

# City of Richmond

## Administrative Manual

### DRIVER'S INFORMATION FORM

Finance Department will **only** be able to release a car or van to City employees for whom this form is on file and provided that all Risk Management requirements are met.

Please complete either Section I or II and return the completed form to the Finance Department, Second Floor, 2600 Barrett Avenue. If there are any questions, please contact the Finance Department at (510) 620-6740.

#### Section I

*Please complete this section for authorized drivers to use a car or van on an as-needed basis.*

Name of Authorized Driver as shown on Driver's License \_\_\_\_\_

Date of Birth \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_ Division \_\_\_\_\_

Telephone # \_\_\_\_\_ Office/bldg. \_\_\_\_\_

Valid CA Driver's License # and Expiration Date \_\_\_\_\_

Authorized by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

#### Section II

*Please complete this section for authorized drivers who are permanently assigned exclusive use of a specific City car or van.*

Name of Authorized Driver as shown on Driver's License \_\_\_\_\_

Date of Birth \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_ Division \_\_\_\_\_

Telephone # \_\_\_\_\_ Office/bldg. \_\_\_\_\_

Valid CA Driver's License # and Expiration Date \_\_\_\_\_

Authorized by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

(So that our list of authorized car and van users is kept up to date, please notify the Finance Department of all driver changes.)