

Employee Vehicle Use Liability Addendum

Supplemental Document

Employee Name: _____

Department: _____

Date: _____

Vehicle Make/Model: _____

License Plate: _____

Driver's License #: _____

Addendum Purpose

This supplemental document is an addendum to the existing Employee Vehicle Use Agreement, outlining the responsibilities, terms, and liabilities associated with the use of personal or company vehicles for work-related purposes.

Terms and Conditions

- The employee affirms possession of a valid and unexpired driver's license for the operation of the above vehicle.
- The employee agrees to maintain required insurance coverage and provide proof upon request.
- Vehicle use is strictly limited to authorized business activities and must comply with all applicable traffic laws and organizational policies.
- The employee assumes full responsibility for legal infractions, damages, or injuries arising from unauthorized or negligent vehicle operation.
- The company disclaims liability for personal property loss or unapproved incidents incurred during vehicle use.

Employee Certification and Acknowledgment

I, the undersigned employee, have reviewed and understand the terms of this Vehicle Use Liability Addendum and agree to abide by all conditions as stated above.

Employee Signature

Date: _____

Supervisor/HR Signature

Date: _____

Important Notes

- This addendum is typically supplemental to the main vehicle use agreement policy.
- Failure to comply may result in loss of driving privileges or disciplinary action.
- Employees must notify HR immediately of any changes in license status, vehicle, or insurance coverage.
- This document should be reviewed annually or after any significant change in policy or assigned vehicles.