



## COMPANY VEHICLE USE AGREEMENT

### **Instructions for Employees:**

Please read this document carefully before signing. If you have any questions or need further clarification regarding any part of this Agreement, please get in touch with the HR department.

This Agreement outlines the terms and conditions for employees using company vehicles. By signing this document, the employee acknowledges and agrees to comply with the following responsibilities and liabilities.

### **1. Employee Responsibilities:**

- A. **Proper Use:** The company vehicle is to be used solely for business purposes unless prior written approval is obtained for personal use.
- B. **Compliance with Law:** The employee must adhere to all traffic laws, regulations, and parking rules. Any fines, penalties, or legal consequences resulting from traffic violations or improper use are the employee's responsibility.
- C. **Driver's License:** The employee must hold a valid driver's license and immediately notify the company of any changes to their driving status. *(A copy of the employee's driver's license is required to be on file).*
- D. **Maintenance and Reporting:** The employee is responsible for immediately reporting any issues, damages, or maintenance needs of the vehicle. Regular upkeep and cleanliness of the vehicle must be maintained.

### **2. Accidents:**

In the event of an accident, the employee must follow company procedures for reporting and documentation, including promptly notifying the appropriate authorities and the company's HR department.

- A. **Immediate Action:** In the event of an accident, the employee must immediately ensure their safety and the safety of others. If necessary, call emergency services.
- B. **Reporting:** The employee must report the accident to the appropriate authorities and obtain a police report. Additionally, the employee must notify the company's HR department and direct supervisor immediately.
- C. **Documentation:** The employee must gather and provide all necessary documentation, including the police report, photos of the accident scene, and contact information of any witnesses. A completed accident report form must be submitted to the HR department within 24 hours of the incident.
- D. **Cooperation:** The employee is required to cooperate fully with any investigations conducted by the company or its insurance providers.

- E. **Medical Attention:** If the employee or any passengers require medical attention, they should seek it immediately and follow up with necessary treatment. The company should be informed of any injuries sustained.

### 3. Company Responsibilities:

- A. **Insurance:** The company will provide appropriate insurance coverage for the vehicle. However, this does not absolve the employee from personal liability in the event of negligence or misuse. *(A copy of the employee's personal insurance is required to be on file).*
- B. **Maintenance:** The company will ensure the vehicle is in good working condition and schedule regular maintenance checks.

### 4. Gas Policy:

- A. **Fuel Expenses:** The company will cover fuel expenses for the vehicle's business use *(only)*. Employees are required to use company-provided fuel or business cards where applicable.
- B. **Receipts:** If a company fuel card is unavailable, the employee must retain and submit receipts for reimbursement. All receipts must include the date, time, and amount of fuel purchased.
- C. **Fuel Levels:** Employees must ensure the vehicle is returned with at least half a tank of gas. Failure to do so may result in disciplinary action.
- D. **Unauthorized Fuel Use:** Any unauthorized use of the company fuel card for personal or non-business-related fuel purchases is strictly prohibited and may result in disciplinary action, including potential termination and reimbursement of unauthorized expenses.

### 5. Liability:

- A. **Personal Use:** The company is not liable for any accidents or incidents occurring during unauthorized personal use of the company vehicle.
- B. **Negligence:** The employee will be held financially responsible for any damages resulting from negligent or improper vehicle use.
- C. **Substance Use:** Driving under the influence of alcohol, drugs, or any other substances that impair driving ability is strictly prohibited and will result in immediate disciplinary action, including potential termination and personal liability for any damages.

**6. Acknowledgment and Agreement:**

By signing this Agreement, the employee acknowledges that they have read, understood, and agree to abide by the abovementioned terms and conditions. The employee also agrees to assume responsibility for any personal liability arising from their use of the company vehicle.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company Representative Name: \_\_\_\_\_

Company Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_