

# Employee Bicycle Usage Agreement

## Employee Information

Name:

Department:

Employee ID:

Contact Number:

## Bicycle Details

Bicycle Model/Type:

Serial Number/ID:

## Usage Terms

- The bicycle is provided for official and authorized use only.
- The employee is responsible for the appropriate care and security of the bicycle during the usage period.
- Damages or loss must be reported to the company immediately.
- The bicycle must be returned in the same condition as received, subject to normal wear and tear.
- Helmet use and compliance with safety regulations are required at all times.

## Agreement Period

Start Date:

End Date:

## Employee Declaration

I have read, understood, and agree to abide by the terms and conditions stated above regarding the use of a company-provided bicycle.

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Employee Signature

Date:

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Company Representative

Date: