

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:

Date:

Manager/Supervisor Authorization:

Date:

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