



BRIDGE CONSTRUCTION MEMO 13-7.0  
SECTION 13-EQUIPMENT, SERVICES  
AND SUPPLIES  
January 13, 1986  
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## **Use of Private Automobiles on State Business**

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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.

Effective (Max 1 yr.) for Calendar year 19 88

NAME (print)	Last	First	Initial	S.S. NUMBER	B.U. NUMBER	OR	CIRCLE ONE
	Trustworthy	Wellington	T.	123-45-6789	9		<b>E M S C</b>

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

<u>MAKE</u>	<u>YEAR</u>	<u>MODEL</u>	<u>LICENSE NUMBER</u>	<u>MILEAGE RATE' SUBSTANTIATED</u>
Ford	87	Escort	1ABC234	21¢
Olds	85	Cutlass	1XYZ789	21¢

<sup>1</sup>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:

- Covered by liability insurance for the minimum amount prescribed by state law: \$15,000 for Personal injury to 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.)  YES  NO
- Adequate for the work to be performed  YES  NO
- Equipped with seat belts  YES  NO
- To the best of my knowledge, in safe mechanical condition, as required by law.  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 CHOOSES 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	One way mileage residence to office	JOB Site
12345 Riverside Blvd, Sacramento, CA 95831		205

SIGNATURE-EMPLOYEE	WORK TELEPHONE NUMBER	DATE
<i>W. T. Trustworthy</i>	(213) 456-7891	9/1/88

**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	PRINT NAME	DATE	PHONE NO.
<i>J. Truefellow</i>	J. Truefellow	9/1/88	5-7124

**Prepare In Triplicate:**

White - Accounting Office

Yellow - Supervisor

Pink - Employee