

Automobile Required Agreement

Instructions: Employee completes Part A. Supervisor or department director/designee completes Part B. Obtain all signatures and submit to the department's payroll contact who will complete a Position Employee Transaction (PEX) form to enter in APEX and keep it on file for audit purposes. See HC Administrative Manual, Automobile Required policy, for further information.

Employee Part A: Automobile Required Agreement

NAME - FIRST	M.I.	LAST	EMPLOYEE NO.	DEPARTMENT/DIVISION
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REASON(S) AUTOMOBILE IS REQUIRED FOR COUNTY BUSINESS PURPOSES:

PARKING LOCATION - FACILITY NAME & ADDRESS:

By signing below, I am stating that I understand the following:

1) I understand that I am required by my department director or their designee to routinely use my automobile in carrying out my job responsibilities and that acceptance of this designation obligates me to possess and maintain the following:

- a) A **valid driver's license**: Driver's License No.: _____ State Where Issued: _____
- b) **Motor vehicle insurance**.
- c) An **automobile in safe operating condition**.
- d) A **good driving record**.
- e) A **county driver permit** (if required by my department). Permit No.: _____

2) I understand that I must comply with both county policy and my department's policy, if any, regarding the use of my automobile for business purposes.

3) I understand that I am obligated to immediately inform my supervisor of any change in meeting the above requirements, such as any citations/moving violations that result in suspension, revocation, or cancellation of my driver's license or insurance, so that my ability to perform my job duties and the risk for operating my automobile for business purposes can be reassessed by the department director or their designee, and that failure to report as described may result in disciplinary measures.

Supervisor or Department Director/Designee Part B: Assignment of Parking Reimbursement Status

Authorized Payment/Reimbursement Rate: (Must enter an X in the applicable box(es) below.)
 If an employee is required to have their automobile routinely available for business use, the department must assign the employee a parking reimbursement status below. Compare the rates below and select the rate that accurately reimburses the employee's business-related parking costs while allowing for service delivery in an efficient and cost-effective manner.

- Per Park Rate** - Also enter an **X** in one of the boxes below to select 1. or 2.
- 1. The employee does not incur a parking expense in order to have their automobile routinely available for business use and will be reimbursed for occasional business-related parking expenses at the Per Park Rate.
 - 2. The employee incurs a parking expense in order to have their automobile routinely available for business use but the frequency that the automobile is required indicates that the Per Park Rate will provide an accurate yet more cost-effective reimbursement than the Monthly Contract Rate.
- Monthly Contract Rate** - The employee is required to have their automobile routinely available for business use every work day or most work days, or the employee cannot predict in advance when their automobile will be needed to respond to urgent or emergency business situations on short notice and/or business appointments that cannot be scheduled in advance, and the frequency that the automobile is required indicates that the Per Park Rate would exceed the Monthly Contract Rate.

Approval Period: Month: _____ Year: _____ through Month: _____ Year: _____
 (NOTE: The approval period cannot exceed 2 years.)

Employee Signature:		Date:
Supervisor Name (print):	Supervisor Signature:	Date:
Director/Designee Name (print):	Director/Designee Signature:	Date: