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**AUTHORISATION FOR A COUNCIL VEHICLE TO BE TAKEN HOME BY A MEMBER OF STAFF**

(as per Clause 9 of the Driving on Council Business Policy)

**Service Manager:**

**Department:**

**Vehicle registration number:**

**Full name of driver:**

**Address where vehicle will be parked:**

**Reason why the vehicle is being taken home** (please select appropriate checkbox)

[ ]  The member of staff is on call / stand by;

[ ]  The member of staff has to carry tools and/or equipment for use in their work

[ ]  The member of staff has to carry chemicals for use in their work

[ ]  It is more economically/operationally efficient for the service for the vehicle to be taken home e.g. the member of staff is not reporting to their usual base but attending an alternative site direct from or to their home.

I confirm that the member of staff concerned has been issued with a copy of the policy, is aware of the requirements therein and that the vehicle will not be used for personal use at any time.

Please note that checks can be carried out at any time to ensure compliance with the policy.

**Signature of requesting officer:**

**Approved by**       **Date**

**Head of Service / Fleet Manager** (please delete as applicable)