

# Pool Vehicle Use and Liability Agreement

## 1. Employee & Vehicle Information

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

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

Driver's License Number: \_\_\_\_\_

Vehicle Assigned (Make/Model/Plate): \_\_\_\_\_

Date/Time of Use: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

## 2. Terms and Conditions

1. Pool vehicles are for official business purposes only and may not be used for personal errands or activity.
2. Drivers must possess a valid driver's license and comply with all traffic laws and regulations.
3. The assigned driver is responsible for the vehicle's safekeeping during use and must report any accidents, damage, or incidents immediately.
4. Only the authorized employee named above is permitted to operate the vehicle during this assignment.
5. Smoking and consumption of alcohol or illegal substances are strictly prohibited in pool vehicles.
6. The vehicle must be returned with the same fuel level and in a clean, orderly condition.
7. The organization reserves the right to revoke pool vehicle privileges at any time.

## 3. Liability Acknowledgment

I acknowledge that I have read and understood the above terms regarding pool vehicle use. I accept full responsibility for the vehicle while assigned and agree to indemnify the organization for any loss, damage, penalty, or claim arising from failure to comply with these terms.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes

- Ensure all information provided is accurate prior to vehicle assignment.
- Failure to comply with agreement terms may result in disciplinary actions.
- Report all incidents and accidents to your supervisor without delay.
- Review and follow all organization-specific vehicle policies.