

# Company Vehicle Authorization and Equipment Agreement Form

This agreement must be completed, signed, and approved prior to the operation of any company-owned, leased, or rented vehicle, and prior to the issuance of company equipment.

## 1. Employee Information

Full Name:

Employee ID:

Department:

Job Title:

Driver's License Number:

License State & Expiration Date:

## 2. Vehicle Information

Vehicle Make & Model:

Vehicle Year:

Vehicle Identification Number (VIN):

License Plate Number:

Authorized Usage Period (Start - End):

## 3. Assigned Equipment Checklist

Please list and verify all company-owned equipment assigned for use within the vehicle:

GPS Navigation Unit (Serial/Model):

Vehicle Fuel Card (Card Number):

Safety / First Aid Kit (Status/ID):

Company Mobile Wi-Fi / Hotspot:

Toolbox / Specialized Equipment:

Other Equipment:

## 4. Terms and Conditions of Agreement

- The employee agrees to operate the vehicle in a safe, lawful, and responsible manner at all times.
- The vehicle is to be used strictly for authorized company business. Unauthorized personal use is strictly prohibited.
- The employee is responsible for maintaining the cleanliness of the vehicle and reporting any maintenance or mechanical issues immediately.
- The employee acknowledges receipt of the equipment listed in Section 3 and agrees to return all equipment in good working condition upon request or termination of employment.
- In the event of an accident, the employee must contact emergency services if necessary, file a police report, and report the incident to management immediately.

## 5. Acknowledgment and Signatures

By signing below, the parties agree to the terms and conditions outlined in this agreement.

Employee Signature (Print Name):

Employee Signature (Sign on Line):

Date:

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Authorized Manager/Supervisor Name:

Manager Signature (Sign on Line):

Date: