

COMPANY VEHICLE USE AGREEMENT

Location: _____ Agreement Number: _____

Company Information:

Company Name: _____

Business Address: _____

Phone / Email: _____

Employee Information:

Full Name: _____

Employee ID: _____

Driver's License No. and State: _____

Address: _____

Phone / Email: _____

Vehicle Information:

Make / Model: _____

Year: _____

VIN (Vehicle Identification Number): _____

License Plate Number / State: _____

Agreement Terms and Conditions:

1. Purpose and Scope

This Agreement governs the use of the Company vehicle by the Employee in accordance with the policies and regulations established by the Company. Employee agrees to use the vehicle solely for authorized business purposes and in compliance with all applicable laws and Company policies.

2. Vehicle Use Restrictions

Employee shall not use the vehicle for personal purposes unless expressly authorized in writing by the Company. Unauthorized use, including subleasing, lending, or operating the vehicle under the influence of alcohol or drugs is strictly prohibited.

3. Maintenance and Care

Employee shall maintain the vehicle in good condition, perform routine checks, and report any damage, defects, or required repairs promptly to the Company. Employee agrees to return the vehicle in the same condition, reasonable wear and tear excepted.

4. Insurance and Liability

The Company shall maintain insurance coverage for the vehicle as required by law. Employee shall be responsible for any damage or loss resulting from negligent or unauthorized use. Employee agrees to cooperate fully in any insurance claims or investigations.

5. Accident Reporting

Employee must immediately report any accident, theft, or damage involving the vehicle to the Company and law

enforcement authorities as required. Employee shall provide all relevant information and cooperate in subsequent investigations.

6. Traffic Violations

Employee is responsible for any fines, penalties, or legal consequences arising from traffic violations incurred during use of the vehicle.

7. Term and Termination

This Agreement remains in effect until terminated by either party with written notice. The Company may revoke vehicle use privileges at any time for cause, including violation of this Agreement or Company policies.

8. Return of Vehicle

Employee agrees to return the vehicle, all keys, documents, and accessories to the Company immediately upon termination of this Agreement or upon request.

9. Compliance with Laws and Policies

Employee shall comply with all federal, state, and local laws, including licensing, registration, and safety requirements, as well as all Company policies related to vehicle use.

10. Indemnification

Employee agrees to indemnify and hold harmless the Company from any claims, damages, losses, or expenses arising out of Employee's use or misuse of the vehicle, except to the extent caused by the Company's negligence.

11. Confidentiality

Employee shall not disclose any confidential or proprietary information obtained through use of the Company vehicle or while performing vehicle-related duties.

12. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the United States and the applicable state law where the Company is headquartered.

13. Entire Agreement

This Agreement constitutes the entire understanding between the parties regarding vehicle use and supersedes all prior agreements, oral or written.

14. Amendments

Any amendments or modifications to this Agreement must be in writing and signed by both parties.

15. Severability

If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall continue in full force and effect.

16. Dispute Resolution

Any disputes arising under this Agreement shall first be addressed through informal negotiations. If unresolved, disputes may be submitted to mediation or binding arbitration as agreed by the parties.

17. Employee Acknowledgment

Employee acknowledges having read, understood, and agrees to comply with all terms and conditions set forth herein.

18. Signature and Execution

This Agreement may be executed in counterparts and transmitted electronically, each of which shall be deemed an original.

COMPANY AUTHORIZED SIGNATURE

EMPLOYEE SIGNATURE

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Date: _____

Date: _____

Original source of this document:

<https://agreementdocs-us.com/company-vehicle-use-agreement/>

Did you find this template helpful?

Find more updated templates at:

<https://agreementdocs-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.