

# Standard Vehicle Use Liability Agreement for Employees

This Vehicle Use Liability Agreement ("Agreement") is made between **[Company Name]** ("Company") and the undersigned employee ("Employee").

## 1. Purpose

The purpose of this Agreement is to establish the terms and conditions under which the Employee may operate vehicles owned, leased, or otherwise provided by the Company for official business purposes.

## 2. Authorized Use

- Employee agrees to use Company vehicles only for authorized business activities.
- Personal use of Company vehicles is strictly prohibited unless prior written consent is given by the Company.

## 3. Driver Responsibility

- Employee must hold and maintain a valid driver's license appropriate for the class of vehicle operated.
- Employee agrees to observe all traffic laws and operate vehicles in a safe and responsible manner.
- Any tickets, citations, or violations incurred are the responsibility of the Employee.

## 4. Liability and Insurance

- Employee acknowledges that any misuse or unauthorized use of the vehicle may result in liability for damages or injuries caused.
- Employee must promptly report any accidents, theft, or damage involving the vehicle to the Company.

## 5. Condition and Return of Vehicle

- Employee agrees to return the vehicle in the same condition as when received, normal wear and tear excepted.
- Any damages beyond normal wear and tear may result in financial responsibility for repairs.

## 6. Termination

The Company reserves the right to revoke vehicle use privileges at any time. Upon termination of employment or vehicle use privileges, the Employee must immediately return all vehicles and associated property to the Company.

By signing below, the Employee acknowledges that they have read, understood, and agree to the terms

outlined in this Agreement.

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Date:

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Employee Name & Signature

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Company Representative & Signature

### Important Notes

- This document should be reviewed and signed before allowing employees access to company vehicles.
- Regularly update and review the agreement to comply with local laws and insurance policies.
- Clearly communicate company vehicle use policies to all relevant staff.
- Violations of this agreement may lead to disciplinary action, up to and including termination.
- Keep signed copies of the agreement on file for reference and compliance.