

EMPLOYEE NAME \_\_\_\_\_  
LAST FIRST MI

NOTIFICATION OF DRIVING STATUS

PLEASE COMPLETE ONLY THE APPROPRIATE SECTION:

DECLARATION OF NON-DRIVING STATUS

I certify that I will not request the named employee to perform any City business that would require driving (e.g. shopping for supplies, transporting participants, etc.). This includes driving their own car, other people's cars or City vehicles.

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_



DECLARATION OF DRIVING STATUS

TO: YOLO COUNTY PUBLIC AGENCY RISK  
MANAGEMENT INSURANCE AUTHORITY  
77 WEST LINCOLN AVE.  
WOODLAND, CA 95695

FROM: CITY OF DAVIS

RE: NOTIFICATION OF EMPLOYEE HIRE/TERMINATION\*

As required by YCPARMIA policy, in order to provide liability coverage for employees who may drive in the course of City business, the following information must be submitted within 15 days of the employee's hire/termination date:

EMPLOYEE STATUS: [ ] NEW EMPLOYEE DATE OF HIRE: \_\_\_\_\_

[ ] TERMINATION OF EMPLOYEE DATE OF TERMINATION: \_\_\_\_\_

[ ] OTHER EXPLANATION: \_\_\_\_\_

EMPLOYEE'S DRIVER'S LICENSE NUMBER: \_\_\_\_\_ STATE \_\_\_\_\_

CLASS \_\_\_\_\_ EXPIRES: \_\_\_\_\_

WILL EMPLOYEE BE DRIVING COMMERCIAL VEHICLES? Yes [ ] No [ ]

EMPLOYEE'S BIRTHDATE: \_\_\_\_\_

By completing this section, I understand that this employee may be requested to drive a City vehicle for city business and will be added to the city's liability insurance policy.

Employees who drive their own vehicle for city business must maintain their own auto insurance. I as the employee understand that if I drive my own car for City of Davis business that I must have insurance, and that my insurance is primary and the City of Davis insurance is secondary if I get into an accident. By signing below, I acknowledge the above and certify that I will not drive my personal vehicle for City of Davis business without insurance on that vehicle.

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

cc: Personnel File

Temporary [ ] Regular [ ] Volunteer (e.g. unpaid intern) [ ]

Dept. \_\_\_\_\_