

# Employee Authorization Form for Company Vehicle Use

This **employee authorization form** sample provides a clear template for granting permission to use company vehicles. It ensures proper documentation and compliance with company policies. Use this form to streamline vehicle assignment and maintain accountability.

**Employee Name:**

**Employee ID/Number:**

**Department:**

**Position/Title:**

**Vehicle Assigned (Make/Model/License Plate):**

**Purpose of Vehicle Use:**

**Duration of Use (Dates & Times):**

**Driver's License Number:**

**License Expiry Date:**

**Conditions/Restrictions (if any):**

I acknowledge that I have read and agree to comply with the company's vehicle use policy.

**Employee Signature:**

Sign here

**Manager/Supervisor Authorization:**

Sign here

**Date:**

**Date:**

*This document is intended as a sample template. Please customize to fit your company's specific policies and requirements.*