

# Temporary Fleet Vehicle Use Agreement

Date:

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## Employee/Driver Information

Name	
Department	
Contact Number	
Driver's License Number	

## Vehicle Information

Make/Model	
Year	
License Plate	
VIN	

## Use Details

Start Date & Time	
End Date & Time	
Purpose of Use	
Destination(s)	

## Terms and Conditions

- The vehicle is provided for temporary use by the above-named employee/driver for official business purposes only.
- The driver must hold a valid driver's license and comply with all applicable traffic laws and company policies.
- Any damage, incident, or accident involving the vehicle must be reported immediately.
- The vehicle must be returned in its original condition and on or before the specified end date.
- Personal use of the vehicle is not permitted.

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Employee/Driver Signature

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Date

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Supervisor/Manager Signature

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Date