

# Company Vehicle Assignment & Liability Waiver

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Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

## Vehicle Information

Make/Model: \_\_\_\_\_

Year: \_\_\_\_\_

License Plate: \_\_\_\_\_

VIN (Vehicle Identification No.): \_\_\_\_\_

## Assignment Period

From: \_\_\_\_\_

To: \_\_\_\_\_

## Purpose of Use

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## Acknowledgment & Liability Waiver

I, the undersigned, acknowledge receipt of the above company vehicle. I understand that I am responsible for its proper use and maintenance as per company policy. I agree to operate the vehicle safely, abide by all traffic laws, and not permit unauthorized users. I accept full liability for any damages, losses, penalties, or violations incurred while the vehicle is assigned to me, except as otherwise provided by company policy.

I hereby release the Company, its affiliates, officers, and employees from any and all liability for personal injury or property damage arising out of or relating to my use or misuse of the company vehicle, subject to applicable law and company policy.

\_\_\_\_\_  
Employee's Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature Date: \_\_\_\_\_

## Important Notes

- This document should be completed and signed before vehicle assignment.
- Keep a copy of the signed document in employee and vehicle files.
- Review local laws and company policies regarding vehicle use and liability.
- Regularly update this form for long-term assignments or new vehicles.
- Unauthorized use of the vehicle may result in disciplinary action.