Company Vehicle Use Agreement

This **Company Vehicle Use Agreement** ("***Agreement***") is entered into on _____ ("***Effective Date***") by and between the parties below:

Company

_____

_____ _____

_____ _____ _____ _____

_____ _____

Employee

_____ _____

_____ _____

_____ _____ _____ _____

_____ _____

WHEREAS, the Company owns or leases vehicles for business operations and agrees to make a vehicle available to the Employee for authorized use.

WHEREAS, the Employee agrees to operate the vehicle responsibly, comply with this Agreement, and protect the Company's property.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the Parties agree as follows:

1. Vehicle Information

The Company assigns the following vehicle to the Employee:

Vehicle Information	Details
Make	
Model	
Year	
Color	
VIN	
License Plate Number	
Current Odometer Reading	

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2. Purpose of Vehicle Use

The Company provides the vehicle primarily for business purposes. Any personal use is permitted only if expressly authorized by the Company and must comply with applicable Company policies and tax reporting requirements.

The Employee acknowledges that use of the vehicle is a privilege that may be modified or withdrawn by the Company in accordance with this Agreement.

3. Driver Eligibility

The Employee represents that they:

- Hold a valid driver's license appropriate for operating the assigned vehicle.
- Are legally permitted to operate a motor vehicle.
- Will immediately notify the Company of any suspension, restriction, expiration, or revocation of their driver's license.
- Will immediately report any medical condition or legal matter that may affect their ability to safely operate the vehicle.

The Employee shall provide updated driver's license information upon request.

4. Employee Responsibilities

The Employee agrees to:

- Operate the vehicle safely, responsibly, and in compliance with all applicable traffic laws.
- Exercise reasonable care to prevent theft, damage, or misuse.
- Keep the vehicle clean and in good condition.
- Secure the vehicle when unattended by locking doors and removing keys.
- Use seat belts and require passengers to do the same where required.
- Avoid distracted or impaired driving.
- Promptly report mechanical problems or warning indicators.
- Cooperate with scheduled inspections and maintenance.

The Employee shall not permit any unauthorized person to operate the vehicle without the Company's prior written approval.

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5. Prohibited Uses

Unless expressly authorized by the Company, the Employee shall not:

- Use the vehicle for illegal activities.
- Operate the vehicle while under the influence of alcohol, illegal drugs, or any substance that impairs safe driving.
- Allow unauthorized drivers to operate the vehicle.
- Use the vehicle for commercial activities unrelated to Company business.
- Participate in racing, off-road driving, or other hazardous activities.
- Tow vehicles or trailers beyond the manufacturer's rated capacity.
- Carry hazardous materials except as required for authorized Company operations.
- Modify the vehicle without the Company's written approval.
- Smoke or vape inside the vehicle if prohibited by Company policy.

6. Business and Personal Use

The Employee shall accurately record business mileage and any authorized personal mileage when required by the Company.

Personal use, if permitted, shall not interfere with Company operations or increase unreasonable operating costs.

The Employee is responsible for any personal expenses associated with unauthorized use unless otherwise approved by the Company.

7. Fuel and Operating Expenses

The Company shall determine which vehicle-related expenses it will pay, including fuel, maintenance, repairs, insurance, registration, tolls, and parking associated with authorized business use.

The Employee shall submit receipts and expense documentation in accordance with Company procedures where reimbursement is required.

The Employee remains responsible for expenses arising from unauthorized use or violations of this Agreement.

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8. Maintenance and Vehicle Care

The Employee shall:

- Follow recommended maintenance schedules.
- Check fluid levels, tire condition, and warning indicators when appropriate.
- Report maintenance needs promptly.
- Present the vehicle for scheduled servicing when requested.
- Avoid delaying repairs that could create safety risks or increase damage.

The Employee shall not authorize major repairs without Company approval except when immediate action is reasonably necessary to protect safety or prevent further damage.

9. Accidents, Damage, and Theft

The Employee shall immediately notify the Company after any accident, theft, vandalism, or damage involving the vehicle.

Where legally required or reasonably appropriate, the Employee shall also notify law enforcement and cooperate with insurance representatives and Company investigations.

The Employee shall not admit liability, negotiate settlements, or sign documents concerning an incident without Company authorization, except where required by law.

The Employee shall provide accurate information and complete any required incident reports promptly.

10. Traffic Violations

The Employee is responsible for promptly reporting traffic citations or driving-related legal actions involving the Company vehicle.

Unless prohibited by law or Company policy, the Employee is responsible for fines, penalties, towing charges, and other costs resulting from their traffic violations or unauthorized use.

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11. Insurance

The Company shall maintain insurance coverage for the assigned vehicle as determined by the Company.

The Employee shall comply with all insurance requirements and cooperate fully in the investigation and handling of insurance claims.

Where required by Company policy, the Employee shall maintain a valid driver's license throughout the term of this Agreement.

The Employee shall immediately notify the Company of any circumstance that may affect insurance coverage or insurability.

12. Liability

The Employee acknowledges responsibility for exercising reasonable care while operating the vehicle.

To the extent permitted by applicable law, the Employee may be responsible for losses resulting from intentional misconduct, gross negligence, unauthorized use, or violation of this Agreement.

Nothing in this Agreement limits any rights or obligations established under applicable law.

13. Return of Vehicle

The Employee shall immediately return the vehicle, keys, fuel cards, access devices, registration documents, and any related Company property upon:

- Termination of employment;
- Transfer to a position that no longer requires vehicle use;
- Company request;
- Expiration or termination of this Agreement.

The vehicle shall be returned in substantially the same condition as received, excluding reasonable wear and tear.

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14. Term and Termination

This Agreement becomes effective on the Effective Date and continues until terminated.

The Company may terminate or suspend the Employee's vehicle privileges immediately for violations of this Agreement, unsafe driving, loss of driving privileges, misuse of the vehicle, or other legitimate business reasons.

The Company may also terminate this Agreement without cause by providing reasonable notice where practical.

Termination does not relieve either Party of obligations that arose before termination, including reporting requirements, payment obligations, or return of Company property.

15. Confidentiality and Company Property

The Employee shall protect confidential Company information that may be stored, transported, or accessed through the vehicle.

Any equipment, documents, electronic devices, or materials kept in the vehicle remain Company property unless otherwise stated.

16. Governing Law

This Agreement shall be governed by and interpreted in accordance with the laws of _____, without regard to conflict of law principles.

Any dispute arising from this Agreement shall be resolved through the courts having jurisdiction in _____, unless the Parties agree to another lawful method of dispute resolution.

17. Entire Agreement

This Agreement constitutes the entire understanding between the Parties regarding Company vehicle use and supersedes all prior discussions or agreements concerning the same subject.

Any amendment to this Agreement must be made in writing and signed by both Parties.

If any provision of this Agreement is found to be unenforceable, the remaining provisions shall remain in effect to the fullest extent permitted by law.

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Signatures

By signing below, the Parties acknowledge that they have read, understood, and agree to be bound by this Company Vehicle Use Agreement.

Company

Name

Date

Signature

Employee

Name

Date

Signature

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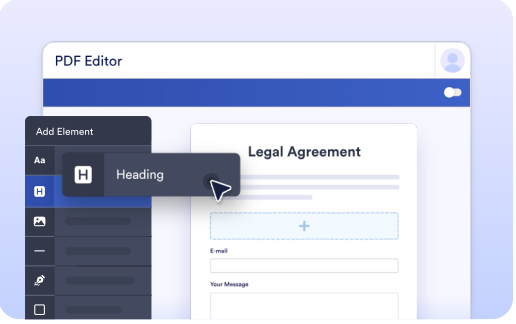
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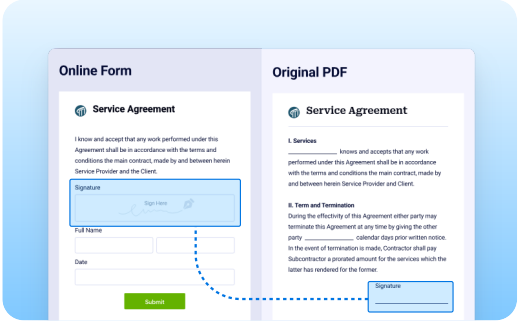
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