

Employee Vehicle Use Authorization Form

This **employee vehicle use authorization form template** streamlines the process of granting permission for staff to operate company vehicles, ensuring clarity and compliance with organizational policies. It captures essential details such as driver information, vehicle specifics, and usage conditions to maintain accountability. Utilizing this template helps protect both the company and employees by formalizing authorization and responsibility.

Employee Information	
Employee Name:	
Employee ID/Number:	
Department/Division:	
Contact Number:	
Driver's License Number:	
License Expiry Date:	

Vehicle Details	
Vehicle Make & Model:	
License Plate Number:	
Vehicle Identification Number (VIN):	
Year:	
Odometer Reading (Start):	

Authorization Details	
Purpose of Use:	
Authorized Usage Dates (From - To):	
Authorized Areas/Regions of Use:	
Special Conditions or Restrictions:	

Acknowledgment & Signatures	
Employee: I acknowledge my responsibility for safe and appropriate use of the company vehicle in accordance with company policies.	Signature: Date: _____
Authorized Supervisor/Manager: I authorize the above employee to operate the specified company vehicle for the stated purpose and duration.	Signature: Date: _____

Note: Submit completed form to Human Resources or the relevant department before vehicle use.