

## Take Home Vehicle Authorization

Hanover Township allows certain, authorized employees to use Township vehicles for on-call purposes. Please complete this form below and return to the Administrator's Office for retention in the employee's personnel file.

### Authorized Employee's Information

Name of Employee:

Department:  Title:

### Authorized Vehicle Information

Vehicle Make/Model:

Vehicle VIN#:

Vehicle License Plate:

### Authorization and Acknowledgement

Take Home Vehicle Privileges:

1. For an employee to be authorized for the take-home use of a Township owned vehicle, the employee must possess a valid Illinois Driver's License and maintain a safe driving history.
2. The employee must be subject to frequent after-hours, emergency callback, or unscheduled work.
3. The employee's appointing authority must first designate a vehicle for take home use and place the take home vehicle agreement into the employee's personnel file.
4. Employees that are authorized to use a Township vehicle for take-home use are prohibited from taking the vehicle outside of the state of Illinois, unless authorized by the Township Administrator, or the employee's appointing authority.
5. Vehicles so assigned are not intended to be perceived as personal property or interpreted as a salary supplement or fringe benefit. The commuting costs of the use of township take-home vehicle may be a taxable cost to the employee. Any vehicle not specifically designated as exempt under the 1985 Tax Act, shall result in a taxable fringe benefit to the employee.

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Employee's Signature

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Administrator or Appointing Authority Signature

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Date

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Date