

Request for Personal Use of Government-owned Vehicle

Last revised: April 2017
Last reviewed: April 2017
Next review: July 2018

I, _____ , _____
Name (please print) Position

With the _____ , _____
Branch Ministry, Agency, etc.

herby apply to the said ministry or agency for approval to elect the personal use option of the government vehicle assigned to me. If granted such use, I agree to the following conditions:

- (1) I will make myself aware of and will comply with the government policy regulating the personal use of government vehicles.
- (2) I will assume responsibility for the payment of any fines for traffic, parking or any other violation charged against the operator of the government-owned vehicle assigned to me.
- (3) I agree to pay the said ministry or agency, and authorize the said ministry or agency to deduct from my salary, each month the minimum monthly charge for such vehicle while it is available for my personal use, on the understanding that I may drive it for personal use. I also agree to have deducted the cost of any distance driven at the prevailing rental rate for such vehicle; all such charges and rates as set from time to time by the Minister of Central Services.
- (4) In the event the vehicle is damaged while it is not being used for government business, I agree to pay the said ministry or agency and have deducted from my salary the amount per occurrence laid down in regulations for uninsured (deductible) damage to the vehicle or expenses relating thereto incurred while the government-owned vehicle was not being used for government business.
- (5) I will at all times ensure that the vehicle is operated in a safe and prudent manner.
- (6) I will return the vehicle to the ministry or agency, or to a location nominated by them, upon their request or instruction.
- (7) The effective date of this request will be _____, 20_____
Month/Day

Dated at _____ in Saskatchewan, this _____ day of, 20_____
City/Town

Signature of Applicant

Signature of Supervisor/Manager

Authorized Signature/Approved by

Approver Position