

Annual Vehicle Use Authorization Form Sample

The **annual vehicle use authorization form sample** provides a standardized template for granting permission to use company vehicles over a year. It ensures clear communication of terms, responsibilities, and usage policies between the organization and employees. Utilizing this form helps maintain proper documentation and compliance within fleet management.

Vehicle Use Authorization

Employee Information

Employee Name:

Employee ID:

Department:

Vehicle Information

Vehicle Make/Model:

License Plate Number:

VIN (Vehicle Identification Number):

Authorization Details

Authorization Period:

to

Purpose of Use:

Terms & Conditions:

• Vehicle must be operated in accordance with all applicable laws and company policies.

• Routine maintenance and immediate reporting of any damages are required.

• Only authorized employees may operate the vehicle.

• Personal use of the vehicle is strictly prohibited.

Signatures

Employee Signature:

Date:

Supervisor Authorization Signature:

Date:

Submit