**ON COMPANY LETTER HEAD**

VEHICLE USE AGREEMENT – COMPANY VEHICLES

All employees operating a company owned vehicle agree to operate the vehicle according to the following guidelines. Failure to adhere to these guidelines may result in revocation of an employee’s privilege to operate company vehicles or termination under some circumstances.

1. Employee must maintain a proper and current driver’s license for the type of company vehicle that they are operating.
2. Employee must notify the company of any citations received while operating a company vehicle.
3. Employee must follow generally accepted safe driving practices and obey traffic regulations.
4. Employee is responsible for ensuring that the vehicle is properly maintained.
5. Employee must personally drive the company vehicle. However, for learner drivers, the spouses, parents, brothers or sisters may operate the company owned vehicle in going to and from the office within a period of six (6) months only.
6. Vehicles are not to be loaned to any employees not allowed to operate company vehicles.
7. Employee is responsible for parking cars in safe and legal areas off public ways.
8. The use of alcohol and controlled substances prior to and during operation of any vehicle is prohibited.
9. Any hazardous substances, chemicals or dangerous goods are prohibited from being carried in a company car.
10. Employee must report all accidents within 24 hours of the occurrence to their immediate head. This authorization may be terminated by the company at any time.

Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COO COMPTROLLER

I have read, understand and agree to comply with the above conditions authorizing me to drive a company vehicle.

Conforme :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name & Signature

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

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Restriction : \_\_\_\_\_\_\_\_\_\_\_\_

(Kindly attached photocopy of License & OR)