YES  [NO]

NOTE: COLLISION INSURANCE IS NOT REQUIRED, BUT THE STATE CANNOT REIMBURSE AN EMPLOYEE FOR DAMAGE SUSTAINED TO THEIR PRIVATE VEHICLE WHILE IN USE ON STATE BUSINESS IF THE EMPLOYEE CHOSES NOT TO MAINTAIN COLLISION INSURANCE UNDER THE PROVISIONS OF DPA RULE 599.630.

I agree that while using my privately-owned vehicles on official State business, all accidents will be reported on State Form 270 within 48 hours (SAM 2547). I understand that permission to drive a privately-owned vehicle on State business is a privilege which may be suspended or revoked at any time.

**EMPLOYEE RESIDENCE ADDRESS**

12345 Riverside Blvd, Sacramento, CA 95831

One way mileage residence to office: 205

**SIGNATURE-EMPLOYEE**

W. J. Trustworthy

**WORK TELEPHONE NUMBER**

(213) 456-7891

**DATE**

9/1/88

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II. APPROVAL

USE OF A PRIVATELY-OWNED VEHICLE TO CONDUCT OFFICIAL STATE BUSINESS IS APPROVED. IN ACCORDANCE WITH S.A.M. SECTION 0754.

**SIGNATURE-CURRENT SUPERVISOR**

[Signature]

**PRINT NAME**

J. Truefellow

**DATE**

9/1/88

**PHONE NO.**

5-7124

Prepare in Triplicate:

White - Accounting Office  Yellow - Supervisor  Pink - Employee