



Submit Today!

# Taking a City vehicle home? complete this new ONLINE form!

Where is the form located? Login in to PeopleSoft ESS. [Click here to access the Application for Take-Home Assigned Vehicle](#)

## Helpful Tips!

### **Be prepared before logging into PeopleSoft:**

- The Table to the right lists steps to help you prepare.
- Have all of this information readily available.

This is a new online experience and that can be challenging so -  
**Be Prepared = Save time and Avoid frustration**

**Question:** I completed a form last year. Do I have to do this again?

**Answer:** Yes. Submission of a new form is required at the beginning of every calendar year.

## Questions?

Contact Fleet and Warehouse Division 857-8080

Step	Description
1	A copy of your Driver's License to attach to the online form.
2	Copy of Official Job Description.
3	Copy of your Department Organizational Chart with your Position clearly marked.
4	<u>Description of the Take-Home Vehicle:</u> <ul style="list-style-type: none"> <li>• Make; Model; Year; License No; City Vehicle No; Radio Call or Cell; Vehicle description</li> <li>• Descriptions for any of the following:               <ul style="list-style-type: none"> <li>• Emergency equipment on vehicle or transported</li> <li>• Communication equipment</li> </ul> </li> </ul>
5	Approximate Distance from residence to worksite (one way).
6	Approx. percentage of time spent at worksite during regular work hours.
7	Justification for emergency use take-home vehicles.
8	Average frequency of emergencies that required your immediate response during the previous 12 months (per week), using actual historical data during Working and Non-Working Hours.

**2018 Forms Expired on 12/31/18! You must re-apply for 2019 coverage.**  
Login today to submit the new 2019 Form to cover this calendar year.

