



I understand that I am being provided the opportunity to utilize a Village of Monee vehicle, on a temporary basis, to travel to and from work from my personal place of residence.

I have reviewed and agree to abide by the Village of Monee Vehicle and Staff Driving Privileges policy, including that I must not utilize any of Village of Monee vehicles for personal use or gain. In addition, I agree that I will maintain accurate records for the use of Village of Monee fuel while utilizing a Village of Monee vehicle to travel from my personal place of residence to and from work.

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(Employee - Print Name)

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(Date)

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(Employee – Signature)

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(Authorizing Representative – Signature)