
Employee Vehicle Use Authorization Form

I. Employee Information

- Name: _____
- Department: _____
- Employee ID: _____
- Contact Number: _____

II. Vehicle Assignment

- Vehicle Make & Model: _____
- License Plate Number: _____
- Assigned Mileage Limit: _____ miles

III. Use Policy Acknowledgment

- I acknowledge the company vehicle use policy and agree to adhere to the following conditions: (Insert detailed policy here)
- Employee Signature: _____
- Date: // _____

IV. Vehicle Use Log

Date	Destination	Purpose of Trip	Mileage
// _____	_____	_____	_____

--	--	--	--

V. Supervisor Authorization

- Supervisor's Name: _____
- Signature: _____
- Date: // _____