

Company Vehicle Use Authorization Form

This **company vehicle use authorization form sample** ensures proper approval and documentation for employees using corporate vehicles. It outlines the terms, responsibilities, and conditions for authorized vehicle use, promoting safety and compliance. Utilizing this template helps streamline vehicle management and accountability within the organization.

Employee Information

Name	_____
Employee ID	_____
Department	_____
Contact Number	_____

Vehicle Information

Vehicle Make/Model	_____
License Plate	_____
Purpose of Use	_____
Date(s) of Use	_____

Terms & Conditions

1. The vehicle must be used for business purposes only and in accordance with company policies.
2. The employee is responsible for the safe operation and care of the vehicle during the authorized period.
3. Any accidents, damages, or violations must be reported immediately to management.
4. No unauthorized drivers are permitted to operate the vehicle.
5. The vehicle must be returned in the same condition as issued.

Authorization

Employee Signature	_____ Date: _____
Manager/Supervisor Approval	_____ Date: _____

For office use only:

Request Approved By	_____
Date Approved	_____
Special Instructions/Comments	_____